

**Avinashilingam Institute for Home Science and Higher Education for Women
Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD (now MoE)
Re-accredited with 'A++' Grade by NAAC.CGPA 3.65/4, Category I by UGC
Coimbatore-641 043, Tamil Nadu, India**



**Report of the
Tenth Short Term Capacity Building Program
on**

Microsoft Suite Essentials for Office Administration

**Organised
by**

**AIU – Avinashilingam Institute – Academic and
Administrative Development Centre (AIU-AI-AADC)**

14.12.2023 to 16.12.2023

Mode : Online



Avinashilingam Institute for Home Science and Higher Education for Women
Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD(now MoE)
Re-accredited with 'A++' Grade by NAAC.CGPA 3.65/4, Category I by UGC.
Coimbatore-641 043, Tamil Nadu, India



AIU-AI-AADC

Tenth Short-Term Capacity Building Programme on
‘Microsoft Suite Essentials for Office Administration’
14.12.2023 to 16.12.2023 (3 Days) - Online Mode

CONTENTS

S.No	Particulars	Page. No
1	Report	1 - 38
2	Participants List	39 - 47
3	Sample Certificate	48
4	Working Schedule	49
5	Brochure	50 - 58



Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University under Category A by MHRD, Estd. u/s 3 of UGC Act 1956)

Re-accredited with A++ Grade by NAAC. Recognised by UGC Under Section 12 B

Coimbatore - 641 043, Tamil Nadu, India



Tenth Short-Term Capacity Building Programme on 'Microsoft Suite Essentials for Office Administration'

On 14th December 2023 at 9:30 a.m. – 09:45 a.m. inaugural session started with blessings of God Almighty, Dr.T.S.Avinahilingam Ayya Avargal and Dr. Rajaammal P.Devadas Amma Avargal with a prayer song.

The banner features the logos of the Association of Indian Universities (AIU) and Avinashilingam Institute for Home Science and Higher Education for Women (AIU-AI-AADC) at the top corners. The central text reads: 'Avinashilingam Institute for Home Science and Higher Education for Women Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD Re-accredited with 'A++' Grade by NAAC .CGPA 3.65/4, Category I by UGC Coimbatore-641 043, Tamil Nadu, India'. Below this, the program title is displayed in purple and red: 'Tenth Short-Term Capacity Building Programme on 'Microsoft Suite Essentials for Office Administration''. The date and time of the 'Inaugural Session' are given as '14.12.2023'. A portrait of Dr. K. Ramya is shown on the left. The main heading 'WELCOME ADDRESS & EVENT BRIEF' is in large red letters. At the bottom, her name and title are listed: 'DR. K. RAMYA NODAL OFFICER, AIU-AI-AADC'.

Dr. K. Ramya, Nodal Officer, AIU-AI-AADC, welcomed participants representing non-teaching staff from various colleges and universities nationwide. The program aimed to enhance skills, foster collaboration, and focus on skill development, especially in the Microsoft suite. The first day of the program centered around Microsoft Word, emphasizing document creation and management. Mrs. Priyanka, an experienced technical facilitator and guest lecturer, conducted the sessions. Participants were introduced to various aspects of Microsoft Word, including the ribbon interface, quick access toolbars, customization of the status bar, and efficient document-saving procedures.

The program focused on providing essential skills and knowledge to navigate the Microsoft Suite, recognizing its significance in the rapidly evolving technological landscape. Dr. Ramya emphasized the role of efficient administrative officers in the overall functioning of educational institutions. The curriculum was carefully designed to enhance daily operations and streamline tasks, contributing to the overall efficiency of administrative duties.

Participants were encouraged to actively engage in discussions, ask questions, and maximise learning opportunities. Dr. Ramya expressed gratitude to the management for their support in deputing participants to the program. The fostering of an environment of shared learning,

collaboration, and camaraderie was emphasized, harnessing the power of knowledge for institutional success.

As the nodal officer, Dr. Ramya extended heartfelt wishes for a productive and enriching experience during the program. The structure of the three-day program was outlined, focusing on Microsoft Word on day one. The participants were encouraged to participate actively, ensuring a successful and rewarding learning experience.

The program set the stage for a collaborative and knowledge-driven environment, fostering growth and success in the participating institutions.

Session II
14/12/2023 @ 11.00 am – 04.30 pm
Microsoft Word (Document Creation)

Priyanka C
Technical Facilitator cum Guest Lecturer

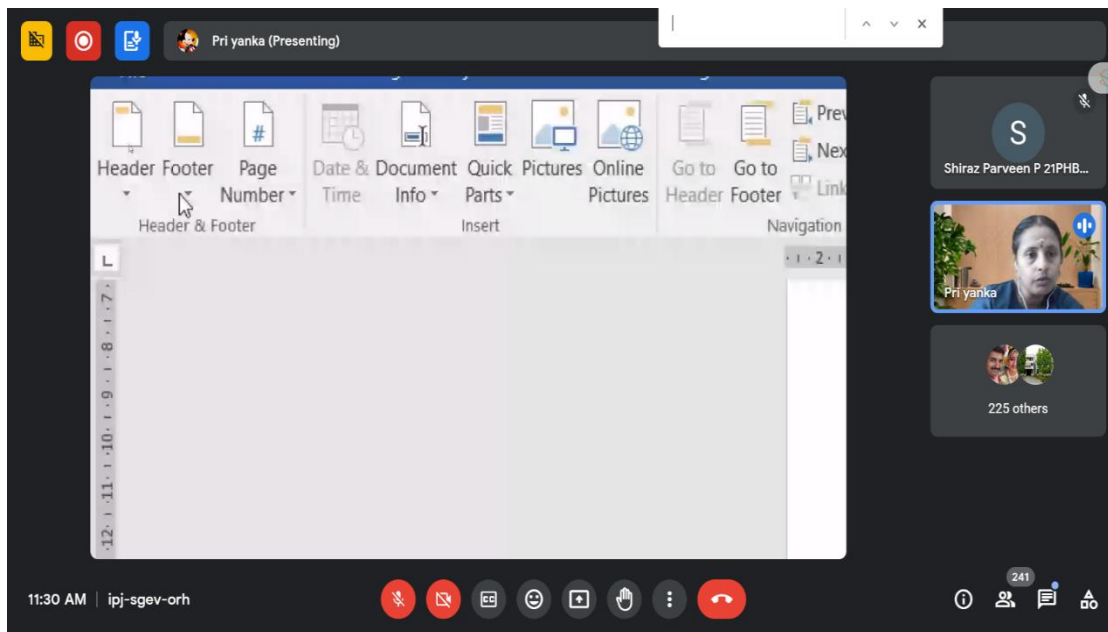
The Microsoft Word training session, a part of the three-day capacity-building program organised by Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore, was conducted by Mrs. Priyanka, an accomplished professional with a diverse educational background and extensive experience in interior designing, psychology, and MBA in HR management. Mrs. Priyanka has previously delivered guest lectures at reputed institutions like Karunya University, PPG College, and NGP College.

Dr. Ramya, the nodal officer, thanked Mrs. Priyanka for accepting the invitation to conduct the program. The educational venture aimed to enhance the participants' skills in various software tools, including Microsoft Word. Dr. Ramya highlighted the importance of efficient document creation, formatting, and collaboration in professional settings.

Mrs. Priyanka commenced the Microsoft Word session by providing an overview of the software's capabilities. She emphasized its significance in professional document creation, including reports, applications, meeting agendas, resumes, memorandums, newspapers, and business cards.

Mrs. Priyanka elucidated various features of Microsoft Word, such as text editing, document formatting, spell checks, mail merging, headers, footers, and graphical insertions. She also discussed the importance of page numbers, font customization, and document organization.

The session was structured to cover essential topics, starting with an introduction to the Microsoft Word interface. Mrs. Priyanka covered creating and saving documents, toolbars, formatting, styles, graphical presentations, page layouts, and collaboration tools. The participants were encouraged to engage in the learning process actively.



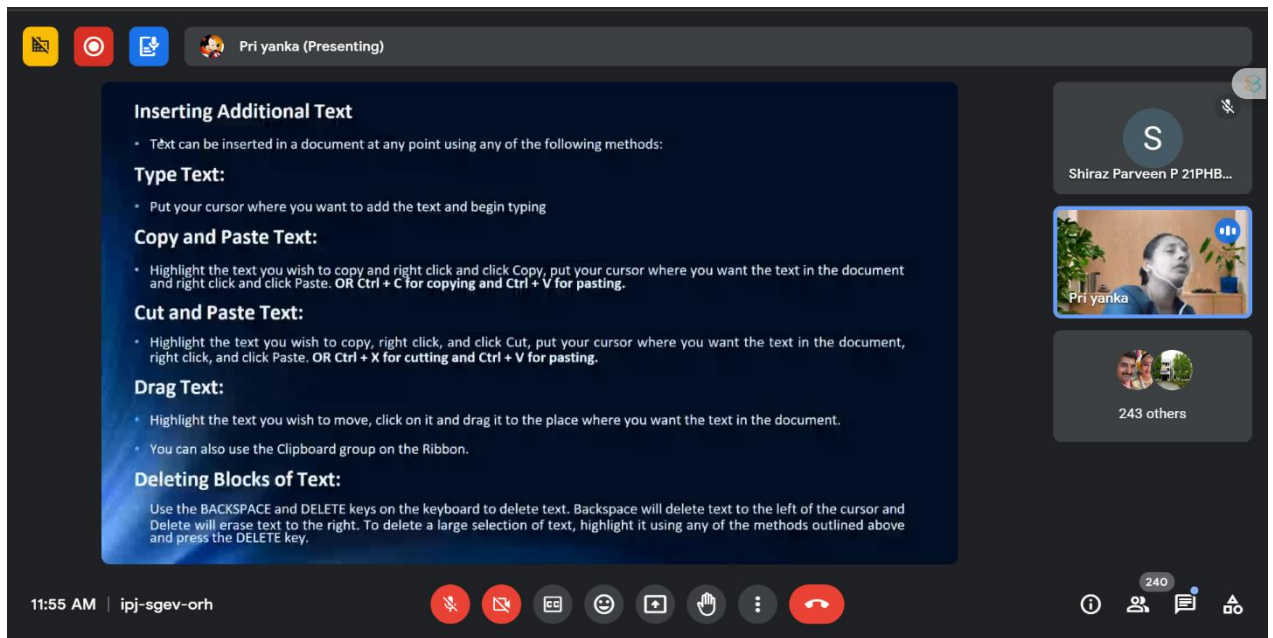
Mrs. Priyanka provided a step-by-step demonstration of Microsoft Word's interface, explaining how to create, edit, and format documents. She discussed practical tips, shortcuts, and the effective utilization of various tools within the software. Participants were encouraged to follow along on their devices for hands-on learning.

The session included interactive elements, with participants given the opportunity to ask questions and seek clarification. Mrs. Priyanka addressed queries, ensuring that participants gained a comprehensive understanding of Microsoft Word.

As the session concluded, Dr. Ramya thanked Mrs. Priyanka for her insightful presentation and expertise. Participants were encouraged to apply the newly acquired knowledge in their professional roles, fostering efficiency and collaboration. The program's success was attributed to the active participation of attendees and the valuable contributions of Mrs. Priyanka.

The Microsoft Word training session set a strong foundation for the subsequent days of the capacity building program, providing participants with essential skills for effective document creation and management.

The second part of the Microsoft Word training session, focused on practical demonstrations within the software. Participants were encouraged to follow along if they had the software installed on their devices. Mrs. Priyanka emphasized the importance of setting basic parameters, such as font size and header, before beginning any professional document.

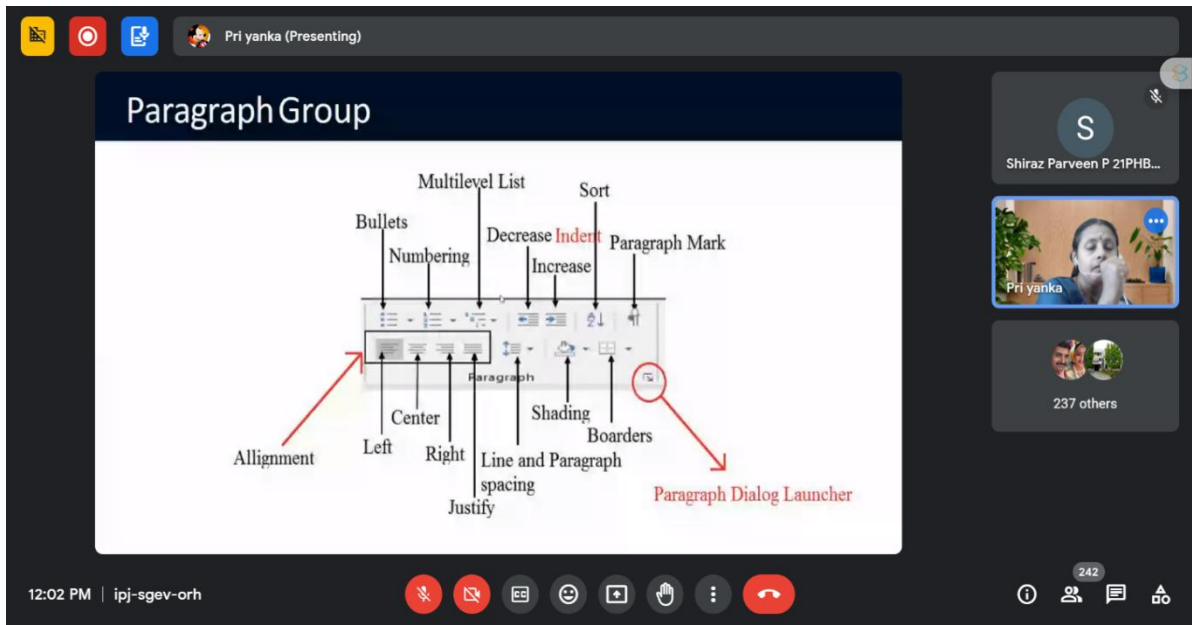


Microsoft Word Interface Overview:

Mrs. Priyanka provided an in-depth overview of the Microsoft Word interface, emphasizing the Quick Access Toolbar, Ribbon Tabs, Groups, Dialogue Box Launch Buttons, Rulers, Title Bar, and Zoom Slider. She explained how each element contributes to efficient document creation.

Quick Access Toolbar Customization:

The Quick Access Toolbar was introduced as a customisable toolbar that allows users to add frequently used commands for easy access. Mrs. Priyanka demonstrated how participants could personalize the toolbar based on their preferences.



Understanding Tabs and Ribbons:

Participants were guided through the nine tabs available in Microsoft Word – File, Home, Insert, Design, Layout, References, Mailings, Review, and View. Mrs. Priyanka explained that each tab offers specific tools and options related to different aspects of document creation.

File Tab Functions:

The functions under the File tab, such as saving, closing, creating new documents, printing, and customization, were discussed. Participants were shown how to access these functions for efficient document management.

Document Opening and Renaming:

Mrs. Priyanka explained how to open documents through the File tab, either by selecting recently opened files or navigating to a specific file location. Additionally, she demonstrated the process of renaming a document for clarity and organization.

Status Bar Information:

The importance of the Status Bar at the bottom of the document was highlighted. Mrs. Priyanka explained that it displays information about the current document, including page number, column and line numbers, and word count.

Setting Margins:

Participants were guided on the significance of setting margins before starting a document. Mrs. Priyanka drew parallels with the traditional practice of setting margins on a physical sheet of paper before writing.

Border Type	Special Character	Result
If you require a very thin underline (approx 3/4 inch)	Press Shift+ hyphen (-) symbol thrice and hit the enter key	_____
If you want a comparatively bold underline (approx 1.5 inch)	Press Shift+ Underscore (_) symbol thrice and hit the enter key	_____
Insert double underline border	Press Shift + equal to sign (=) three time and click enter	=====
If you want to draw a dotted line	Press Shift+ asterisk sign (*) thrice and hit the enter key	*****
If you want to draw a zigzag border	Press Shift + tilde (~)and hit the enter key	~~~~~
If you want a three line border with two thin lines and a thick bold middle line	Press Shift+hashtag (#) symbol (#) and hit the enter key	=====

Text Operations:

Basic text operations, such as entering, moving, copying, deleting, finding, and replacing text, were covered. Mrs. Priyanka emphasized the need to establish a clear margin before performing these operations.

Participants were encouraged to practice the concepts learned by actively navigating through Microsoft Word and applying the demonstrated features. Mrs. Priyanka provided guidance and addressed queries, ensuring participants gained hands-on experience.

The Microsoft Word training session gave participants practical insights into using the software effectively. Mrs. Priyanka's step-by-step demonstrations enhanced participants' understanding, and the interactive nature of the session facilitated a dynamic learning environment.

Next session of Mrs. Priyanka, delved into advanced document creation features, including formatting, table manipulation, and spell-check functionalities.

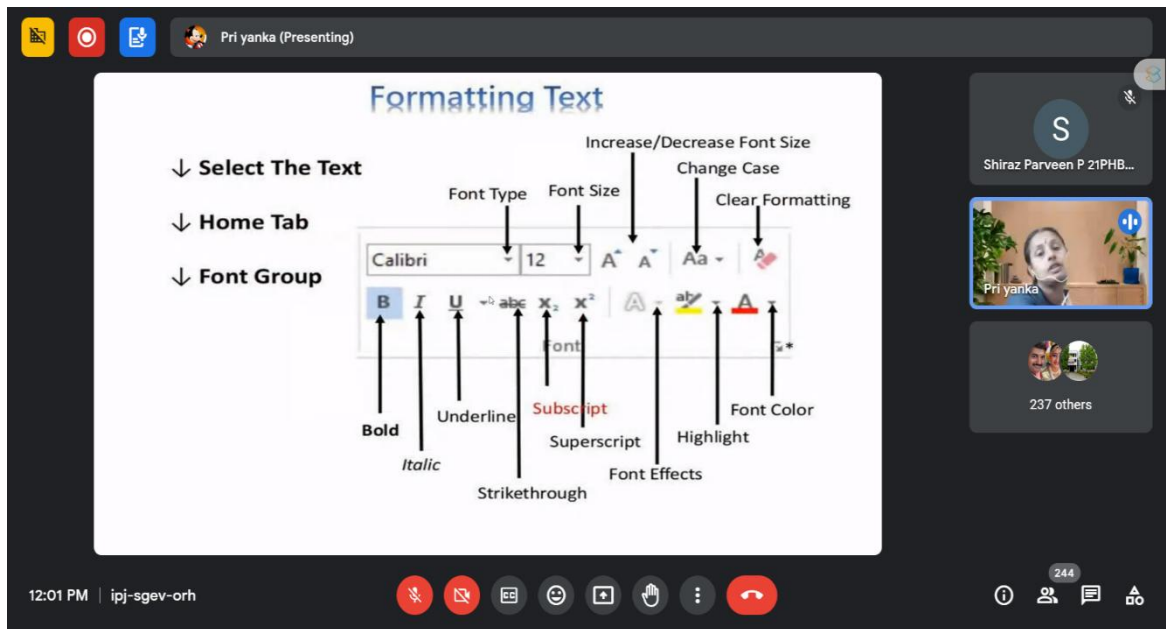


Document Formatting:

Mrs. Priyanka highlighted the significance of document formatting, emphasising the importance of setting margins, selecting page orientation (portrait or landscape), and determining the paper size before initiating the document. She demonstrated how these basic settings contribute to the overall presentation of the document.

Text Formatting:

Participants were guided through the Home tab options for selecting fonts, changing font sizes, and applying text styles. Mrs. Priyanka explained the flexibility of choosing various font styles and sizes based on the document's nature, whether it be a text-heavy document, cover page, or business card.

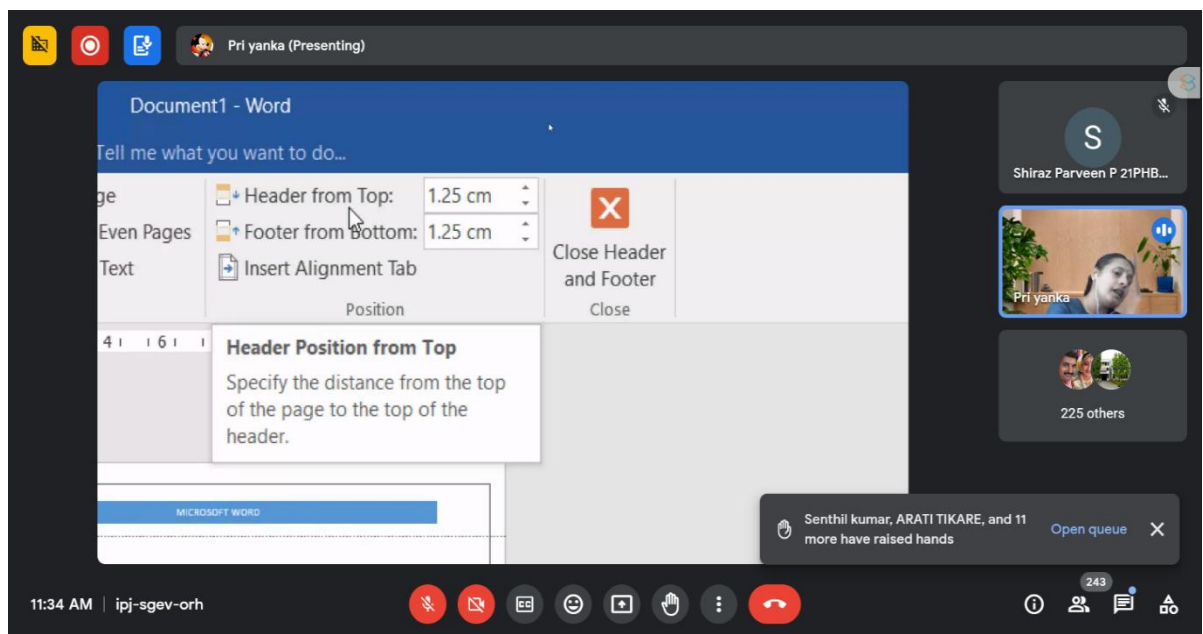


Alignment and Styles:

The importance of text alignment (left, right, center, justified) and the application of styles (bold, italic, underline) were discussed. Mrs. Priyanka demonstrated how these formatting tools enhance the overall visual appeal of the document.

