

MS-Office Training for Lab Instructors

Training Report

Date of the event	08-01-2018 to 10-01-2018
Title of the Event	MS-Office Training for Lab Instructors
Organized by (Dept Name)	Information Science and Engineering
Collaborating Dept	Computer Science and Engineering
Name of department event coordinators	Mrs. Sanchari Saha(ISE) & Mrs. I Manimozhi(CSE)

The Department of ISE in collaboration with the Department of CSE conducted a three days training programme on MS-office for various department lab instructors from 08-01-18 to 10-01-18 from 09:30 AM to 03: 30 PM in CAD lab. Around 30 lab instructors from various departments actively participated in the training programme.

Day1 _08-01-2018

On 08-01-2018 at 9:30am trainers - Ms. Hymavathi (AP, CSE dept) & Ms. Ganga V C (AP, ISE dept) started their training session on MS-Word. The trainers initiated the forenoon session with basic concepts of MS-Word. Both theoretical & practical sessions were conducted from 09:30 to 12:40pm. The topics covered during the training session included Entering and Editing Text , Saving and Opening Documents , Navigating and Selecting Text , Using Bulleted and Numbered Lists , Introduction to Tables , Inserting Pictures , Page Layout and Printing, Introduction to Styles, Themes and Templates , Managing Bulleted and Numbered Lists , Customizing Tables and using Formulas , Multi-Section Documents, Headers and Footers in large documents etc.

Self-assessment sessions were conducted in the afternoon between 01:30 pm to 03:30 pm during which all the participants were given questions related to MS-WORD for assessing their practical knowledge.



MS-Office Training Event: Faculty members Ms. Hymavathi (CSE) & Ms. Ganga V C (ISE) training the lab instructors on MS-Word.

Day2 _09-01-2018

On 09-01-2018 training on MS-PPT commenced at 09:30am. The trainers for the session were Ms. Thanu Kurian (AP, CSE dept) & Ms. Sujatha (AP, CSE dept). The trainers initiated the forenoon session with basic concepts of MS-PPT. Both theoretical & practical sessions were conducted from 09:30 to 12:40pm. The topics covered during the training session included Creating a Presentation ,Entering and Editing Text , Managing Text , Text Boxes and Tables , Pictures and Drawings , SmartArt and Charts , Presentation Designs and Formatting , Simple Animations , Running Slide Shows,

Managing Slide Masters , Multimedia Objects , Custom Animations , Presenting a Show etc

Self-assessment sessions were conducted in the afternoon between 01:30 pm to 03:30 pm during which all the participants were given questions related to MS-PPT for assessing their practical knowledge



MS-Office Training Event: Faculty members Ms. Tharu (CSE) & Ms. Sujatha (CSE) training the lab instructors on MS-PPT.

Day3 _10-01-2018

On 10-01-2018 (Third day) training on MS-EXCEL started at 09:30am. The trainers were Mr. Vinay Nadkarni (AP, CSE dept) & Mr. GD Raman (AP, CSE dept). The trainers initiated the forenoon session with basic concepts of MS-Excel. Both theoretical & practical session was conducted from 09:30 to 12:40pm. The topics covered during the training session included Entering and Amending Data, Saving and Opening

Workbooks , Navigating and Selecting Ranges , Entering Formulas , Inserting/Deleting Rows and Columns , Formatting Worksheets , Using Simple Functions , Copying, Moving and AutoFill , Introduction to Range Names , Using Multiple Worksheets , Cell Styles and Conditional Formatting , Paste Special , Text and Date Formulas , IF & related functions (formulas), Using Charts , Sorting and Filtering Lists , Using Tables, Date and Time Formulas etc.

Self-assessment sessions were conducted in the afternoon between 01:30 pm to 03:30 pm during which all the participants were given questions related to MS-EXCEL for assessing their practical knowledge



MS-Office Training Event: Faculty members Ms. Deepa Angadi (CSE) & Mr. GD Raman (CSE) training the lab instructors on MS-Excel.

Outcome of the Event: On completion of this training, the participants were able to create and use MS Word documents, PPT presentations & spreadsheets effectively including editing, formatting, simple use of tables and pictures, printing, delivering on-

screen shows with simple animations, straightforward calculation and simple data manipulation .