Headers and Footers:

Detailed insights into the utilization of headers and footers were provided. Participants learned how to include document information, such as file names, author names, and page numbers, in headers and footers. The customization options for placing elements in different sections of the page were also explored.



Page Numbers:

The significance of page numbers in documents was highlighted. Mrs. Priyanka explained how page numbers can be automatically inserted, customized, and positioned based on user preferences. Participants gained insights into the versatility of page number placement, either in headers, footers, or within the document margins.

Find and Replace:

The powerful find and replace feature was introduced, allowing participants to efficiently locate and replace specific text throughout the document. Mrs. Priyanka demonstrated how to use advanced options such as case sensitivity, whole word matching, and wildcard characters for precise replacements.

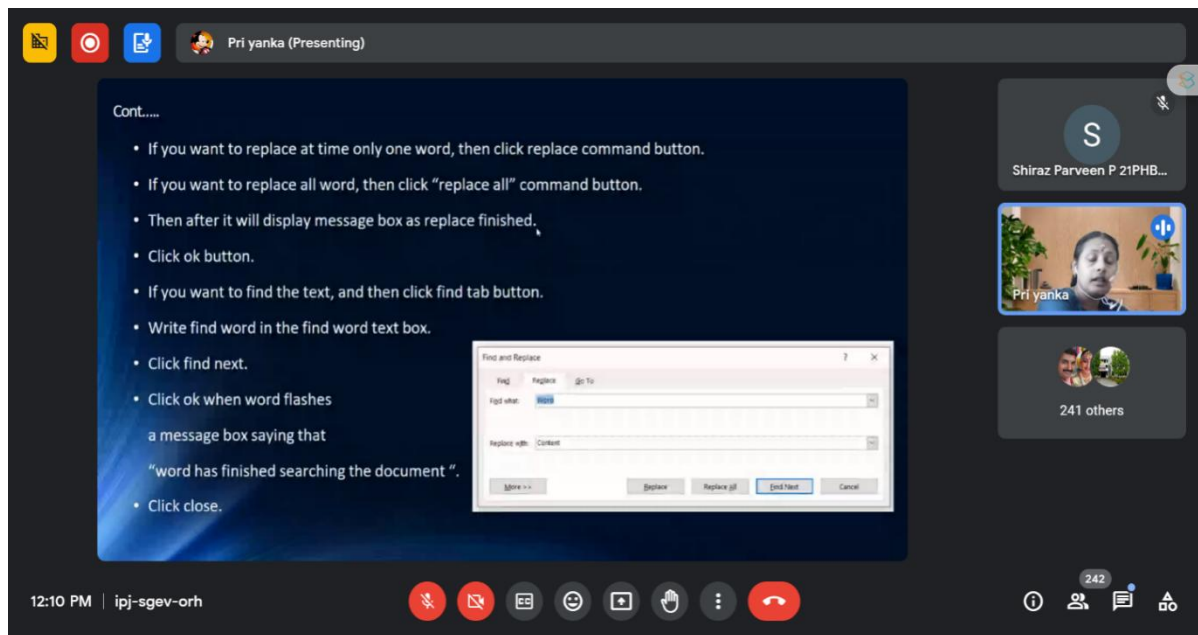
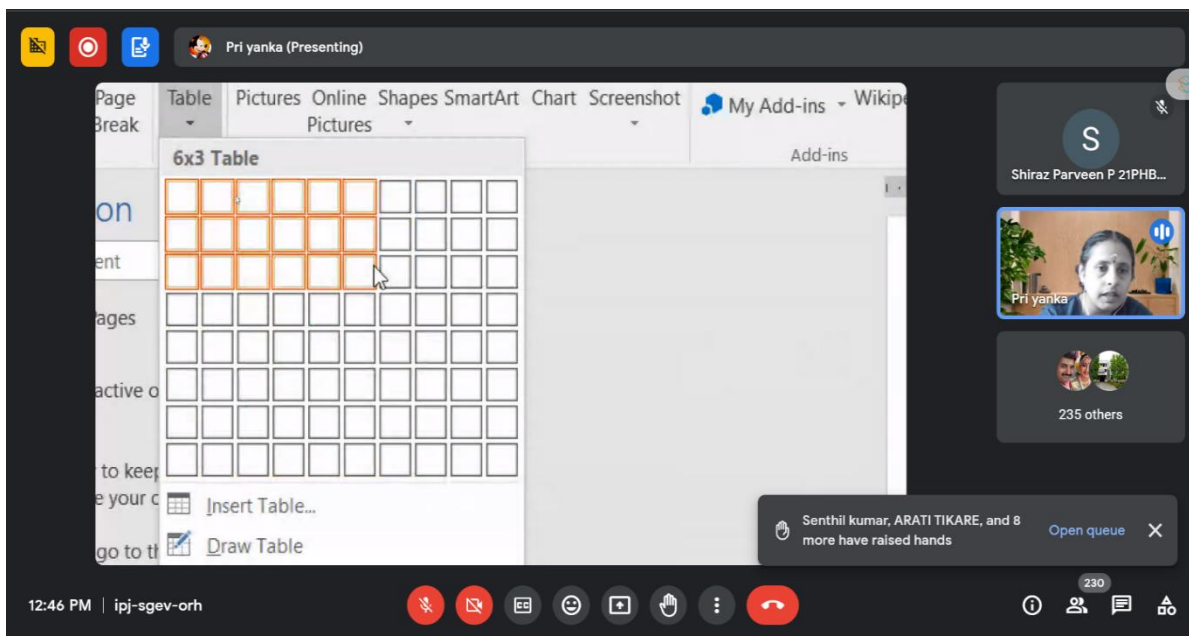


Table Creation:

Mrs. Priyanka provided an in-depth tutorial on table creation. Participants learned how to insert tables, adjust properties such as width and height, and customize individual cells. The session covered merging and splitting cells, offering participants a comprehensive understanding of table formatting.



Spell Check:

The importance of spell-check functionality in creating error-free documents was emphasised. Mrs Priyanka demonstrated how to use spell check to identify and correct misspelt words, ensuring the overall quality and professionalism of the document.

This part of the Microsoft Word training session offered participants a deeper understanding of document formatting and advanced text editing features; Mrs. Priyanka's detailed explanations and practical demonstrations enhanced participants' proficiency in utilising these tools effectively.

As the session continued, Priyanka demonstrated the different templates available in the software and explained the importance of templates for efficient document creation.

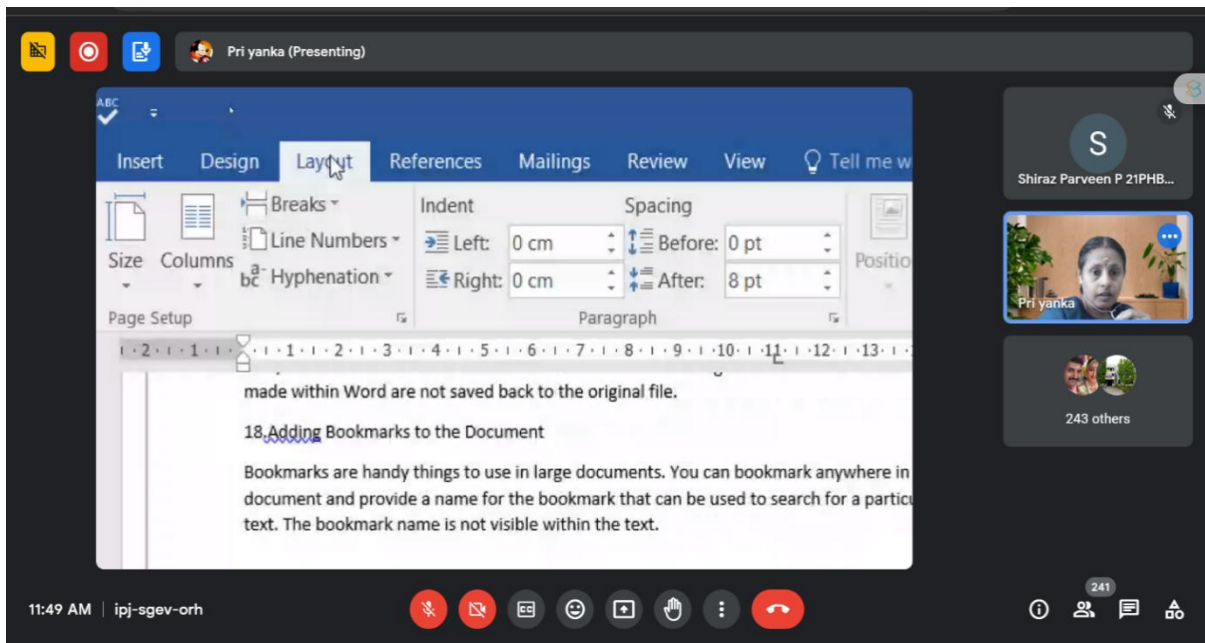
Document Formatting:

The session emphasised the importance of setting document properties such as margins, orientation (portrait or landscape), and size (A4, letter, etc.). Priyanka highlighted the use of columns and page breaks for better document organisation.

Page Breaks:

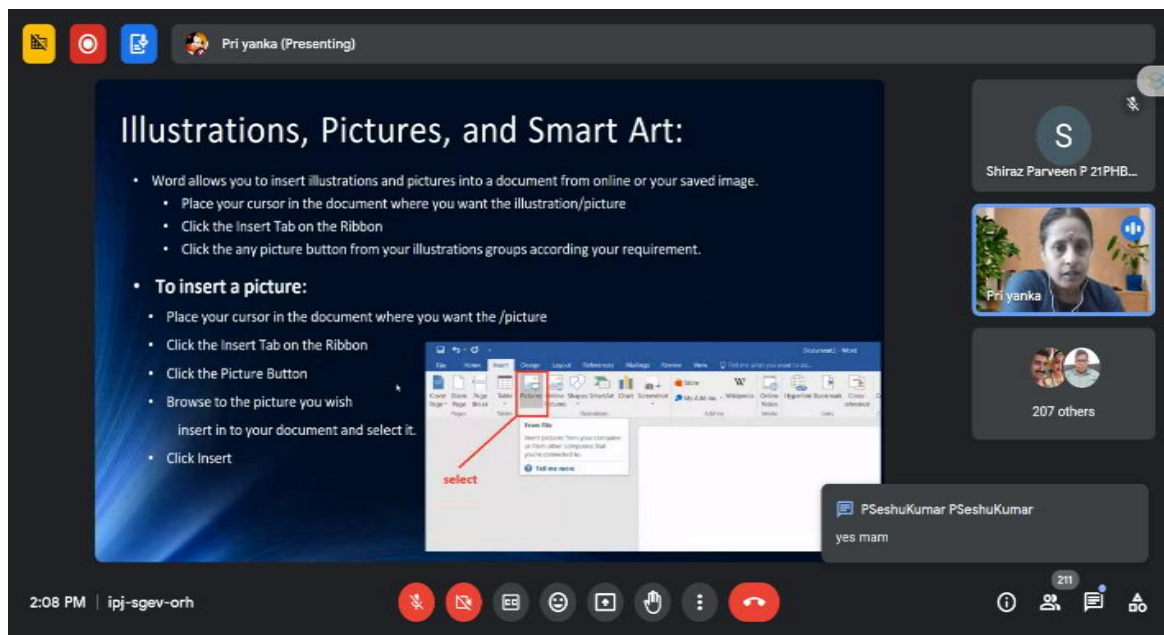
Priyanka explained the significance of page breaks in breaking the continuity of page numbers. Page breaks were demonstrated to start page numbering anew at specific points within a document.

Participants faced challenges related to page numbering and formatting. Priyanka addressed these issues individually, ensuring everyone could follow along. Some participants attended the session from mobile devices, and efforts were made to provide instructions suitable for various platforms.



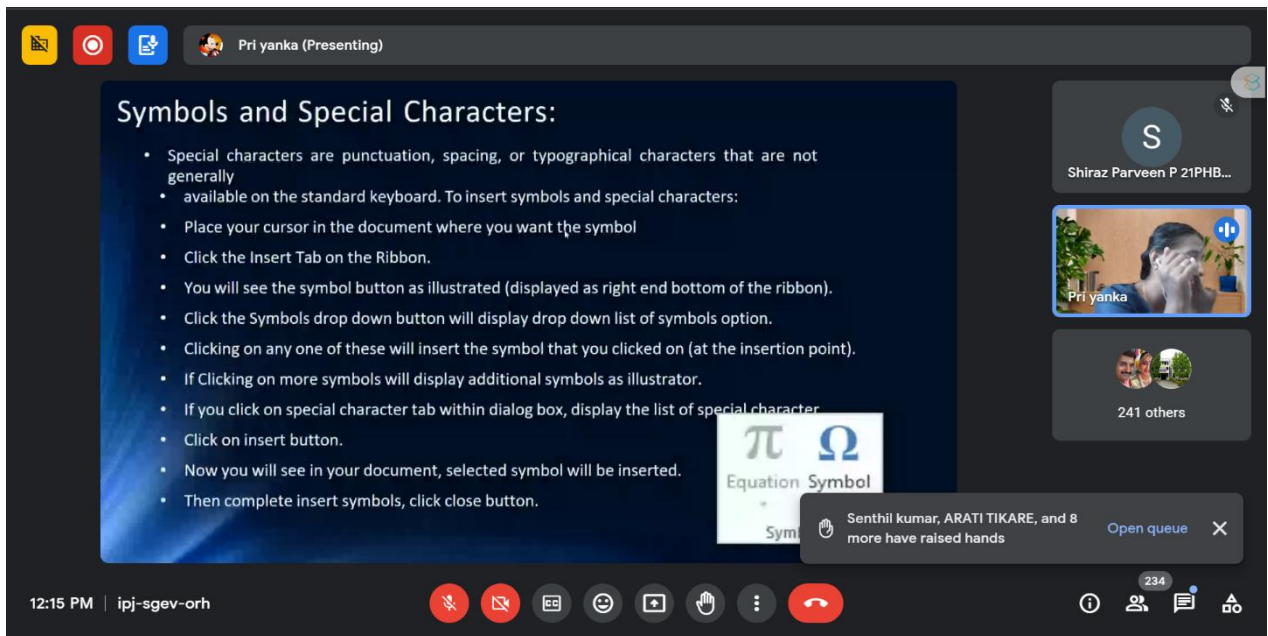
Tables and Illustrations:

The session covered the insertion of tables and illustrations into documents. Priyanka explained the process of creating tables, adjusting their structure, and using illustrations such as pictures, charts, and shapes to make the document more engaging.



Symbols and Equations:

The session highlighted the insertion of symbols and equations, showcasing how to add special characters and mathematical symbols to documents. Priyanka explained the use of predefined symbols and equations, making the content more versatile.



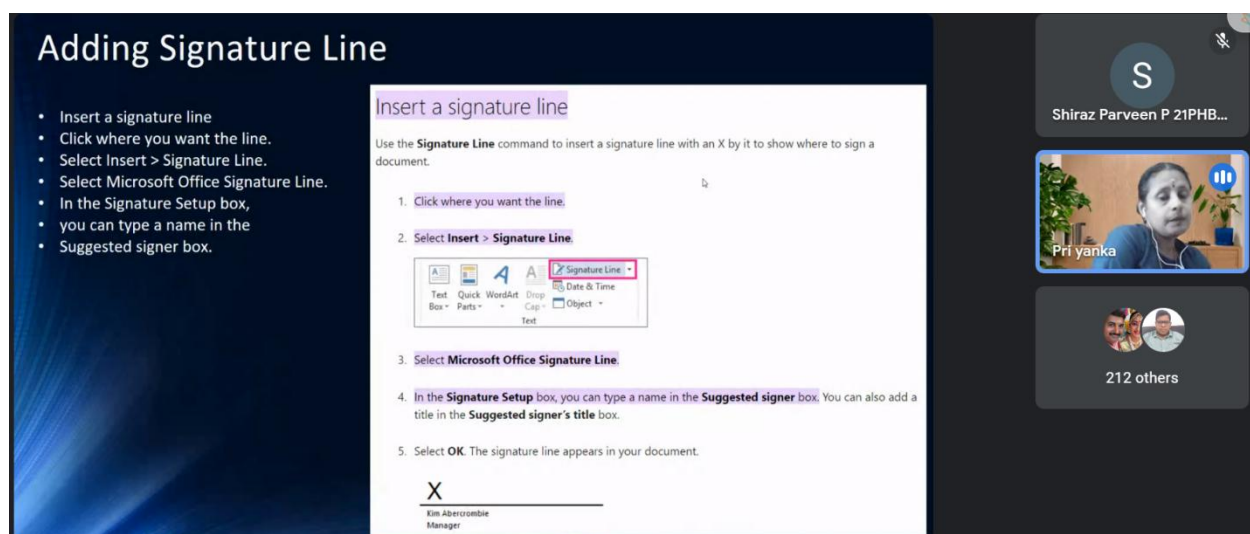
The training session aimed to familiarize participants with various text formatting features, font styles, paragraph settings, bullets, and numbering. Additionally, the session covered table insertion, merging and splitting cells, and inserting equations and symbols in Microsoft Word.

In the next session conducted by Ms. Priyanka aimed at providing a comprehensive understanding of various features in Microsoft Word, with a focus on illustrations, signatures, digital signatures, mail merge, page layout, and document protection.

Definition: Illustrations refer to graphical pictures, smart arts, or graphical pages included in a document. Word allows the insertion of illustrations and pictures from online or saved images.

Process: Place the cursor in the document, go to the "Insert" tab, and choose "Pictures" to browse and insert images. Additional features include cropping and resizing images.

Signature and Signature Line:

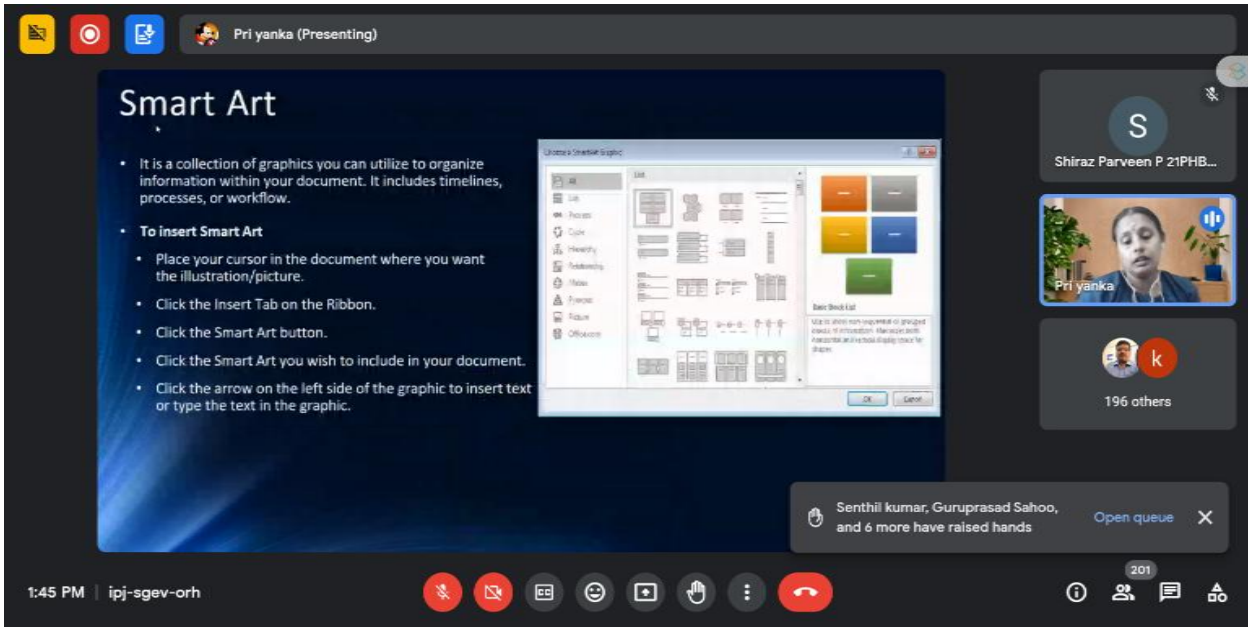


Importance of signatures in official documents.

Word allows the insertion of a signature line with details such as name, designation, and company address. Digital signatures can also be added as pictures from devices or online.

SmartArt:

SmartArt is used for flowchart hierarchy level illustrations. Offers predefined work charts for demonstrating hierarchies, processes, matrices, pyramids, etc. Different chart representations such as clustered columns, 3D representations, and various chart types.



Mail Merge:

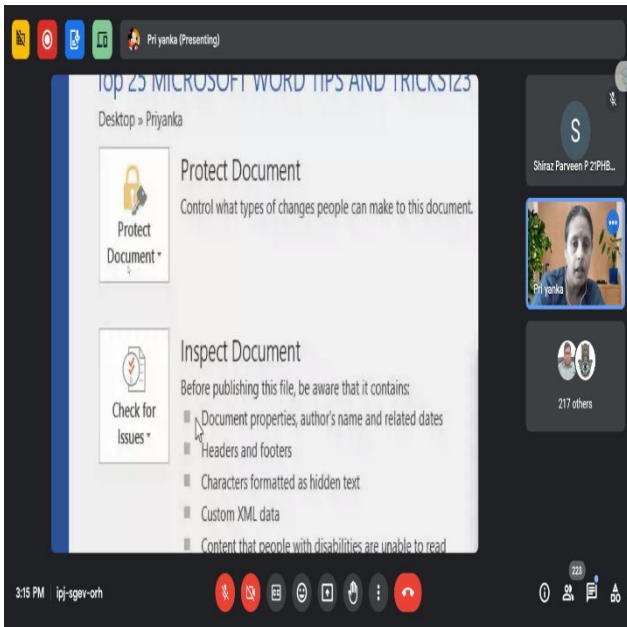
Mail Merge is used for printing or emailing form letters to multiple recipients. Involves creating a Word document and entering a recipient list, typically in Excel. Useful for producing multiple letters, labels, envelopes, name tags, etc.

Mrs. Priyanka was explaining about the following in the next sessions.

- Page Border and Page Color
- Watermarks
- Side-by-Side Views,
- Page Layout

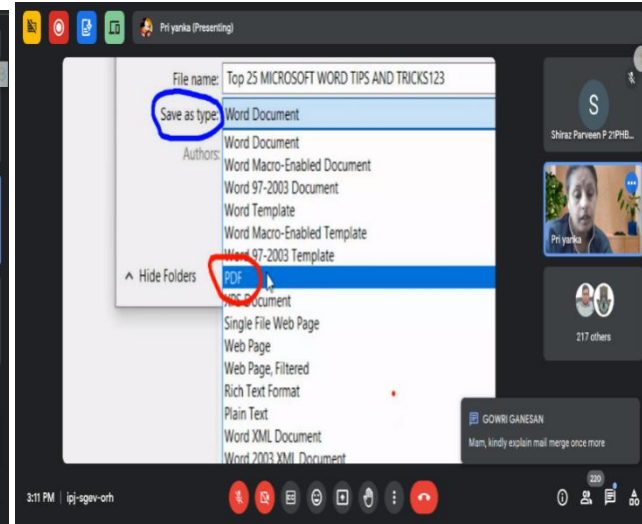
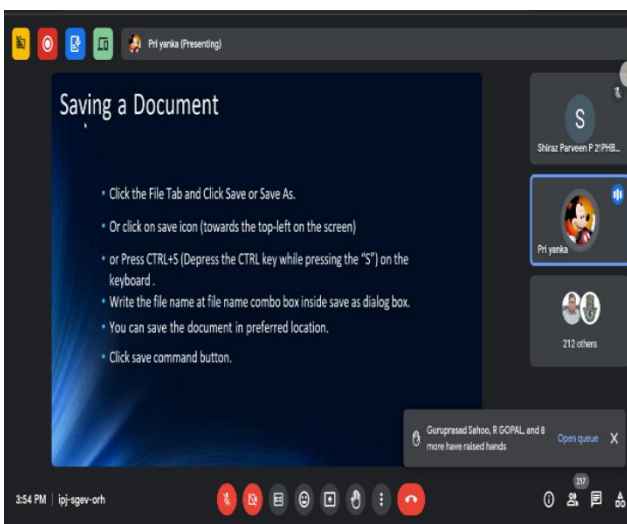
Password Protection:

Protecting confidential documents with password encryption. She emphasised the importance of remembering the password, as there is no recovery option.



Convert Word to PDF:

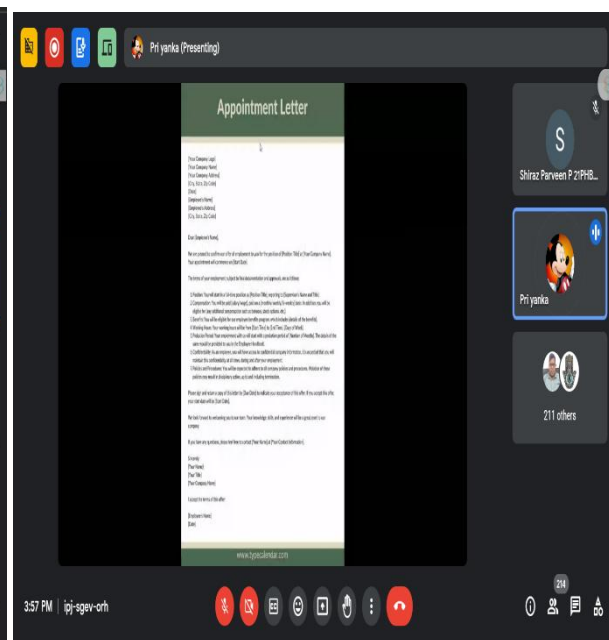
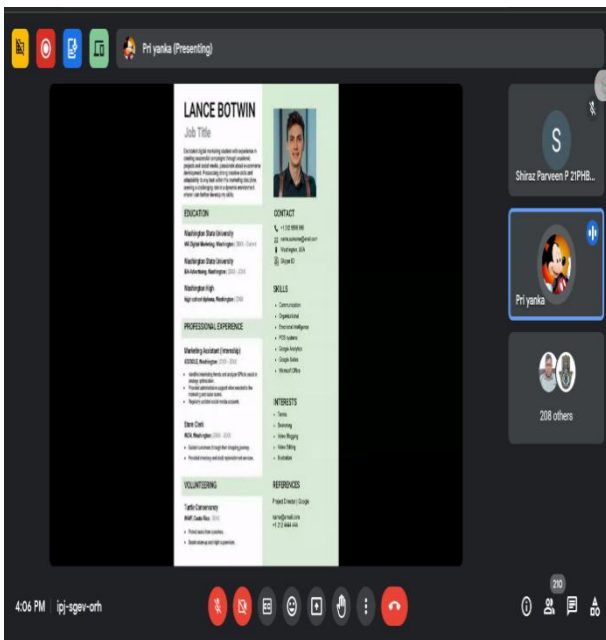
Explained two methods: "Save As" and "Print" using Microsoft Print to PDF. Converting Word documents to PDF for easy sharing and viewing.



The eminent resource person also talked about some important shortcuts that can be used in the day to day operations of MS Word. Those shortcuts are very useful for the administrative staffs and any users for the smooth functioning of MS Word.



Mrs Priyanka also explained some examples of the creation of some important documents like Curriculum Vitae and Appointment letters. Those examples are well explainable about the importance of MS Word in daily life.



Day 1 session provided valuable insights into Microsoft Word features, enhancing participants' understanding of document creation, formatting, and protection. Day 1 ended successfully with interaction with participants. Participants were asked their queries, and the resource person explained every question in an understandable manner. Participants provided their positive feedback and comments.

On the first day of the Capacity Building Program received enthusiastic feedback from participants. Dr. K. Ramya, Nodal officer, expressed gratitude for the numerous appreciations and highlighted the importance of Microsoft Word in various professional roles.

Ramya emphasised the widespread use of Microsoft Word among support staff and college teachers. Real-life examples illustrated the practicality of functions like find and replace.

Special thanks were extended to Priyanka for her passionate presentation. Participants were encouraged to apply the knowledge gained, demonstrating with documents and replicating exercises for better proficiency.

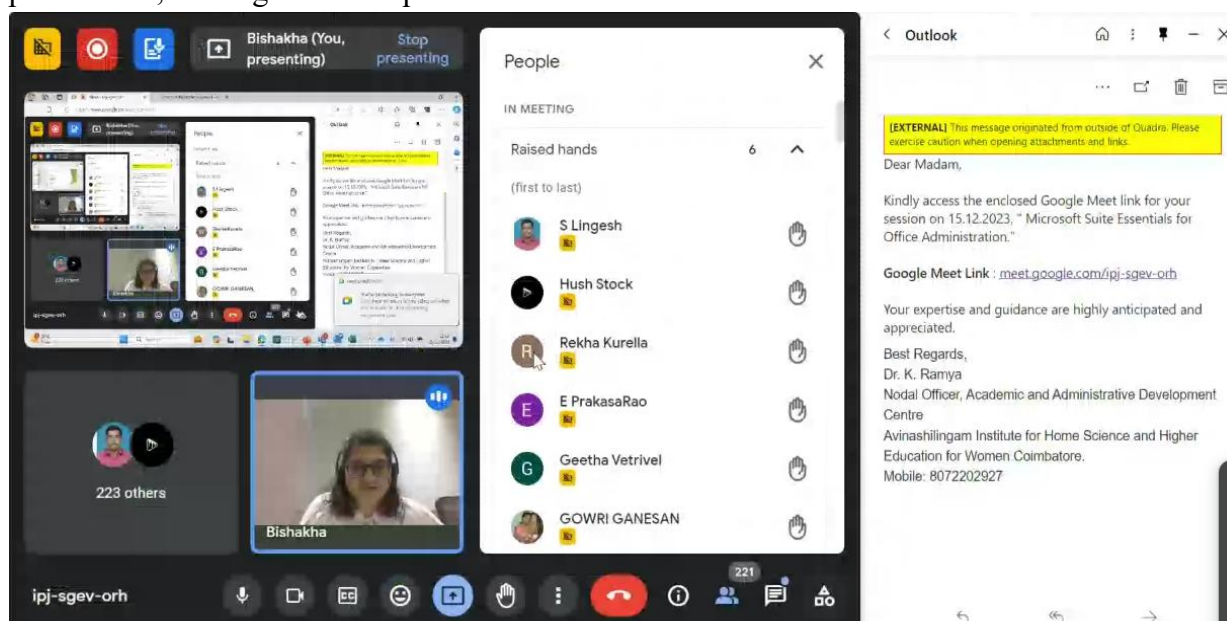
The session concluded with instructions for feedback submission and a reminder for the next day's focus on Microsoft Excel. Dr. K. Ramya urged participants to approach the program seriously, emphasising the importance of attendance, feedback, and post-assessment for certificate issuance.

In conclusion, the Microsoft Word session set a positive tone for the program, fostering active participation and a commitment to upskilling. Participants were appreciative, engaged, and ready to implement newfound skills professionally.

Day 2
15/12/2023 @ 09.30 am – 04.40 pm
Microsoft Excel (Spreadsheet Applications)

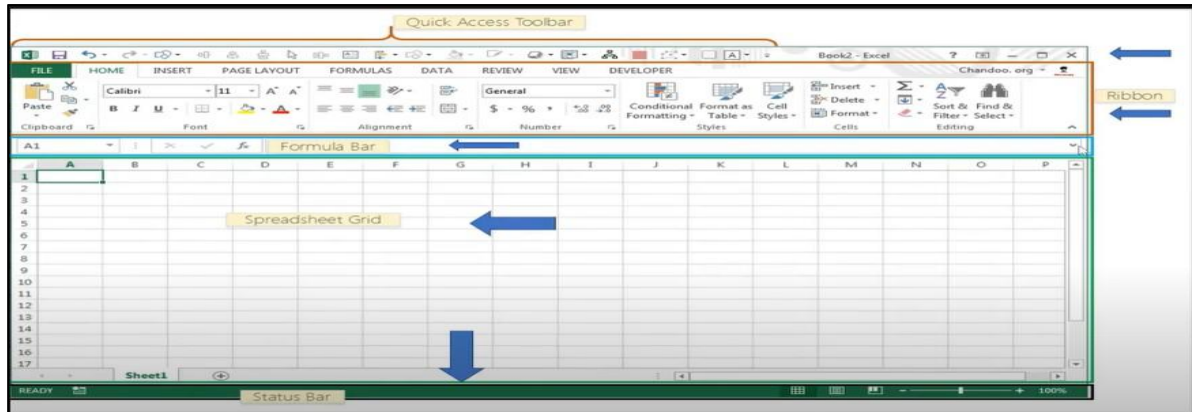
Bishakha Anand
Project Coordinator cum Technical Trainer
Quadrasystems.net (India) Private Limited

The second day of the “Microsoft Suite Essentials for Office Administration” training program, under the expert guidance of Bishakha Anand, Project Coordinator cum Technical Trainer, Quadrasystems.net, provided an enlightening and enriching experience for all participants. The session commenced with a comprehensive introduction to Microsoft Excel, emphasising its pivotal role as a versatile spreadsheet program for recording, manipulating, and storing numeric data. Bishakha stressed Excel's adaptability, allowing users to customise it to match their preferences, making it an indispensable tool across diverse industries.



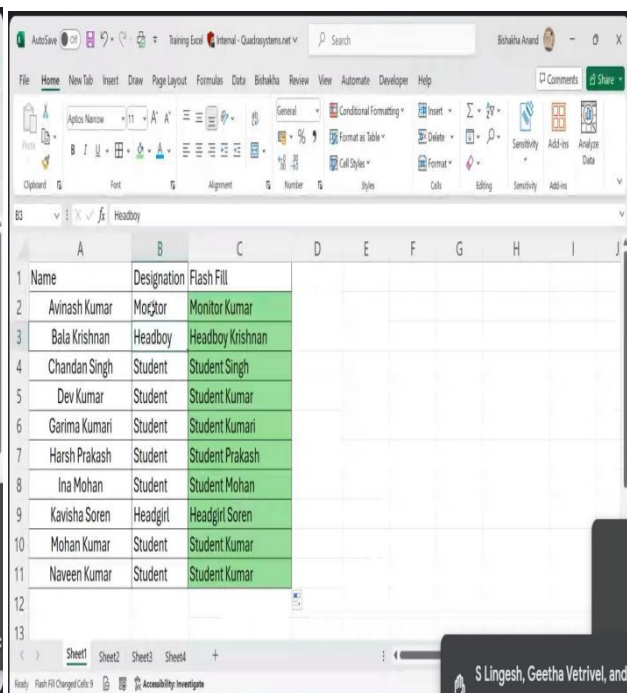
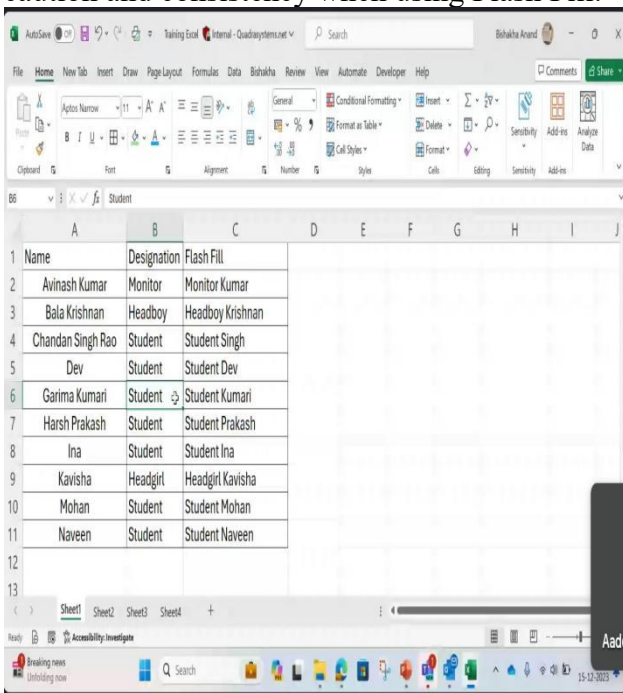
Ms. Bishakha began the session with a detailed overview of the Microsoft Excel interface. She highlighted the significance of the Ribbon, a central component that grants quick access to a wide array of Excel commands. She further elucidated the Options dialogue window, which

empowers users to customise various elements, including the Ribbon, formulas, proofing, and saving preferences.



The Microsoft Excel training session led by Bishakha covered various aspects of Excel functionality, providing participants with valuable insights and hands-on exercises. The session began with a detailed discussion on cell formatting, including font options, borders, and alignment settings.

Bishakha demonstrated the use of keyboard shortcuts for actions like copy-paste and accessing dialog boxes. The Flash Fill feature was highlighted, showcasing its application in pattern-based data manipulation. Bishakha shared practical examples, emphasizing the need for caution and consistency when using Flash Fill.



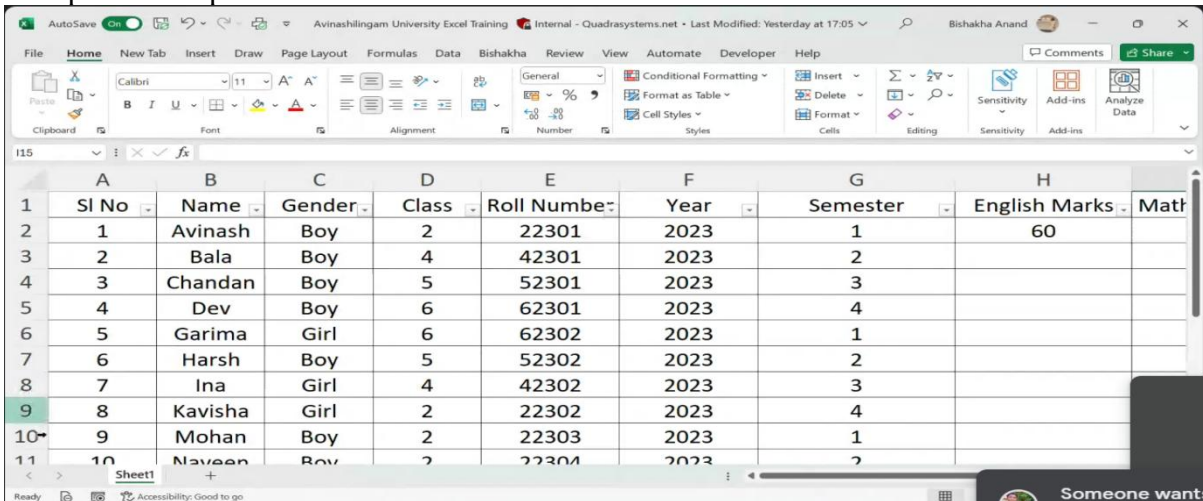
A special focus was given to Microsoft Excel's alignment options, including text direction, font styles, and shading. Bishakha explained the use of merge cells and demonstrated how to utilize the alignment settings for various formatting requirements efficiently.

The trainer addressed queries from participants, clarifying doubts about applying fractions, date calculations, and text case conversions. The importance of the OK button in applying changes was emphasised, ensuring that modifications take effect only upon confirmation.

Bishakha also covered the replace feature, showcasing its functionality and providing the Ctrl+H shortcut for quick access. The session concluded with a demonstration of how to simultaneously apply a specific format to multiple sheets, streamlining the formatting process for large datasets.

Participants were encouraged to explore Excel's capabilities through additional online resources and tutorials. The interactive nature of the session, coupled with practical examples, enabled participants to grasp Excel's functionalities effectively.

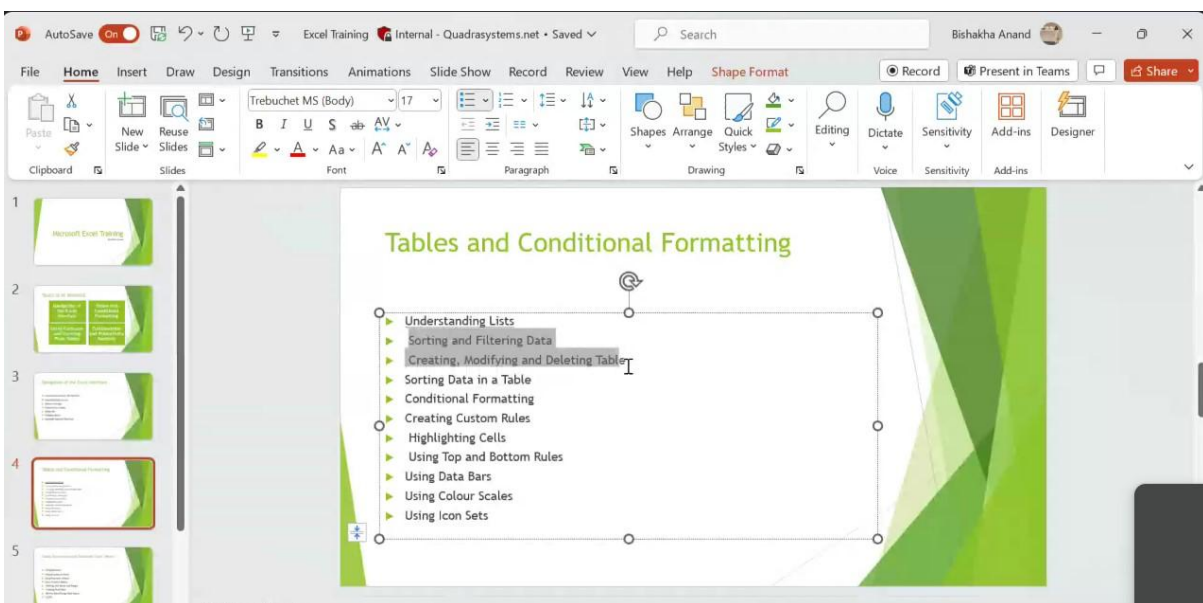
In summary, the Microsoft Excel training session proved to be informative and engaging, equipping participants with valuable skills to enhance their spreadsheet management and data manipulation capabilities.



The screenshot shows a Microsoft Excel spreadsheet with the following data:

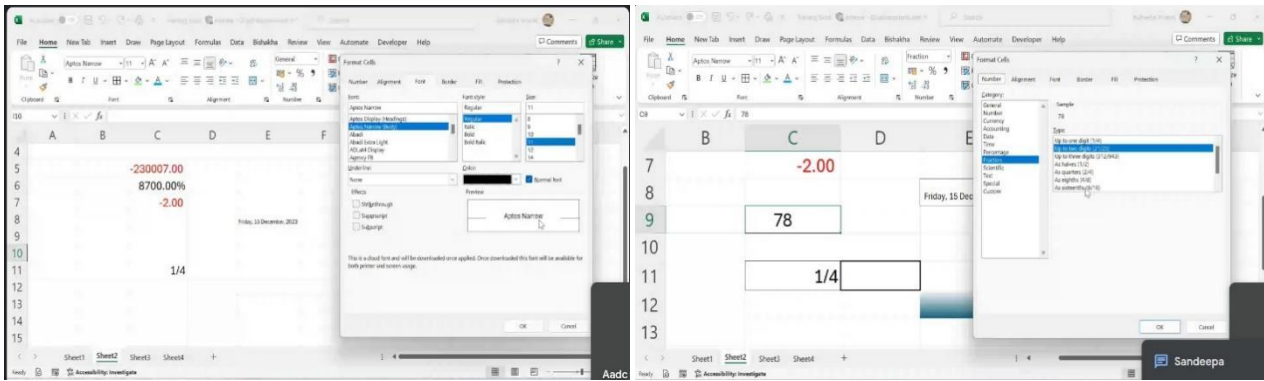
	A	B	C	D	E	F	G	H	
1	SI No	Name	Gender	Class	Roll Number	Year	Semester	English Marks	Math
2	1	Avinash	Boy	2	22301	2023	1	60	
3	2	Bala	Boy	4	42301	2023	2		
4	3	Chandan	Boy	5	52301	2023	3		
5	4	Dev	Boy	6	62301	2023	4		
6	5	Garima	Girl	6	62302	2023	1		
7	6	Harsh	Boy	5	52302	2023	2		
8	7	Ina	Girl	4	42302	2023	3		
9	8	Kavisha	Girl	2	22302	2023	4		
10	9	Mohan	Boy	2	22303	2023	1		
11	10	Naveen	Boy	2	22304	2023	2		

Next session focused on covering Excel's data formatting and alignment features. Bishakha provided detailed insights into various options available for formatting data, including fonts, borders, colours, and essential keyboard shortcuts.



Bishakha demonstrated how to modify the number display, including using a thousand separators and decimal places. Negative numbers can be formatted to appear in red for better visual representation.

Bishakha covered advanced number formatting options, such as currency, accounting, date formats, and percentages. Scientific notation and fraction representation were also explained, providing a comprehensive overview of numeric display options.



The training covered the option to treat numbers as text, preventing any automatic calculations.

Bishakha actively engaged with participants, addressing questions and concerns about Flash Fill, advanced formatting, and alignment settings. She clarified the significance of maintaining data consistency for optimal results.

This session provided a comprehensive understanding of Excel's data formatting and alignment features. Participants gained practical insights into enhancing the visual appeal of data and automating tasks through Flash Fill. The training laid a solid foundation for subsequent modules, ensuring participants are well-equipped to utilize Excel's powerful capabilities.

Advanced Excel Features

Bishakha introduced additional formatting options in this session. Some of them are,

✓ Shrink to Fit:

She explained the "Shrink to Fit" option, where text adjusts itself to fit within the cell without using the given fonts. Emphasized that changes are applied only after clicking the OK button.

✓ Wrap Text:

She reiterated using "Wrap Text" to prevent text overlap when dealing with merged cells. She also demonstrated how wrapping text helps maintain the structure of the data.

✓ Merge Cells:

She introduced the "Merge Cells" feature and demonstrated how it combines cells into a single, more extensive cell. She highlighted the importance of being cautious when using merged cells to avoid potential formatting issues.

✓ Text Direction and Font Options:

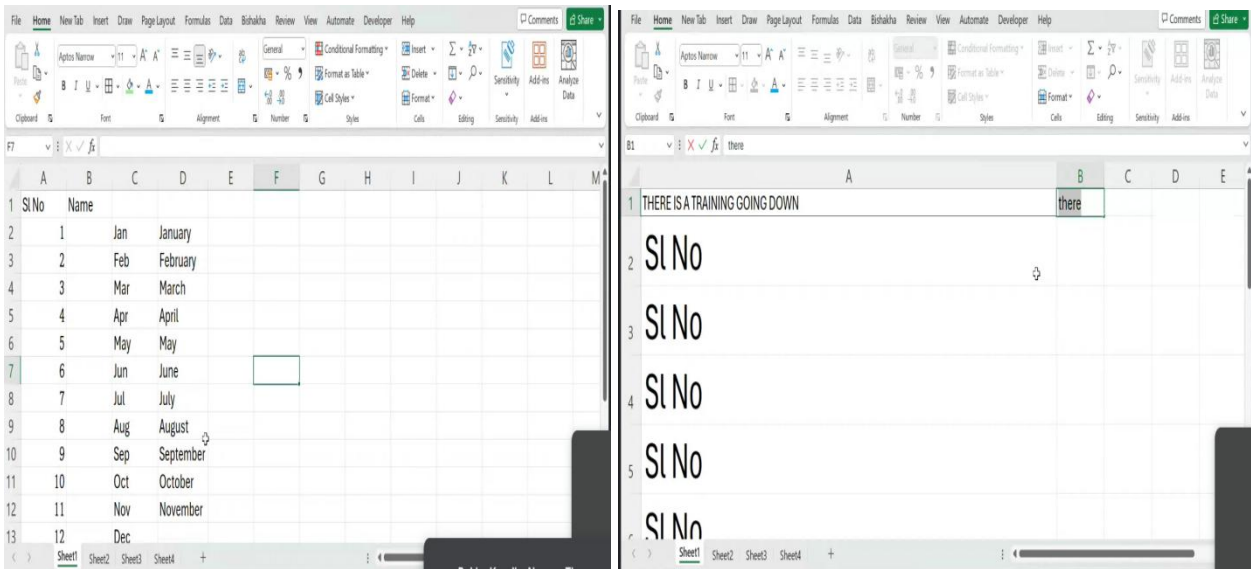
She discussed the option to change the text direction, allowing users to write from left to right or right to left. Also demonstrated how to set the text direction based on specific requirements.

This session also Explored font-related features such as bold, italic, regular, and font size adjustments. She showcased how to change the color of the font and customize various font attributes.

✓ Grouping Sheets and Sheet Customization:

Bishakha explained the process of grouping sheets to perform actions simultaneously on multiple sheets. She also showcased sheet customization options, including tab color and sheet renaming.

Bishakha actively engaged with participants during Q&A sessions, addressing queries about date calculations, lowercase and uppercase conversions, and replacing text. Practical examples were provided to ensure a hands-on understanding of the concepts.



In the next session, the speaker, Bishakha, discusses various features and functionalities within Excel, such as sorting and filtering data, conditional formatting, and customizing the ribbon.

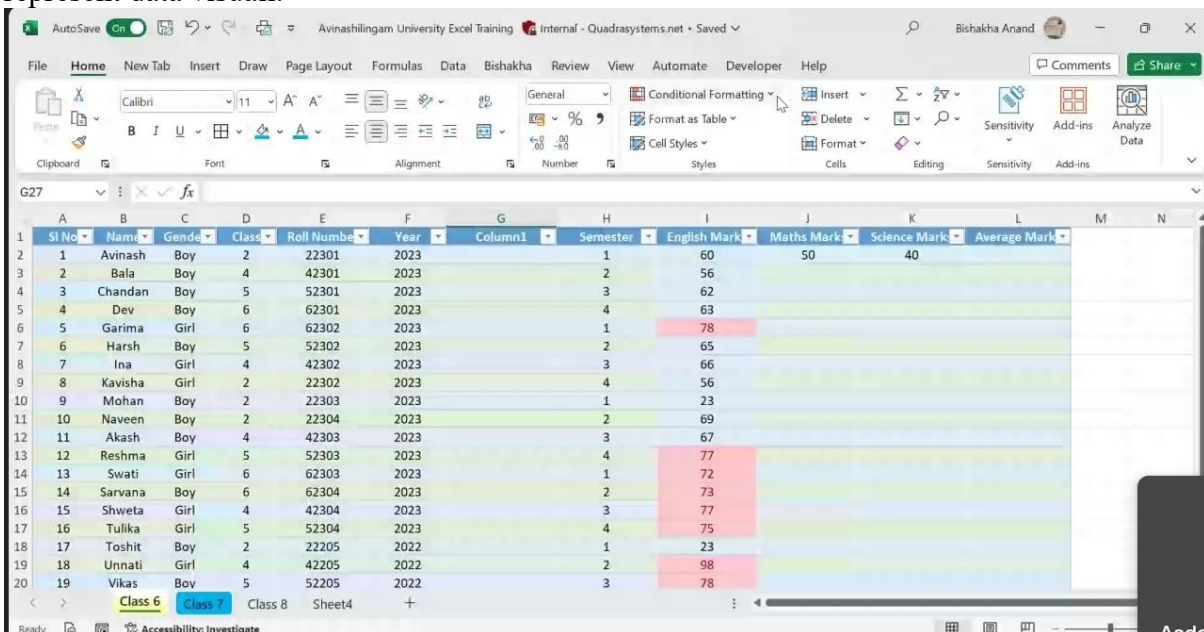
➤ **Sorting and Filtering:**

Some Important options available in this options are,

- Sorting data in ascending or descending order.
- Filtering data based on specific criteria.
- Using the filter option to selectively display data.

➤ **Conditional Formatting:**

Bishakha explained conditional Formatting as highlighting cells based on specific conditions (e.g., values less than 40 in red). She also demonstrated using colour scales, data bars, and icon sets to represent data visually.



➤ **Creating custom rules for conditional formatting.**

- **Top and Bottom Rules:**
Identifying and highlighting the top or bottom values in a dataset (e.g., top 10).
- **Data Bars:**
Representing numerical values using visual bars.

➤ Customizing the Ribbon:

Managing and customizing the ribbon in Excel for personalized use. The session also touches upon the importance of keeping data in table format for easy application of formulas and filters. Additionally, the speaker emphasizes the benefits of conditional formatting in visually analyzing and interpreting data.

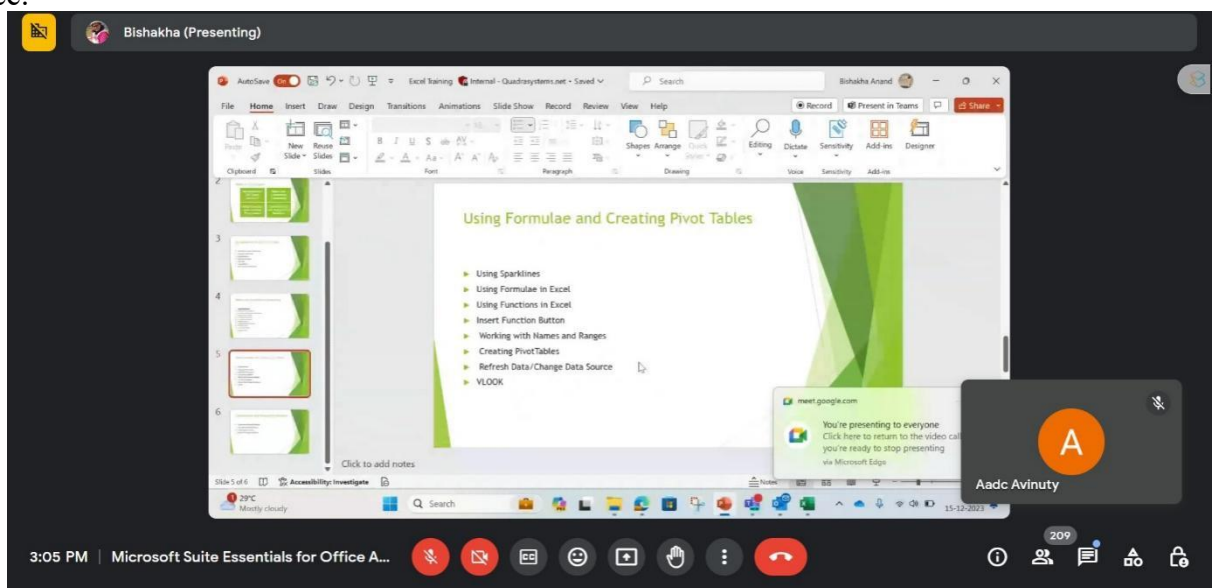
➤ Customizing the Excel Ribbon:

Bishakha explains how to customize the ribbon in Excel. Users can add features they frequently use by customizing the ribbon. The process involves going to the "File" menu, selecting "Options," and choosing "Customize Ribbon." New tabs or features can be added, and existing ones can be rearranged.

➤ Developer Tab:

Bishakha mentions the "Developer" tab, which might be initially hidden and needs to be activated in the ribbon customisation.

In the afternoon session, Bishakha explains converting text to lowercase and uppercase in Excel. She demonstrates using formulas like =LOWER() for lowercase and =UPPER() for uppercase. She explains the =PROPER() function to capitalize the first letter of each word in a sentence.



Bishakha also covered basic mathematical formulas in Excel, such as addition, subtraction, multiplication, and division. She introduces the concept of order of precedence (BODMAS) and explains the use of brackets and exponents in formulas. Some of the other options she discussed are,

▪ Insert Function Feature:

It Demonstrates the use of the "Insert Function" feature in Excel. It shows how to insert the SUM function from the Math and Trig category.

▪ Freezing Cells with Dollar Sign:

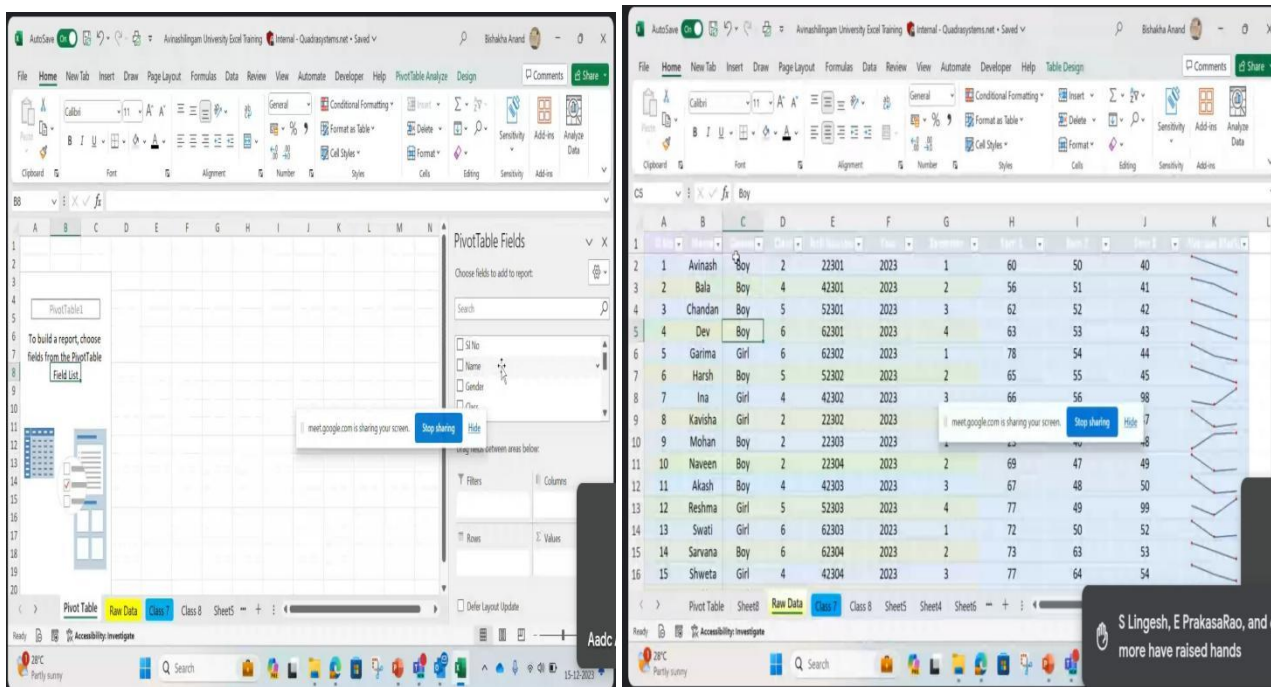
Bishakha explains the importance of the dollar sign (\$) in freezing cells. It Shows how to freeze a cell by adding a dollar sign before the row and column references, allowing for easy replication.

- Editing Formulas:

Bishakha demonstrates how to edit formulas in Excel. She provides an example of editing a formula to multiply a range of cells by a fixed number. The session covers a variety of Excel functions, mathematical operations, and practical tips for efficient data manipulation.

In the next session, Bishakha is explaining the concept of concatenate in Excel, demonstrating how to join or concatenate text in different cells using the CONCAT function. She also discusses other Excel functions like COUNTIF, COUNTBLANK, SUMIF, and SUMIF with conditions.

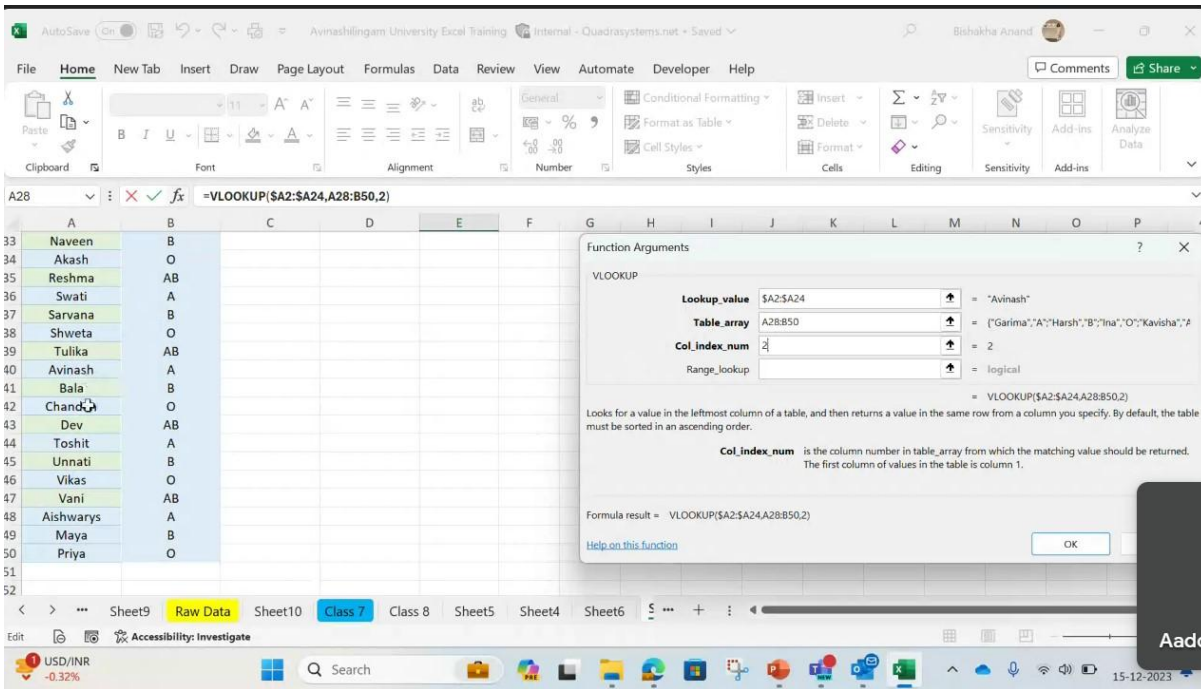
Bishakha also introduces pivot tables in Excel. She demonstrates how to create a pivot table to organize and analyze data, especially for presentations to senior management. The example involves arranging data by gender, class, and marks obtained in semester one.



The session emphasizes the importance of using the tabular form in field settings to present the data more clearly in the pivot table. Bishakha explains the importance of refreshing data in pivot tables, especially when new data is added. She demonstrates how to change the data source for pivot tables, allowing for easy updates when dealing with different data sets.

Up next, Bishakha was explaining the concept of VLOOKUP in Excel. In this session, participants are interacting with Bishakha, asking questions, and seeking clarification on various Excel-related topics.

VLOOKUP: Bishakha introduces the VLOOKUP function. She illustrates its usage by demonstrating how to match and retrieve data from two different tables based on a common identifier (in this case, the student names). The VLOOKUP function is used to search for a value in one table and retrieve corresponding information from another table.



The session was an interactive one, where participants ask questions and seek clarification on topics such as conditional formatting and specific Excel functionalities. The session concludes with participants expressing their understanding, and Bishakha ensures that doubts are addressed.

This spreadsheet application session led by Bishakha, has received overwhelming praise from the participants, as expressed in the concluding remarks by Dr. K. Ramya, the Nodal officer. The participants highlighted the patience and dedication exhibited by the instructor from the early morning, fostering a sense of mutualization and a positive learning environment.

Dr. K. Ramya emphasized the practicality of the session, acknowledging that participants actively engaged and learned through interactive discussions. The participants appreciated the relevance of the training to their daily tasks and expressed eagerness to apply newfound knowledge.

Looking forward, the report outlines plans for future sessions, including a PowerPoint session led by Bishakha and additional topics on OneDrive, Microsoft Teams, and email management. The organizers aim to cover topics essential for support staff in their professional roles.

The report concludes with a call for participants to provide feedback through the posted form and emphasizes the importance of attendance and active participation for the upcoming post-assessment. Overall, the workshop appears to be successfully fulfilling its objectives, providing valuable insights and practical knowledge to the participants.

Day 3

16/12/2023 @ 09.30 am – 12.40 pm

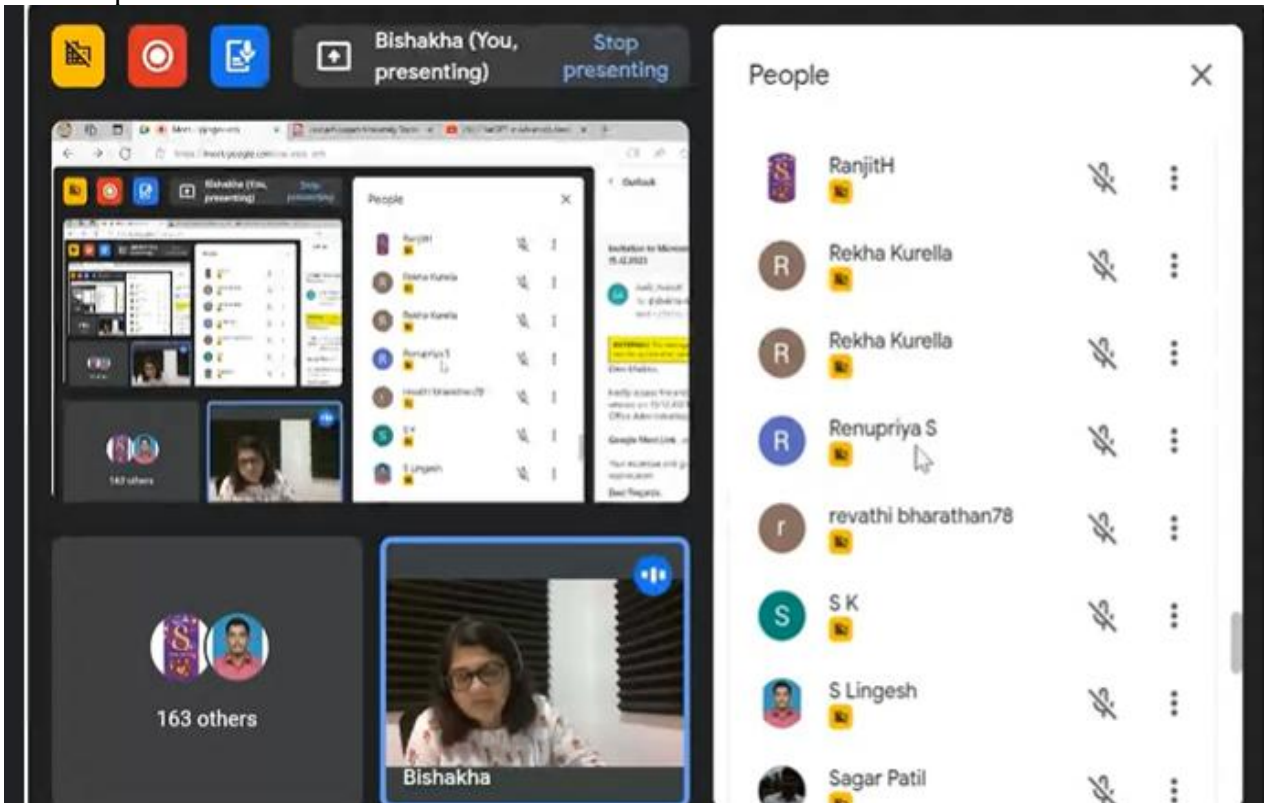
PowerPoint Design and Collaboration

Bishakha Anand

Project Coordinator cum Technical Trainer

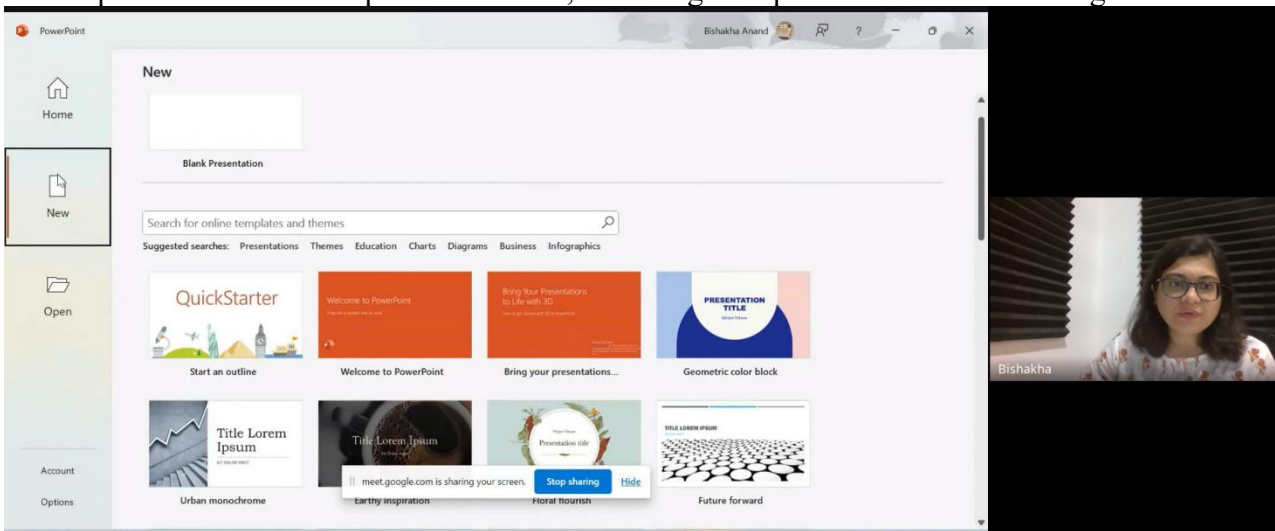
Quadrasystems.net (India) Private Limited

Bishakha started this session with a presentation on PowerPoint skills, emphasizing its usefulness not only in official settings but also in everyday life. She highlighted the significance of presentation skills in expressing ideas effectively, using visual elements such as pictures and fonts to make presentations more attractive.



Opening a PowerPoint Presentation:

Bishakha demonstrated how to open PowerPoint by searching for it in the search tab. She then explained the various options available, including new presentations and existing ones.



Saving a Presentation:

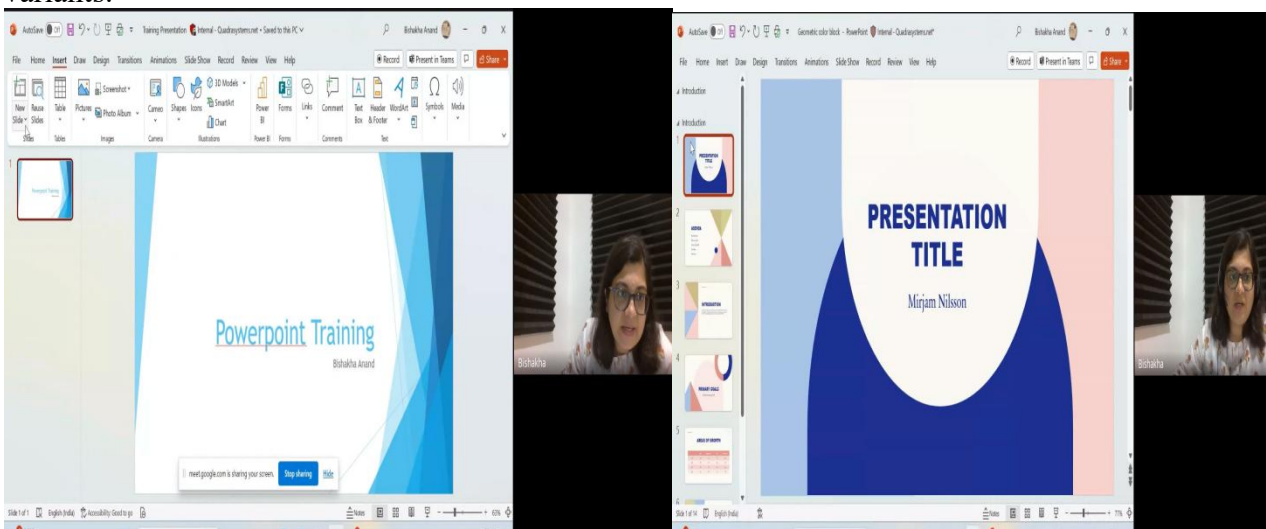
She covered the basics of saving a presentation, emphasizing the importance of choosing a location and providing a name. Bishakha demonstrated the process of saving a presentation and discussed the quick access toolbar for efficient usage.

Ribbon and Tabs Overview:

Bishakha introduced the ribbon area, explaining its tabs and groups. The ribbon includes various tabs such as Home, Insert, Draw, Design, Transition, Animation, Slideshow, Record, and Review. Each tab consists of different groups offering multiple features.

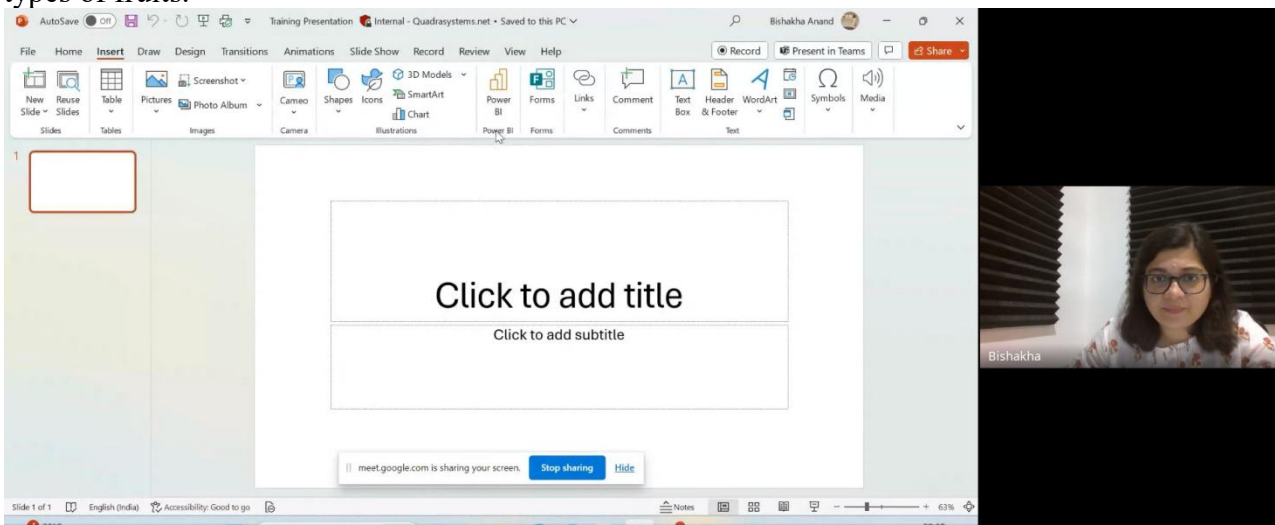
Designing Slides:

She proceeded to discuss the design aspect, focusing on the Design tab. Bishakha demonstrated how to change the theme and variant to enhance the visual appeal of the presentation. She showcased the transformation of a basic slide into an attractive one using different themes and variants.



Inserting New Slides:

The presenter explained how to insert new slides and choose different types based on content requirements. Bishakha demonstrated adding a title and content slide for discussing the types of fruits.



SmartArt Usage:

Bishakha introduced SmartArt as a tool to make presentations more engaging. She demonstrated how to use SmartArt to create visually appealing representations, such as cycles, and explained the process of editing content within SmartArt.

Adjusting Slide Elements:

The report covered the manipulation of slide elements, including resizing, aligning, and dragging. Bishakha explained the importance of alignment using dotted lines and showcased how to modify the size and orientation of elements.

Inserting and Editing Text Boxes:

She highlighted the need to use text boxes on blank slides for manual editing. Bishakha demonstrated how to insert text boxes, adjust their size, and write and edit content.

Bishakha effectively engaged the audience, ensuring clarity on each step of the process. Overall, her session serves as a valuable guide for individuals looking to enhance their PowerPoint presentation skills in both personal and professional settings.

In the next PowerPoint presentation training session, it is focused on enhancing participants' skills in creating engaging and visually appealing slides. The session covered topics such as inserting text, using SmartArt, inserting pictures, and understanding various slideshow features.

Inserting Text:

The trainer, Bishakha, demonstrated the process of inserting text into slides. Participants learned how to add bullet points, change text styles, and adjust formatting. A key takeaway was the importance of concise and visually appealing text.

Inserting Pictures:

The session covered the process of inserting pictures into slides. Bishakha highlighted the impact of visuals in presentations and demonstrated how to add pictures from both local devices and online sources. Participants also learned about cropping and adjusting picture sizes.

Slideshow Features:

Participants were introduced to essential slideshow features. Bishakha explained the shortcut of using the Alt key to navigate between tabs quickly. The slideshow button and options such as presenting from the beginning, the current slide, or a custom selection were discussed. The continuous loop feature was also demonstrated.

Customizing Slideshows:

Bishakha guided participants on how to customize slideshows, allowing them to choose specific slides for presentation. The importance of setting slide timings for a seamless presentation was emphasized. Participants learned to control the duration of each slide.

Recording Slide Timings:

The training covered the process of recording slide timings. Participants discovered how to set specific durations for each slide, ensuring a well-paced and timed presentation.

The session encouraged participant interaction, with Bishakha addressing queries and ensuring everyone's understanding. Participants actively practiced the demonstrated techniques, creating their own slides and inserting elements.

Participants expressed satisfaction with the training, commending Bishakha's clear explanations and hands-on approach. The interactive nature of the session facilitated a better grasp of PowerPoint's features.

The next session conducted by Bishakha, focusing on various features available during a slideshow and techniques for image formatting.

Slideshow Features:

- **Full Screen Mode:** Bishakha highlighted the importance of the full-screen button during presentations. Even in full-screen mode, certain options like left-click and right-click are accessible.
- **Navigation During Slideshow:** Bishakha explained the options available for selecting slides, emphasizing the convenience of an Optical Mouse for changing slides without using the laptop keyboard.

Pointer and Annotation Features:

- **Laser Pointer:** Demonstrated the use of a laser pointer for highlighting specific points on slides during presentations.
- **Pen Feature:** Explained the pen feature, allowing users to write or draw on slides with various color options.
- **Highlighter:** Showcased the highlighter option for emphasizing text or content on slides.
- **Eraser:** Discussed the use of the eraser tool to remove annotations.
- **Magnification and Thumbnail Feature:** Explored the magnify option, allowing users to focus on specific elements of the slide, and the thumbnail feature for a quick overview of all slides.
- **Exiting Slideshow:** Bishakha demonstrated how to exit the slideshow using the Escape key.

Bishakha engaged the participants in a question-and-answer session, ensuring clarity on slideshow features and functionality.

Image Formatting and Grouping:

- ✓ **Inserting and Editing Images:** Illustrated the process of inserting images into a presentation, including the options for editing and resizing.
- ✓ **Text Box and Formatting:** Added a text box to the presentation and showcased formatting options, emphasizing the visual appeal of the content.
- ✓ **Grouping Images:** Bishakha explained the importance of grouping images, allowing them to move together. Participants were guided on how to group objects for efficient formatting.
- ✓ **Bring Forward and Send Backward:** Clarified the use of these options in the Picture Format tab to control the layering of images.

The next part focuses on a session conducted by Bishakha, covering advanced PowerPoint features and techniques for image formatting. The session included insights into grouping objects, adjusting object order, and modifying images for background effects.

Advanced PowerPoint Features:

- ❖ **Grouping and Ungrouping Objects:**
Bishakha began by discussing the importance of grouping objects for efficient manipulation. Participants were guided on how to ungroup objects and perform individual actions on them. Bringing Objects Forward and Sending Backward:

- ❖ Demonstrated how to bring an object forward or send it backward in the layer order. Explained the use of the "Bring Forward" and "Send Backward" options in the Picture Format tab. Grouping Images for Unified Movement:
- ❖ Illustrated the process of grouping images, ensuring they move together and maintain their relative positions.
- ❖ Background Modification and Transparency: Explained how to adjust transparency, blur, and other formatting options for creating visually appealing backgrounds. Emphasized the play of transparency in achieving a background effect.
- ❖ Adding Background to Slides: Bishakha demonstrated how an image can serve as a background for a title slide. Participants were shown how to play with transparency, blur, and other effects to enhance the background.
- ❖ Grouping Text and Image: Highlighted the option to group text and image together, allowing for seamless movement and formatting.

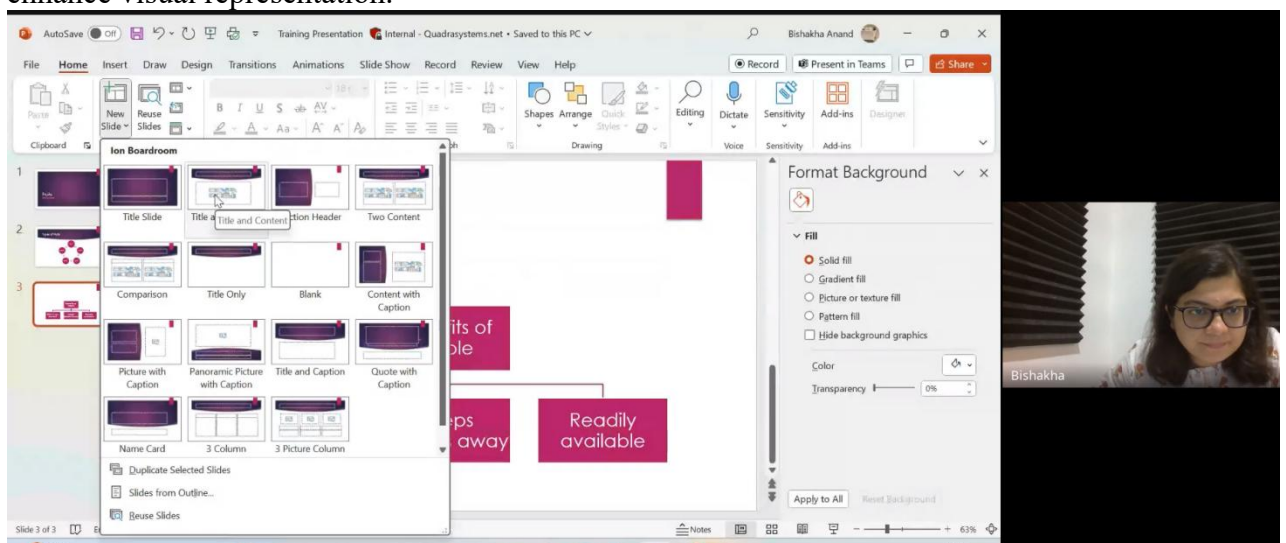
Participants engaged in a question-and-answer session to seek clarification on advanced features and image formatting. Specific queries included removing the background of a picture and the process of adding background lighting.

Advanced PowerPoint Features - Tables, Charts, and Multimedia

In this session, focus was on advanced PowerPoint features such as table creation, chart development, and multimedia integration. The participants received insights into editing tables, creating charts, and adding multimedia elements for more dynamic presentations. Participants were shown how to customize the chart by defining the data series and labels.

Multimedia Integration:

- ❖ Inserting Videos: Bishakha demonstrated the process of inserting videos into PowerPoint slides. Participants learned how to download and play videos directly within a presentation. Inserting Stock Images:
- ❖ Creating Charts and SmartArt Graphics: Participants were reminded of the options to create charts and insert SmartArt graphics to enhance visual representation.



Exploring Advanced PowerPoint Features - Multimedia Integration and File Insertion

The session particularly delved into multimedia integration, file insertion, and efficient ways to manage heavy Excel files within a presentation.

Slideshow Tools Highlight:

Bishakha highlighted the use of various tools during a slideshow, such as laser pointing, highlighting, and pen options, emphasizing the importance of effective presentation skills.

- ❖ **SmartArt Graphics:**

The incorporation of SmartArt graphics was discussed, showcasing its relevance in transforming simple bullet points into visually appealing representations.

- ❖ **Cameo Feature for Video Insertion:**

Participants were introduced to the Cameo feature, enabling them to record and insert videos directly into PowerPoint presentations.

- ❖ **Table and Chart Insertion:**

Bishakha demonstrated the insertion of tables and charts, showcasing their relevance in data representation.

File Insertion:

- ❖ **Inserting Existing Excel Tables:**

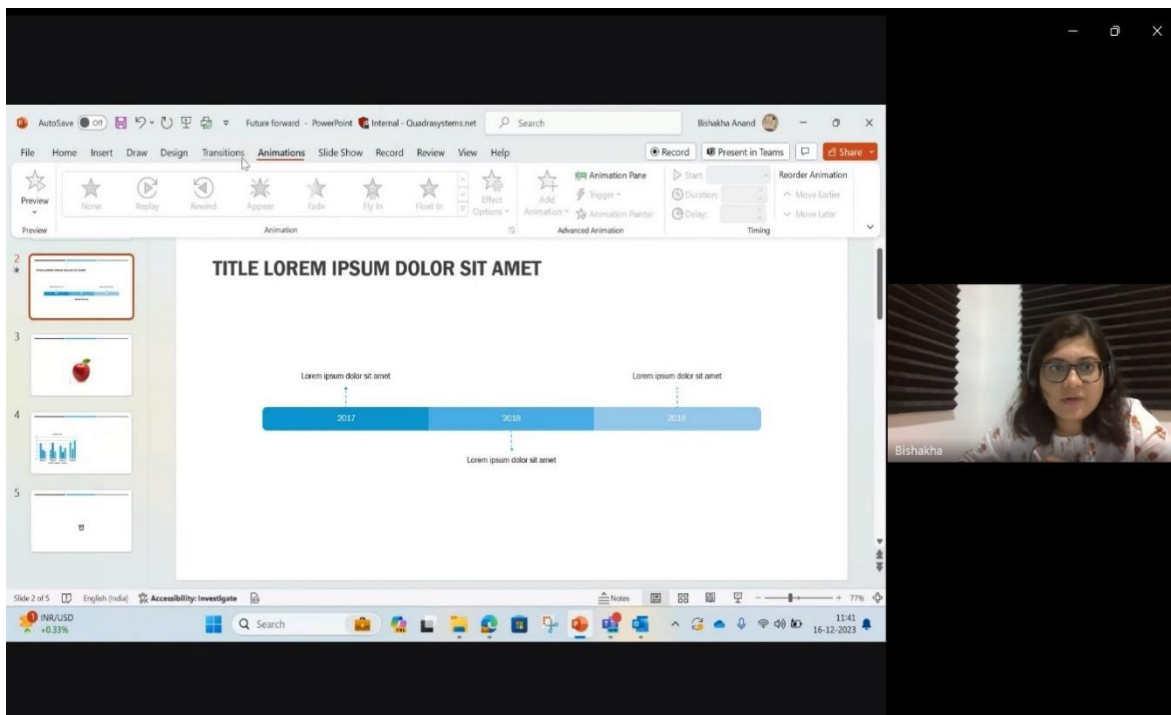
Participants raised queries regarding the insertion of existing Excel tables into PowerPoint slides. Bishakha demonstrated the process of inserting an existing Excel table into a PowerPoint slide by using the "Object" option.

- ❖ **Linking Excel Files and YouTube Videos:**

Bishakha explained how to link Excel files as objects in a PowerPoint slide, allowing users to access the original file during the presentation. The possibility of inserting YouTube links was also discussed, offering a seamless transition from the presentation to external resources.

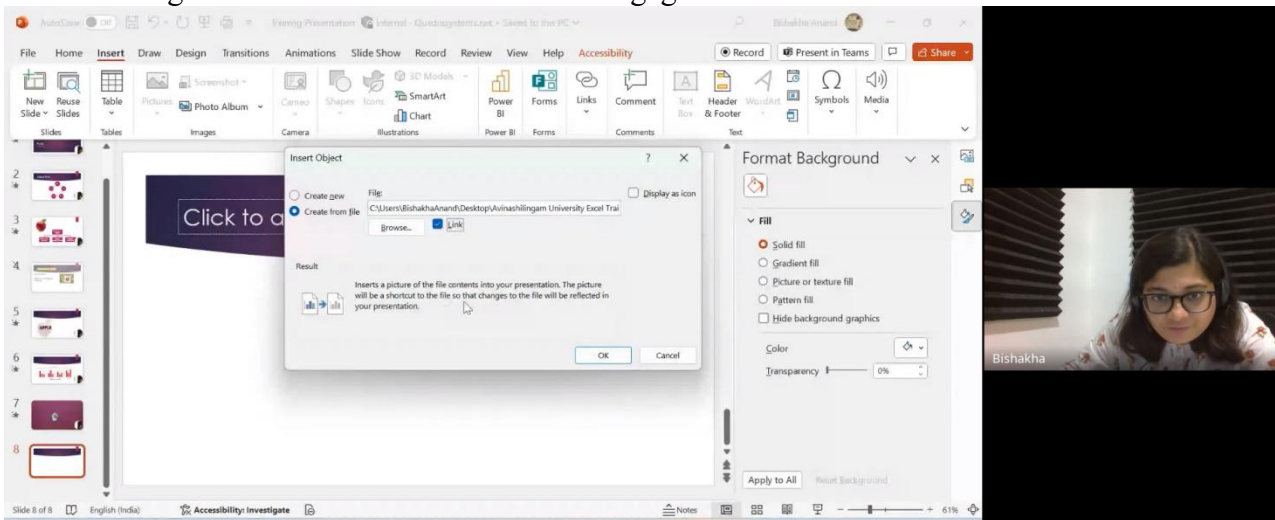
- ❖ **Transitions and Animations:**

The session covered transitions between slides, demonstrating effects like split, push, and bars. Bishakha emphasized the importance of selecting engaging transitions to capture audience attention.



❖ Animation Features:

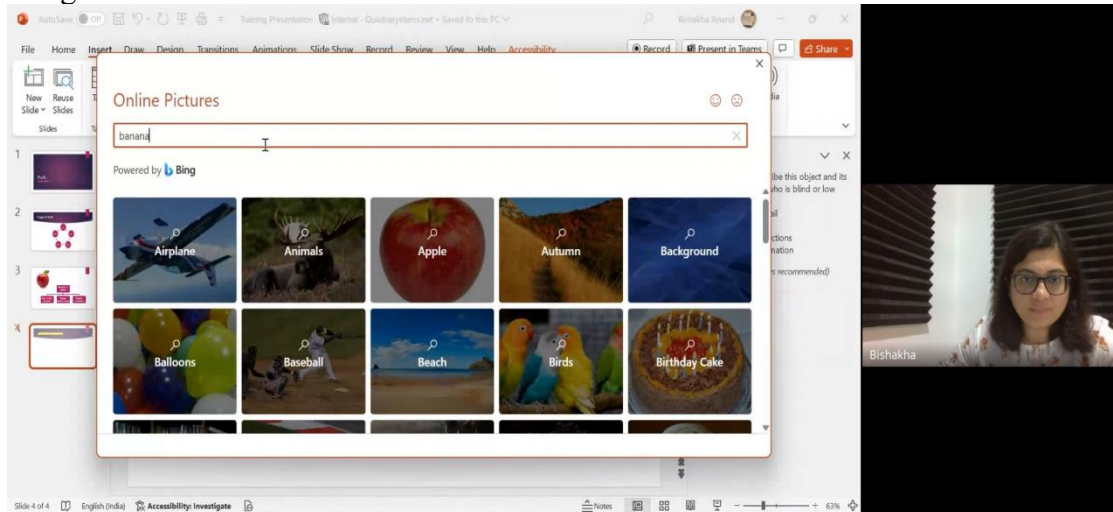
Participants were introduced to animation options, enabling them to add dynamic elements to individual objects or entire slides. Bishakha showcased the application of sound effects during transitions to enhance audience engagement.



The session continued with practical tips for creating engaging presentations. Participants were encouraged to experiment with transitions, animations, and multimedia elements to deliver impactful and memorable presentations. A concluding thank-you slide was emphasized, providing closure to a well-crafted presentation.

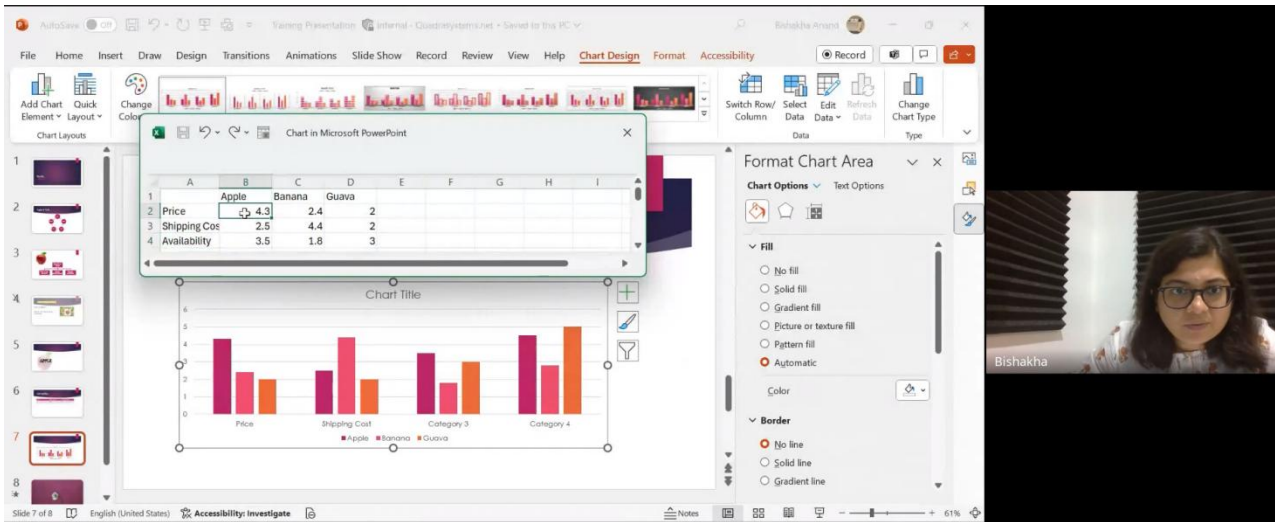
❖ Screen Clipping and Screenshot Integration:

Bishakha demonstrated the screen clipping feature, allowing participants to capture and insert specific parts of their screens directly into PowerPoint slides. This feature proves invaluable for presenting live screenshots during a presentation. Participants were guided on how to insert screenshots from external files, facilitating the integration of pre-captured images into their presentations. The process involved navigating to the desired location and using the "Insert Screenshot" feature.



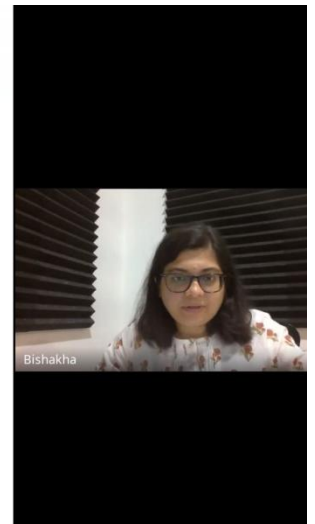
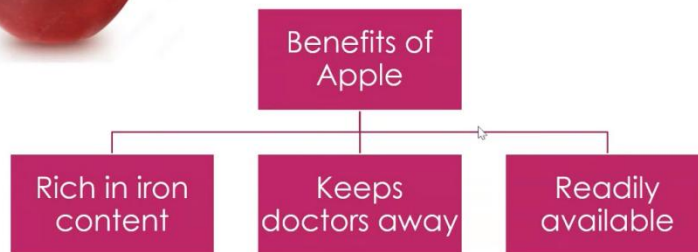
Advanced Chart Creation:

Bishakha delved into advanced chart creation, emphasizing the importance of exploring various chart styles and types to suit specific data presentation needs. Participants were encouraged to experiment with different charts, considering their data context. The session highlighted how data modifications in Excel tables automatically reflect in PowerPoint charts. This dynamic synchronization ensures that any alterations in the raw data seamlessly update the associated charts.



Custom Slideshows and Navigation:

- ❖ Custom Slideshow Creation: Participants learned to create custom slideshows, allowing them to tailor presentations based on specific audience needs. The process involved skipping or including selected slides to enhance presentation flexibility.
- ❖ Custom Slideshows During Presentation: Bishakha demonstrated how to activate and present custom slideshows during the actual presentation, providing a seamless way to skip or emphasize specific content based on audience interactions or preferences.

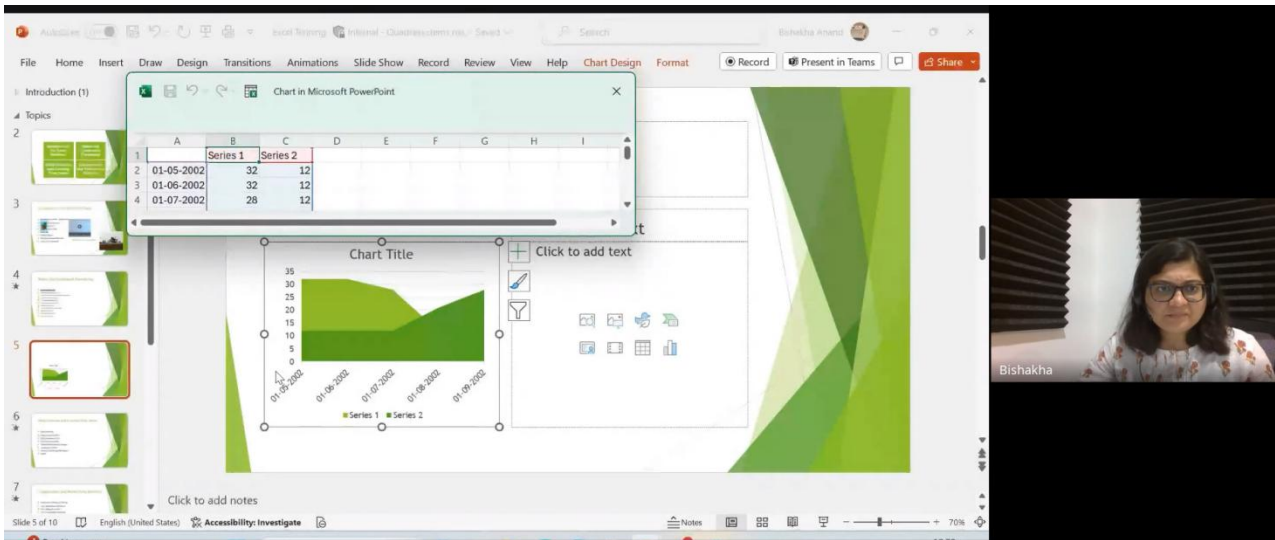


Printing Options and Paper Efficiency:

The session covered the print options in PowerPoint, addressing the need for efficient paper usage. Participants learned how to customize print settings to include multiple slides on a single page, reducing paper consumption while maintaining clarity.

- ❖ Print Preview and Page Layouts: Bishakha guided participants through the print preview feature, allowing them to visualize the print layout before finalizing it.

The session continued with a comprehensive understanding of advanced PowerPoint features, including screenshot integration, dynamic chart creation, custom slideshows, and printing optimizations. Participants were empowered to create engaging and tailored presentations, ensuring effective communication with their audiences.



Excel Split Option:

Bishakha discussed the "split" option in Excel's "View" tab. Explained how splitting the window can be useful for simultaneously viewing different sections of a large dataset. She also demonstrated how to split the Excel sheet into two windows for better data comparison.

The additional information provided by Bishakha further enhances participants' understanding of Excel functionalities. The split option is highlighted as a valuable tool for managing and viewing different parts of a large dataset simultaneously.

In conclusion, the training session successfully empowered participants with the skills needed to elevate their PowerPoint presentations, making them more impactful and visually appealing.

The hands-on demonstration allowed for practical learning, empowering participants to create more dynamic and engaging presentations.

Day 3


16/12/2023 @ 1.30 pm to 4.45pm

Microsoft Teams & One Drive


Praveen Poulose E

Engineer - Cyber Security Group


Quadrasystems.net (India) Private Limited



Avinashilingam Institute for Home Science and Higher Education for Women
Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by
MHRD Re-accredited with 'A++' Grade by NAAC .CGPA 3.65/4,
Category I by UGC Coimbatore-641 043, Tamil Nadu, India




Tenth Short-Term Capacity Building Programme on
'Microsoft Suite Essentials for Office Administration'



16.12.2023
Day 3 – Session II

Microsoft Teams & One Drive

PRAVEEN POULOSE E
ENGINEER - CYBER SECURITY GROUP
QUADRASYSTEMS.NET (INDIA) PRIVATE LIMITED



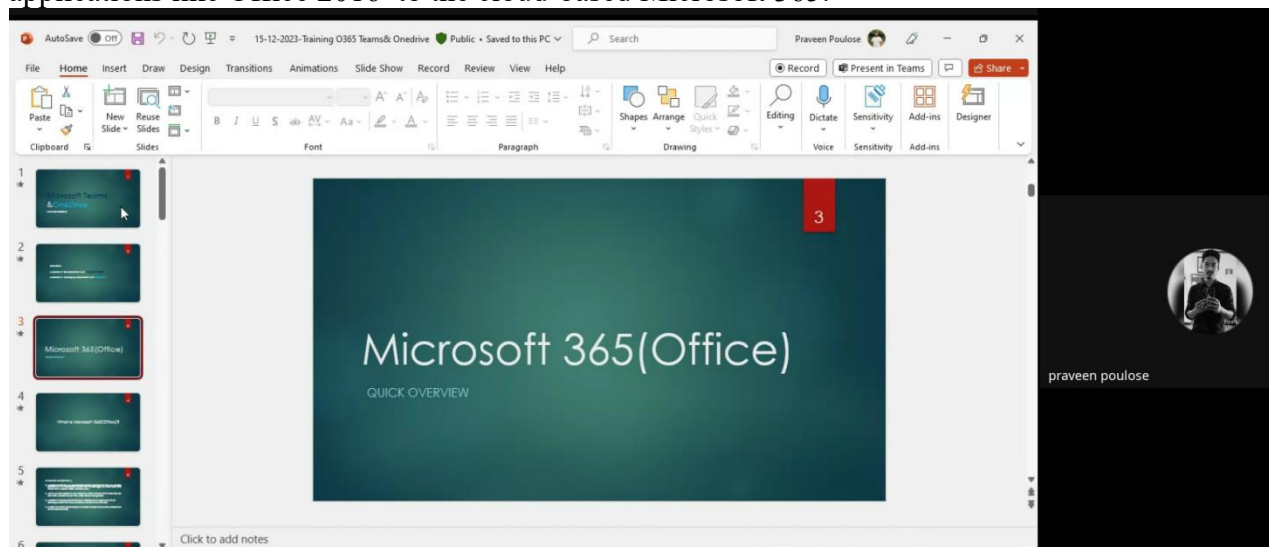
Ramya MBA

Nodal Officer, Dr. K. Ramya introduced Praveen Poulouse, who will guide the audience through Microsoft Teams and OneDrive. Praveen will cover essential tools for support staff to enhance workplace productivity.

Praveen greeted the audience and mentioned the agenda for the session, focusing on Microsoft Teams and OneDrive. He emphasized the importance of these applications for productive and effective work.

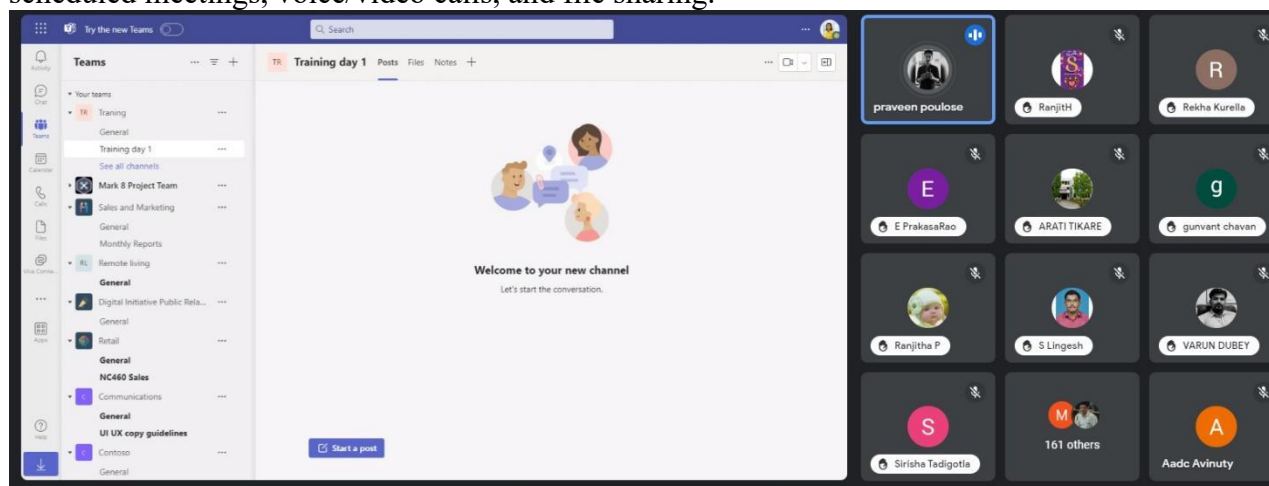
Microsoft 365 Overview:

Praveen briefly explained Microsoft 365 as a cloud-based platform with software bundles like Word, Excel, PowerPoint, Teams, and OneDrive. He highlighted the transition from offline applications like Office 2016 to the cloud-based Microsoft 365.



Microsoft Teams:

Praveen delved into Microsoft Teams, describing it as a business communication software facilitating team collaboration. He discussed its main use cases, such as instant messaging, scheduled meetings, voice/video calls, and file sharing.

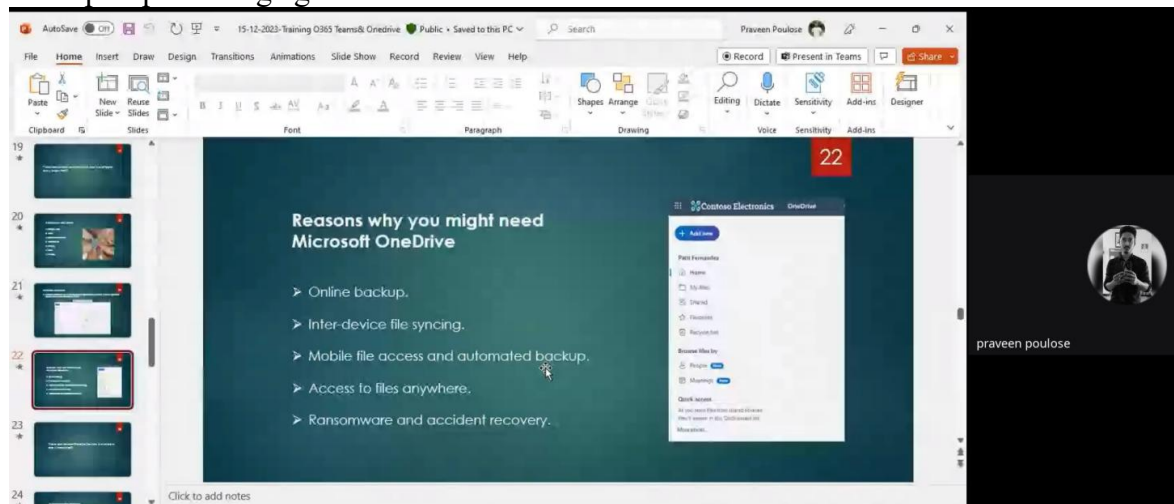


Alternative Solutions to Microsoft Teams:

Praveen engaged the audience by asking for alternative collaboration applications, and participants mentioned Zoom, Google Meet, Skype, and others.

OneDrive Overview:

Praveen introduced OneDrive as a Microsoft file hosting service, emphasizing its use for file backup, sync, and accessibility from anywhere. He discussed the importance of cloud-based backup in protecting against ransomware attacks.



Alternative Solutions to OneDrive:

Participants mentioned alternatives like Google Drive, Dropbox, Sync, Mega, and others.

Microsoft Teams Demonstration:

Praveen demonstrated how to log in to Microsoft Teams through the web-based application. He also showed how to install Microsoft Teams on the desktop by accessing the Microsoft 365 apps. Praveen mentioned that the session would cover various aspects of Microsoft Teams, including creating teams and channels, starting conversations, scheduling meetings, finding content, creating notifications, checking outlets, and exploring common settings. summary.

Microsoft Teams Installation and Group Creation

Praveen Poulse conducted a detailed demonstration on the installation and group creation process using Microsoft Teams. The primary focus was on the seamless installation of Microsoft 365 applications and the subsequent creation of teams and channels for effective collaboration. Praveen explained the process of installing Microsoft 365 applications after logging into office.com. He emphasized the minimal storage space required for the online package and how it efficiently downloads from the cloud. The presenter highlighted the bundling of all Microsoft 365 applications into a single package, making it convenient for users to install multiple applications simultaneously.

Praveen demonstrated the installation of Microsoft Teams, emphasizing its availability as part of the Microsoft 365 app bundle. He showcased how Teams could be accessed via a browser without the need for a separate installation on a system or mobile device. The presenter explained the option to download the mobile app and provided guidance on the installation process, including the use of a specific email ID for mobile login.

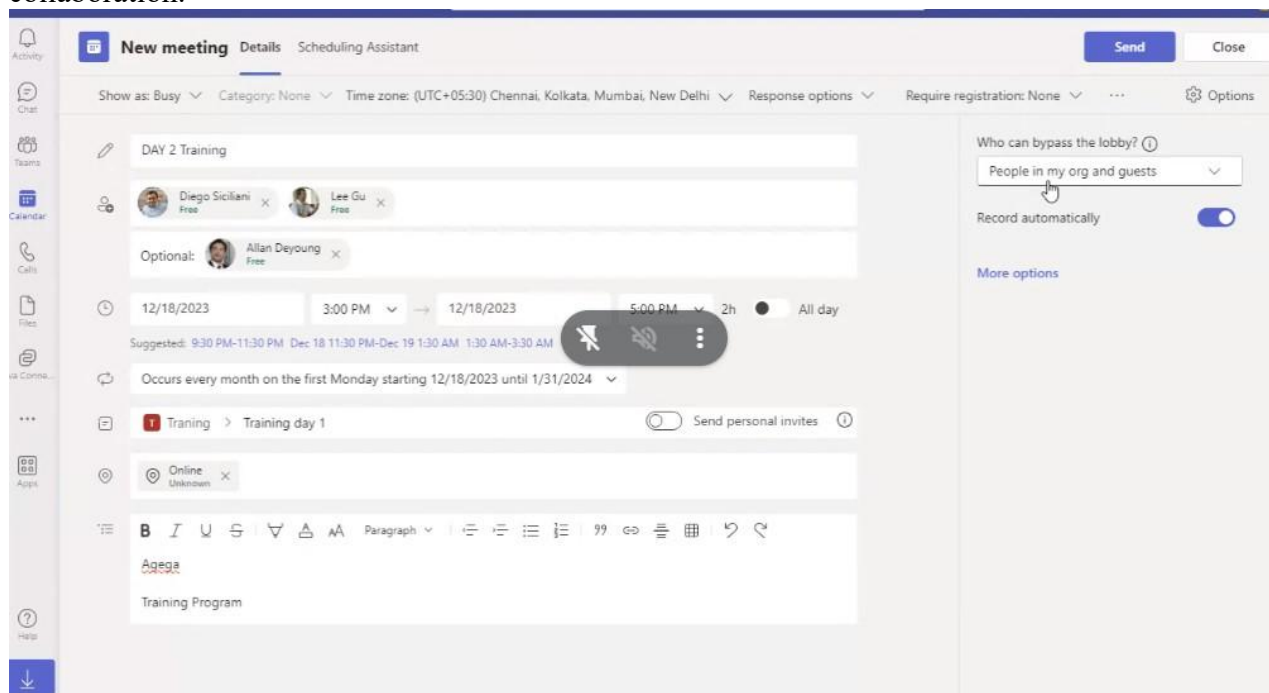
Microsoft Teams Group and Channel Creation:

Praveen illustrated the process of creating teams within Microsoft Teams. He highlighted the three available templates for managing projects, events, or general communication within an organization.

The presenter walked through the steps of creating a team, specifying the project name, description, and template. The demonstration continued with the creation of channels under the newly formed team, showcasing the flexibility to create channels for specific topics or events. Praveen explained the importance of setting privacy options for groups, distinguishing between private and public groups based on domain access.

The presenter provided insights into managing team members, including the addition of new members, assigning roles, and adjusting privacy settings.

He also encourage users to explore the flexibility of channel creation for specific topics or events. Highlight the importance of privacy settings when creating groups to ensure secure collaboration.



Member Permissions

Praveen highlighted the importance of setting member permissions within a group. Members can be granted various permissions, such as creating and updating channels, removing apps, uploading apps, and removing tabs. The session emphasized the need for understanding and configuring these permissions based on the specific requirements of the group.

Analytics

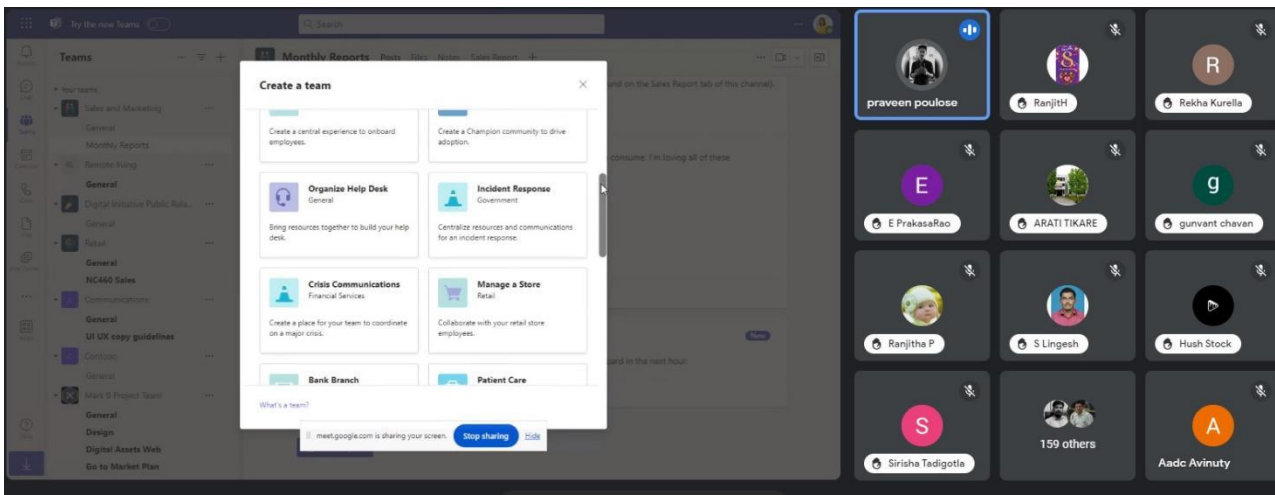
The training covered analytics features, providing insights into group engagement. Praveen demonstrated how to view reports on active members, message engagement, and other relevant metrics. The analytics function is crucial for understanding group dynamics and ensuring effective communication.

Tagging and Mentioning

The session covered the use of tags to mention specific members in messages. Praveen showcased how tagging facilitates communication by notifying individuals about messages relevant to them. Tagging is particularly useful in large groups where direct communication is necessary.

Creating and Broadcasting Messages

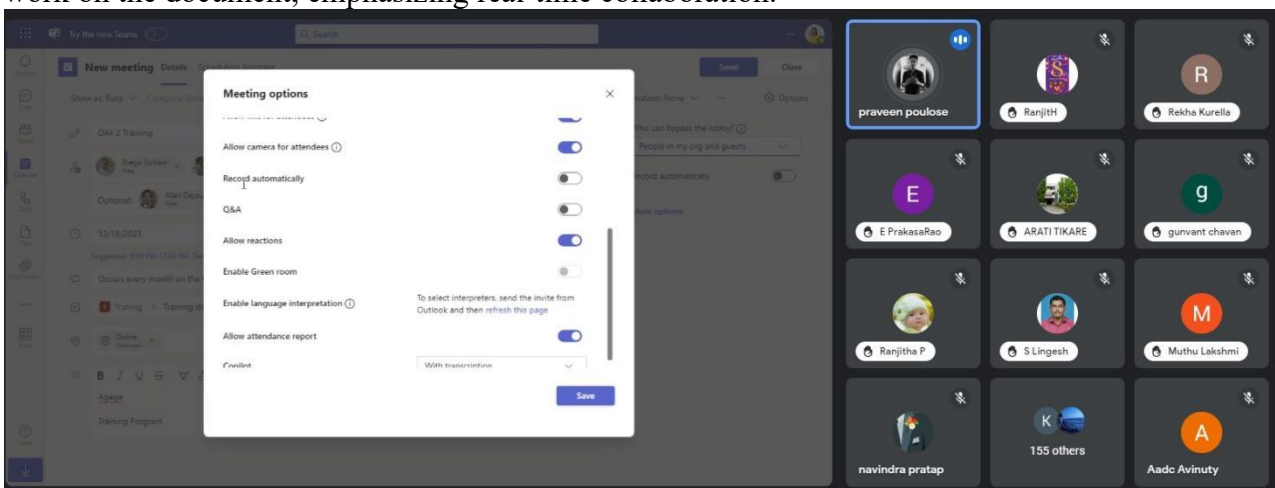
Praveen explained the process of creating and broadcasting messages within a channel. He demonstrated how to include subject lines, descriptions, meeting locations, and times. File attachments, emojis, and stickers can enhance the communication experience.



Additional Message Options:

- ❖ Pinning: Messages can be pinned for easy identification, ensuring important information remains visible.
- ❖ Saving: Users have the option to save messages for future reference.
- ❖ Mark as Unread: Members can mark messages as unread, allowing them to revisit and respond later.
- ❖ File Sharing and Collaboration

The training covered the collaborative aspects of Microsoft Teams, focusing on creating, editing, and sharing files within a group. Praveen demonstrated how multiple users can simultaneously work on the document, emphasizing real-time collaboration.



File Management:

Praveen highlighted the significance of integrating Microsoft Teams with other applications like Excel for seamless collaboration. He emphasized the convenience of working on files offline and discussed the importance of the auto-save feature. The demonstration showcased how files can be synchronized on OneDrive for automatic saving and easy access.

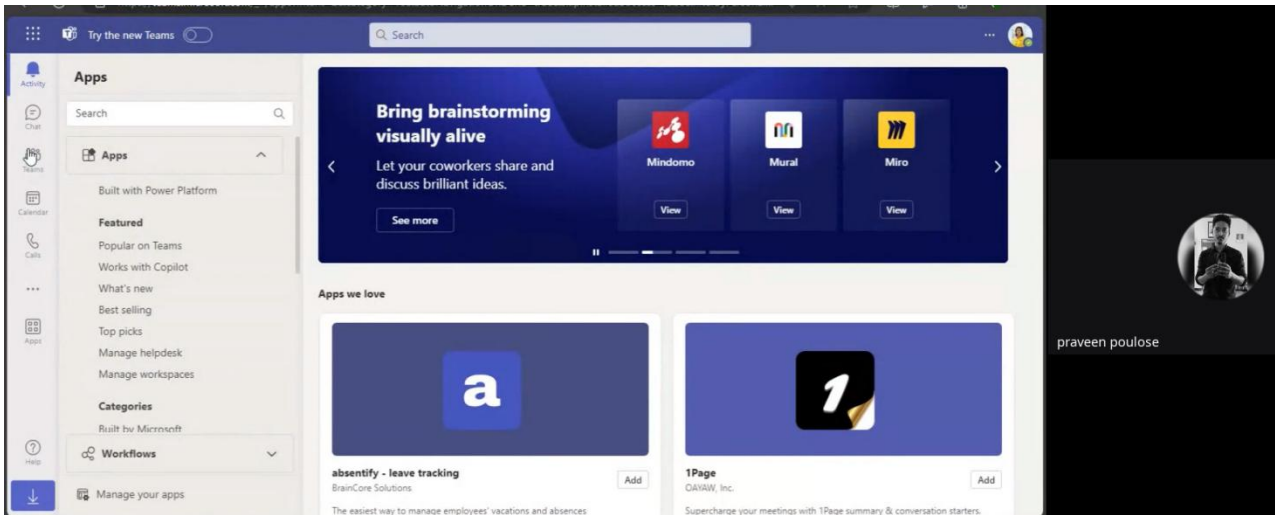
Version History:

Participants were informed about the version history feature, enabling them to track document changes over time. Praveen explained how this feature helps prevent confusion and facilitates collaboration by providing insights into modifications made by team members.

Collaboration and Permissions:

Notes and Apps:

The Teams application allows users to add notes and integrate various apps for enhanced functionality. Praveen illustrated how users can create notes within the application and add custom tabs for specific tools or websites.



Live Meetings:

The training included a practical demonstration of scheduling and conducting live meetings within Teams. Praveen showcased the meeting interface, chat functionality, file sharing during meetings, and the option to invite both team members and external participants.

Meeting Controls:

Participants were guided through meeting controls, including chat, people, raise hand, and reactions. The importance of recording meetings for reference and sharing was highlighted, along with the customization of audio and video settings.

Visual Effects and Backgrounds:

Praveen covered the visual effects and background options available during meetings, providing a more dynamic and engaging meeting experience.

Settings and Configurations:

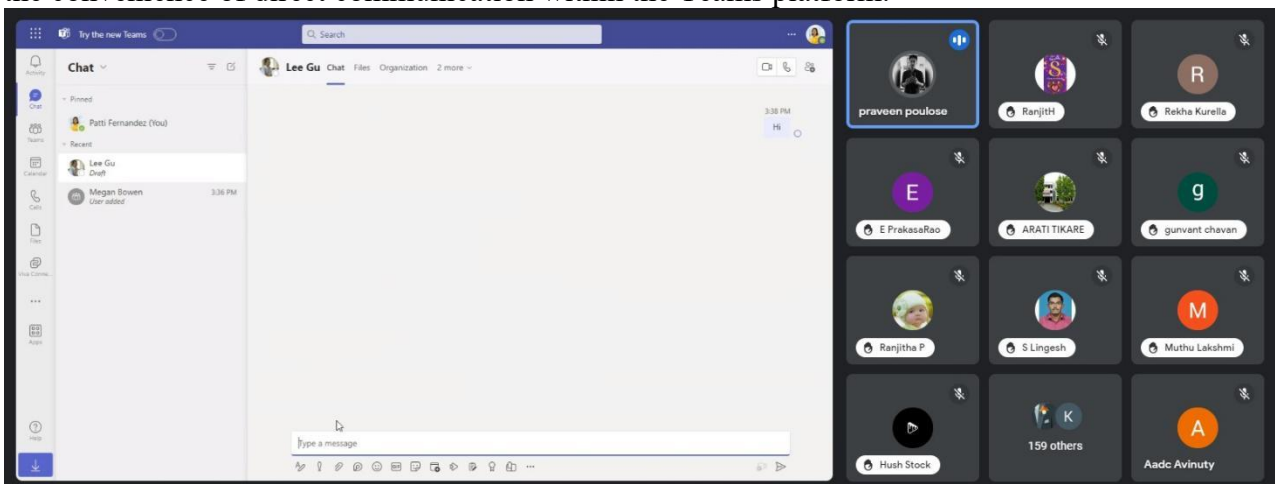
The session concluded with a walkthrough of settings, including device configuration options, background settings, and audio preferences.

Record Automatically Feature:

The 'Record Automatically' feature was explained to prevent the omission of recording sessions, ensuring important content is captured for future reference.

Invitations and Chat Integration:

Inviting participants through Teams and Outlook was demonstrated, ensuring that attendees receive all relevant details. The integration of chat and live call options was discussed, showcasing the convenience of direct communication within the Teams platform.



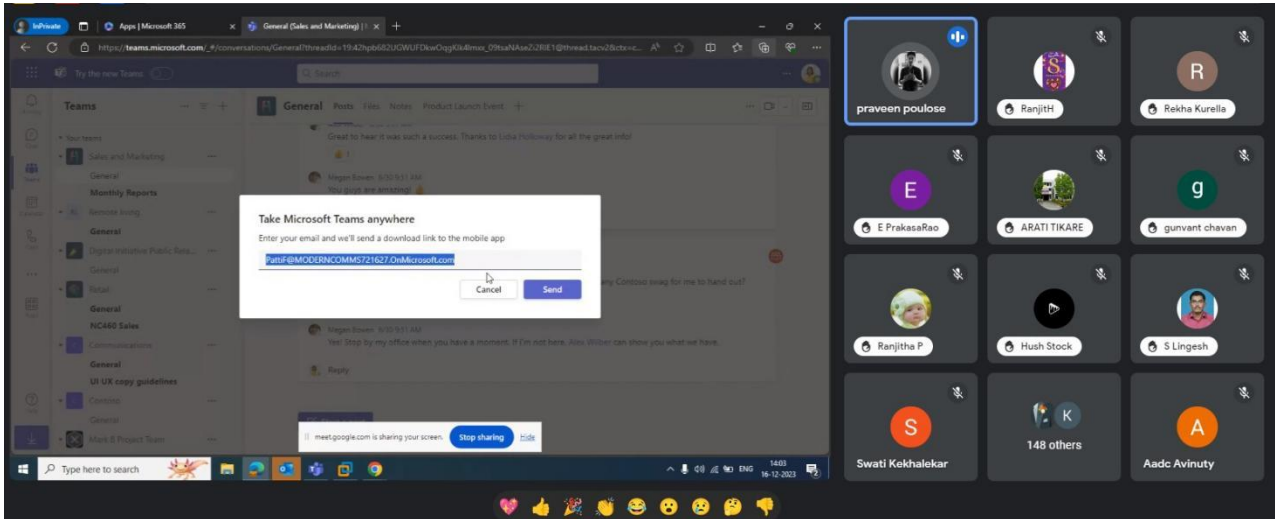
Editing and Updating Meetings:

Praveen demonstrated the editing options for scheduled meetings, allowing for adjustments to date, time, and attendees without creating a new meeting. Attendees receive updates automatically, simplifying the process of notifying changes.

Joining Meetings with ID:

Participants were educated on joining meetings using the meeting ID and password, offering a quick and direct method of access without relying on links.

Webinars and Live Events:



A brief overview of scheduling webinars and live events was provided, emphasizing the differences in attendee and presenter settings compared to regular meetings.

The other topics discussed are,

- ❖ Muting Participants in Teams Meetings
- ❖ Handling Participants Leaving Meetings
- ❖ Navigation and Message Management
- ❖ General Settings and Privacy
- ❖ Notification Settings
- ❖ Teams App Permissions
- ❖ File Handling and Integration

Comparison between Microsoft Teams and Google Meet:

The trainer provided insights into choosing between Microsoft Teams and Google Meet. He emphasized that the choice depends on the organization's needs and licensing. For business applications, Praveen recommended Microsoft Teams due to its centralized control and bundled software.

Introduction to OneDrive:

Transitioned to OneDrive, describing it as a cloud storage solution for backing up and syncing data across devices. He showcased the online and desktop versions of OneDrive and explained the benefits of having a cloud-based storage solution. He provided a step-by-step demonstration of signing in to the OneDrive desktop app and explained its functionalities. He also illustrated the options for opening folders, accessing the recycle bin, and managing online files directly from the desktop app.

File Syncing and Status Icons:

Demonstrated syncing files between local devices and the cloud, using the green checkmark icon to indicate successful synchronization. He explained the various status icons, such as the cloud symbol, user icon (for shared files), and the colored indicators showing the syncing status.

Shared Files and Permissions:

Showcased the "Share" option, enabling users to share files with others by specifying permissions and access levels. Explained the importance of the user icon, indicating shared files, and how to manage access by viewing and modifying permissions.

Always Keep on This Device and Free Up Space:

He Explained the difference between "Always Keep on This Device" and "Free Up Space" options. "Always Keep on This Device" ensures the file is stored locally and does not sync to the cloud, conserving local storage. "Free Up Space" allows users to reclaim local storage by keeping the file in the cloud while freeing up space on the device.

File Management:

He demonstrated the process of viewing files online directly from the OneDrive application, providing a quick preview of document content. Discussed the "Recycle Bin" feature, which allows users to recover recently deleted files.

Disconnecting from OneDrive:

Covered the steps to disconnect from OneDrive, offering insights into when users might choose to do so.

Praveen Poulse invited questions and clarified doubts from participants. The training successfully equipped users with practical skills for efficient OneDrive file management, ensuring optimized synchronization, secure sharing, and version control. Participants left with a comprehensive understanding of how to leverage OneDrive to enhance productivity while efficiently managing their files.

The concluding session marked the end of a comprehensive training program led by Praveen Poulse, focusing on OneDrive and Microsoft Teams. The session commenced with Praveen's confirmation of the completion of the training content.

The Microsoft Teams training session conducted by Praveen Poulse successfully equipped participants with practical knowledge about leveraging Teams for effective collaboration and communication. The hands-on demonstrations provided a clear understanding of key features, ensuring participants can enhance their productivity using the application.

The Teams Training Session proved to be informative and practical, equipping participants with the skills to schedule, customize, and manage meetings efficiently within Microsoft Teams. The step-by-step guidance on various features empowers users to make the most out of Teams for their collaborative efforts.

Dr. K. Ramya invited participants to seek clarifications on the session, and appreciations flooded the chat box, showcasing the success of the program. Ramya formally thanked Praveen for dedicating his weekend to deliver insightful sessions. Praveen, in turn, thanked the participants and acknowledged the support received from their management.

In the final moments, participants expressed gratitude and requested Praveen to switch on the camera, indicating a positive and interactive atmosphere. The session concluded with instructions for submitting feedback and assessments.

Participants List

S.No	Name	Designation	Institution/ Organization Name
1	N.P.Kumar	Lab Technician	Sona College of Technology
2	Priyatharsini V C	Data Entry Operator	Kongu Engineering College
3	Kurella Rekha Rajeswari	Junior Assistant	Sasi institute technology and engineering
4	S Ranjithkumar	Lab Assistant	Kongu Engineering college
5	Nayana.D	Clerk	Sambhram Institute of Technology
6	Varun Dubey	Assistant Grade-I	Rajiv Gandhi Institute of Petroleum Technology
7	K.Gowri	Data Entry Operator	Kongu engineering college
8	Gokulkumar S	Technical Assistant	Kongu Engineering College (autonomous) Perundurai
9	Senthilkumar N	Senior Technical Assistant	Kongu Engineering College
10	Avinash jain M	Assistant Instructor	JNN College of Engineering
11	K.N.Anandhakumar	Technical Assistant	Kongu Engineering College
12	Arati Tikare	Computer lab Instructor	JNN College of Engineering
13	R.yuvaraj	Lab Technician	Sona College of Technology
14	Sunila G D	Mechnic	J N N College of engineering
15	M kannan	Lab Tech	Sona college of technology
16	Yamunadevi G	Technical Assistant	Kongu Engineering College
17	V.Velu	Lab Technician	Sona college of technology
18	Sumamma B N	Lab Technician	Sambhram Institute of Technology
19	Kumaresan C	Tr lab technician	Sona College of technology
20	S.SENTHIL KUMAR	Data Entry Operator	Kongu Engineering College
21	Soundarya P	Programmer	KSR educational Institutions
22	Arockia Mary J	Lab Assistant	Providence college for women
23	S. Renupriya	Lab Assistant	KSR Institute for Engineering and Technology
24	D.Dhanalakshmi	Lab Technician	Sona College of Technology
25	SINDHU.V	Lab Instructor	KSR Education and Institutions
26	Rajani.MVN	Librarian	Vishnu Institute of Pharmaceutical Education & Research
27	Nithiyambal.V	Assistant administration	Sona College of Technology
28	Sriram	Technical Assistant	kongu engineering college perundurai

29	D sathishkumar	computer lab assistant	Kongu Engineering College, Perundurai
30	Panneerselvam J	System administrator	Sona College of technology
31	Priya A	Lab instructor	st.joseph Engineering College
32	Shailaja B	Lab Instructor	St Joseph Engineering College
33	Swati Narendra Kekhalekar	Library Assistant	Rajarambapu Institute of Technology, Rajaramnagar.
34	B Srinivasu	Asst Librarian	Sasi Institute of Technology and Engineering
35	Usha B	Instructor	JNNCE, Shimoga
36	Harshala Nitin Patil	Technical assistant	K j Somaiya institute of technology
37	T.Chitra	Lab Instructor	K S R Institute For Engineering and Technology
38	Shahina	Lab instructor	Sambhram institute of technology
39	Sherly P J	Administrative Assistant	CHRIST (Deemed to be University)
40	SALINI S	Lab Assistant	KSR Institute for Engineering and Technology
41	MYTHILI R	Office Assistant	Kongu Engineering College
42	V SHAKTHIVEL	System manager	Kongu Engineering college
43	Madhan Ramkumar K	Record Clerk	Providence college for women
44	Prathibha A	Second Division Clerk	P E S college of Engineering
45	Vimaladevi M	Data Entry Operator	Kongu Engineering college
46	Vanitha H k	Instructor	P E S College of Engineering
47	K.T.ARUN	Technical Assistant	Kongu Engineering college
48	S Lingeswaran	Technical Assistant	Kongu Engineering college
49	Katakam Srinu	Librarian	Sasi Institute of Technology & Engineering
50	Thangamuthu R	System Administrator	Kongu Engineering college
51	Amit Ajit Naik	Superintendent	National Institute of Technology Goa
52	A.S.Geetha	Programmer	k S R Institution for Engineering and Technology
53	Savitha S	Data Entry Operator	kongu engineering college
54	M. Jothi Basu	Director	Alagappa University
55	Mohan. V	Technical assistant	Kongu Engineering college
56	Gomathi M	Technical Assistant	Kongu Engineering College - Perundurai,Erode
57	karthika k	Clerical Assistant	Alagappa University

58	S.Karthick	Technical Assistant	Kongu Engineering college
59	Durga D	Lab Asistant	Avinashilingam Institute
60	Suganya S	Administrative Assistant	Sona College of Technology
61	Ujjwala Rupesh Dhumal	PA To Director	Symbiosis Institute of Technology
62	G S C V Padmakar	Data Entry Operator (DEO)	Sri Vasavi Engineering College
63	Josline Mitchel Pinto	Junior Assistant Clerk	St Joseph Engineering College
64	Venkateswarlu Dasari	Lab Technician	Sambaram institute of technology
65	Mrs D Kavitha	Computer Lab Instructor	Panimalar Engineering College
66	R.Thangavel	Lab Instructor	Nandha Engineering College (Autonomous) Erode
67	Guru prasad sahuo	Accounts Superitendent	IIT, Bhubaneswar
68	Pradeep Kant Singh	Assistant Registrar	Madan Mohan Malaviya University of Technology, Gorakhpur
69	G. Karthikeyan	Lab Technician	Sona College of Technology
70	P Vanitha	Record Assistant	Vidya Jyothi Institute of Technology
71	R. Gopal	Technical Assistant	Kongu Engineering College
72	Anil Jagannath Kate	Laboratory Assistant	Rajarambapu Institute of Technology, Rajaramnagar
73	V.Kokilavani	Technical Assistant	Kongu Engineering College
74	M. Andal	Programmer	KSRIET
75	Mohammad Yakub Pasha	Computer Operator	Chaitanya Bharathi Institute of Technology
76	N.Gayathri	Technical Assistant	Kongu Engineering College
77	Sunil Vilasrao Shelke	Clerk	Shri Sant Gajanan Maharaj College of Engineering Shegaon
78	Divya Lobo	Jr. Asst. Clerk	St. Joseph Engineering College
79	JESURAJ P.J	Secretarial Assistant	Sona College of Technology (Autonomous)
80	Chandra Sekhar Kunchala	Computer Operator	Mahatma Gandhi Institute of Technology
81	Kanchan Honale	Office cum Lab Assistant	SSGMCE,Shegaon
82	S.PALRAJ	Department Assistant	National Engineering College,
83	VEEPURU SURENDRA	Assistant Programmer	Mahatma Gandhi Institute of Technology
84	C.DINESHKUMAR	TECHNICAL ASSISTANT	KONGU ENGINEERING COLLEGE
85	Kandasamy J	Assistant Programmer	National Engineering College
86	Ravindranath Avaduta	Assistant Programmer	Mahatma Gandhi Institute of Technology

87	Menisha A	Lab Technician	Sona college of Technology
88	sagar vilas patil	lab assistant	Rajarambapu Institute of Technology Rajramnager
89	Palanisamy C.	INSTRUCTOR	KONGU ENGINEERING COLLEGE, PERUNDURAI
90	K.Divyasaran	Lab Assistant	K S R Institute for Engineering and Technology
91	P Lakshmi Padmaja	Office Assistant	University of Hyderabad
92	Kadiyala Mahesh	Programmer	Sasi Institute of Technology &Engineering
93	R.Manickasundaram	Sr.Technical Assistant	Kongu Engg. College
94	S. Sudha	Laboratory Assistant	Avinashilingam Institute for Home science and Higher Education for Women
95	Chandrika diwakar	Clerk, lab instructor	Sambhram Institute of technology
96	Bharath Kumar Jonnagadla	Office Assistant	Madanapalle Institute of Technology & Science
97	Chitra J	Lab Assistant	Avinashilingam institute for home science and higher education for women
98	BAIRAVI S	DEPARTMENT ASSISTANT	NATIONAL ENGINEERING COLLEGE
99	Rakshitha C	Office Clerk	Sambhram Institute of Technology
100	M Harinath	Computer Operator	MGIT College, Gandipet
101	K SUJANA	Assistant Programmer	MAHATMA GANDHI INSTITUTE OF TECHNOLOGY
102	VEERESH KUMAR K	JUNIOR ASSISTANT- CUM-COMPUTER OPERATOR	MAHATMA GANDHI INSTITUTE OF TECHNOLOGY
103	Priyadharshini A	Laboratory Assistant	Avinashilingam institute for home science and higher education for women
104	Mallela Kishore	Computer Operator	CBIT(Chaitanya Bharathi Institute of Technology),Gandipet
105	V Sri Santhi	Lab Programmer	Vidja Jyothi Institute of Technology
106	Dnyaneshwar Baldev Thakare	Clerk	Shri Sant Gajanan Maharaj College of Engineering
107	P.Krishnamoorthi	Lab technician	Sona college of technology
108	SelvaKumar.P	Lab Technician	Sona college of Technology
109	Kalpana Balaji	Executive	Rajalakshmi Engineering College
110	Sarathy V	Lab Technician	Sona College of Technology
111	U.SIVASAMY	Technical assistant	Kongu engineering college
112	S.V.RANGARAJ	Instructor	Kongu Engineering College

113	MURUGESAN T	INSTRUCTOR	KONGU ENGINEERING COLLEGE, PERUNDURAI
114	Ramani P	Technical Assistant	Kongu engineering college
115	M.KAMALANATHAN	Multi Task Executive	AVINASHILINGAM institute for home science and higher education for women
116	EDLINA THEREZA SALEMA	LOWER DIVISION CLERK	DON BOSCO COLLEGE OF ENGINEERING
117	Sathiya T	Lab technician	M. P. Nachimuthu M. Jaganathan Engineering College
118	Varsha S B	Lab instructor	Sambhram institute of technology
119	Sathiya.p	Lab technician	M.p.Nachimuthu M.jaganathan Engineering college
120	Syeda Ayesha Tabassum	Office Assistant	Nagarjuna College of Engineering and Technology
121	Narayana Murthy C M	Office Assistant	Nagarajuna College of Engineering and Technology
122	Nagesh P	Office Assistant	Nagarjuna College of Engineering and Technology
123	Sri Pallavi Vinjamuri	Tr. Secretarial Assistant	Sona College of Technology
124	B.REVATHI	ACCOUNTANT	M.P.Nachimuthu M.Jaganathan Engineering College
125	SIVAKUMAR P	LAB TECHNICIAN	M.P.NACHIMUTHU M.JAGANATHAN ENGINEERING COLLEGE
126	EERLAPATI PRAKASARA RAO	JUNIOR ASSISTANT	SASI INSTITUTE OF TECHNOLOGY & ENGINEERING
127	Lokesh RA	Lab Instructor	Nagarjuna College of engineering and technology
128	Spoorthy S	Placement Executive	Nagarjuna College of Engineering and Technology
129	Y. CHANDRA SEKHAR	ASST.PROGRAMMER	CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (Autonomous))
130	Astha Solanki	Executive	KIET Group of Institutions
131	sushil vichare	Lab A.	Thakur College of engg.tech.
132	MANOHARA K S	Office Assistant	Nagarjuna College of Engineering & Technology
133	MEHAR AFROZ	Programmer	Nagarjuna College Of Engineering And Technologye
134	Ferhana kausar	Lab Instructor	NCET
135	D.SATHEESH	Sr.Tech.Asst	KONGU ENGINEERING COLLEGE, PERUNDURAI

136	Munikrishnappa m	Lab attender	Nagarjuna College of Engineering & Technology
137	Rakeshbhai Pravinbhai Brahmbhatt	Admin Executive	Institute of Pharmaceutical Sciences
138	Gunvant Dattu Chavan	Technocal Assistant	Rajarambapu Institute of Technology, Rajaramnagar
139	P Manivannan	Lab Instructor	Panimalar Engineering college
140	Mohini Pal	Executive	KIET Group of Institutions
141	Prakash R	TECHNICIAN	Sona college of technology
142	Nabisaheb Gulbarga	System Administrator	Nagarjuna College of engineering and technology
143	Muralidhar	Hardware Engineer	Nagarjun College of Engineering &Technology
144	V. Chidambaram	Hardware and Networking Engineer	Ncet
145	Diksha Kori	Demonstrator	GGITS
146	B Shirisha	Lab Instructor	Sambharam Institute Of College
147	Aslam Pasha	Instructor	NCET
148	Mr. Swapnil Shashikant Patil	Lab Assistant	Rajarambapu Institute of Technology, Rajaramnagar
149	Aniruddha Ashok Patil	Laboratory Assistant	Rajarambapu Institute of technology,Rajaramnagar
150	Chitra T	Lab Assistant	KSR Institute for Engineering and Technology
151	K V Mahesh kumar	Technician	Mahatma Gandhi Institute of Technology
152	Madan kumar H	Tutor	P E S College of Engineering Mandya Karnataka
153	Subhash Nagesh Thorat	Lab Assistant	Shree Santkrupa Institute Of Engineering & Technology Ghogaon Tal - Karad
154	Sandip Shahaji Patil	Lab Assistant	Rajarambapu Institute of Technology
155	Sandya B M	INSTRUCTOR	P E S College of Engineering Mandya
156	Dattatray Madhukar Kale	Lab assistant	Shree santkrupa institute of engineering and technology ghogaon.tal karad
157	P N V Varalaxmi	programmer	G Narayanamma Institute of Technology and Science
158	Peethala Ravishankar	Technician GrII	MGIT
159	Tushar Dilip Jagdale	Sr. Clerk	Thakur College of Engineering and Technology
160	Anusha N	Office assistant	Nagarjuna College of engineering and technology

161	P Sridevi	Lab Asst.	GNITS
162	R.Ramya	Technical assistant	Kongu engineering college
163	S. Sandhya	Multi Task Assistant	Avinashilingam Institute for home science and higher education for women
164	Anandan .S	Technical assistant	KSR educational institutions
165	Kavita Singh	Assistant Librarian	KIET Group of Institutions
166	Navindra Kumar	Officer	KIET Group of Institutions-Ghaziabad-Delhi-NCR
167	hemakiran u	assistant administration officer	madanapalle institute of technology and science
168	Gomathi G	lab technician	M.P.Nachimuthu M.Jaganathan Engineering College
169	Kaviya	Admin Executive	Hindusthan College of Arts & Science
170	Mita Nagvekar	Laboratory assistant	Angel Institute of Technology and Design
171	Meenakshi Garg	Library information officer	KIET Group Of Institution
172	Pawan Kumar	Library information officer	KIET Group Of Institution
173	Thangavel P	Office Assistant	Kongu Engineering College
174	P. Narsimha	Lab Assistant	Mahatma Gandhi Institute of Technology
175	Radha Reddy	Lab assistant	GNIS
176	Brunda N	HR	Nagarjuna College of Engineering and Technology
177	Shrikant Sharma	Executive Assistance-Academic Support	KIET GROUP OF INSTITUTIONS
178	Sandeepa	Library Assistant	St Joseph Engineering College
179	Deepak Khokade	Lab Assistance	Rajarambapu Institute of Technology
180	Mr.R.Kiruthigainathan	LAB TECHNICIAN	KNOWLEDGE INSTITUTE OF TECHNOLOGY
181	K.Murugesan	INSTRUCTOR	KONGU ENGINEERING COLLEGE
182	Shivamurthy R	F D A	NAGARJUNA COLLEGE OF ENGINEERING AND TECHNOLOGY
183	Sunita Tikekar	Technical Assistant	K.J.Somaiya Institute of Technology, Sion-Mumbai
184	Pasula Chandrashekhar	Junior assistant Cum Computer Operator	Mahatma Gandhi institute of technology
185	T. Vijaya	Computer Operator	CBIT
186	Pugalmani	Lab Technician	Hindusthan college of Engineering and Technology

187	Nagulapally Narsing Rao	Computer Operator	Mahatma Gandhi Institute of Technology
188	Kishor Baburao Mugale	Technical Assistant	K J Somaiya Institute of Technogy
189	P. Elackiya	Multi Task Assistant	Avinashilingam Institute for Home science and Higher education for women
190	Mohammed Ali Jinna H	System administrator	Hindusthan college of engineering and technology
191	Prem Kumar	Lab technician	Hindustan college of engineering and technology
192	Sahana N	Office Assistant	Nagarjuna College of Engineering and Technology (NCET), Karnataka
193	Ashok kumar D	Lab Technician	Hindusthan College of Engineering and Technology, Coimbatore
194	Dr. C.Sumathi	Production Executive	Alagappa University
195	Ajinkya Shrihari Salgaonkar	Laboratory Assistant	Agnel Institute of Technology and Design
196	R.Kamatchi	RJ cum Editor	Alagappa University
197	Chandra Prabha.S	Multi Task Assistant	Avinashilingam Intitute for Home Science and Higher Education for Women
198	K.Kalaivani	Data Entry Operator	Avinashilingam Intitute for Home Science and Higher Education for Women
199	Teena Mascarenhas e Braganza	UDC	Don Bosco College of Engineering
200	R.Manikandan	Lab Technician	Hindusthan College of Engineering and Technology, Coimbatore
201	S. Karun Kumar	Lab Assistant	Sasi Institute of Technology & Engineering
202	Ganeshan A	Lab Technician	Hindusthan College of Engineering and Technology
203	Marimuthu S	Lab Technician	Hindusthan Collect of Engineering and Technology
204	DevikarajiS	Multi Task Assistant	Avinashilingam Institute For Home Science and Higher Education for Women
205	M Thrivikrama Rao	Tech Grade-II	Mahatma Gandhi Institute of Technology, Gandipet, Hyderabad
206	Priyadharshini V	Lower Division Clerk	Avinashilingam University
207	R.saranya	Multi Task Assistant	Avinashilingam Institute for Home Science and Higher Education for Women
208	J.sabina banu	Lower Division Clerk	Avinashilingam Institute for Home Science and Higher Education for Women
209	Aarthi R	Lower Division Clerk	Avinashilingam Institute for Homescience and Higher education for women

210	Vanita Kulkarni	Office Superintendent	Vishwakarma Institute of Information Technology
211	Dhanapal p	STORE INCHARGE	Knowledge Institute of Technology
212	Prasanth P	Lab Technician	Knowledge Institute of Technology
213	Hanumant Tukaram Sawant	Junior Clerk	Bract's viit
214	Govindaraju p	Lab Technician	Knowledge Institute of Technology
215	Sathiyaseelan M	Multitask Executive	Avinashilingam
216	Parmar Hemlatta Premchandbhai	Office Assistant	Parul Institute of Technology
217	P. Vasavi Viswanathan	Administrative Assistant	Sona College of Technology
218	P. Mani	Network Administrator	Hindusthan College of Engineering & Technology
219	V.Masilamani	Multi Task Assistant	Avinashilingam Institute for Home Science
220	N Nagaraj	Lab Technician	Hindustan college of engineering and technology
221	Kavita Amar Pashte	Technical Assistant	K. J. Somaiya Institute of Technology
222	P. Ranjitha	Laboratory Assistant	Avinashilingam Institute for Home science and Higher education for women
223	Ganesh Shamrao Madale	Laboratory Assistant	Rajarambapu Institute of Technology, Rajaramnagar
224	C.prabhavathi	. Multi Task Assistant	Avinashilingam Institute for Home Science and Higher Education for Women
225	S.Varadarajan	Lab Technician	Hindusthan College of Engineering and Technology
226	M Thenmozhi	. Multi Task Assistant	Avinashilingam institute for home science and higher education
227	B Satyanarayana	Technician	Mahatma Gandhi Institute of Technology
228	Chaitra S	PS to Principal	Nagarjuna College of Engineering & Technology
229	Jothi murugan Chellamuthu	Technical Assistant	knowledge institute of technology
230	Kannammal T.A	Lab Assistant	Avinashilingam Institute for home science and Higher Education for women
231	Muthulakshmi M	Laboratory Assistant	Avinashilingam Institute for Home Science for Higher Education for Women

Sample Certificate



Avinashilingam Institute for Home Science and Higher Education for Women

Deemed to be University Estd.u/s 3 of UGC Act 1956, Category A by MHRD
Re-accredited with 'A++' Grade by NAAC. CGPA 3.65/4, Category I by UGC
Coimbatore-641043, TamilNadu, India



AIU - Avinashilingam Institute - Academic & Administrative Development Centre

(AIU-AI-AADC)

Certificate No: AIU - AI - AADC/ 2023 - 2024 /10/012

CERTIFICATE OF PARTICIPATION

This is to certify that

Mrs. Arati Tikare

Computer lab Instructor, Department of Computer Science and Engineering
Jawaharlal Nehru National College of Engineering - [JNNCE], Shimoga, Karnataka

has participated in the Tenth Short-Term Capacity Building Programme on

Microsoft Suite Essentials for Office Administration

conducted by AIU - Avinashilingam Institute - Academic & Administrative Development Centre (AIU - AI- AADC)
from 14/12/2023 to 16/12/2023 and her performance was Excellent.

Dr. K. Ramya
Nodal Officer, AIU-AI-AADC &
Programme Coordinator

Dr. Amarendra Pani
Joint Director & Head
Research Division, AIU

Dr. Pankaj Mittal
Secretary General
AIU

Dr. S. Kowsalya
Registrar
Avinashilingam Institute

Dr. V. Bharathi Harishankar
Vice Chancellor
Avinashilingam Institute

Avinashilingam Institute for Home Science and Higher Education for Women

AIU-AI-AADC

10th Capacity Building-Programme on
 ‘ **Microsoft Suite Essentials for Office Administration** ’
 14.12.2023 - 16.12.2023

Day	Sessions	Trainer/Resource Person
1	Microsoft Word (Document Creation)	Priyanka C Technical Facilitator cum Guest lecturer Email : Priyanka8530@gmail.com Mobile: 9843591414
2	Microsoft Excel (Spreadsheet Applications)	Bishakha Anand Project Coordinator cum Technical Trainer Quadrasystems.net (India) Private Limited Email : bishaka.a@quadrasystems.net Mobile : 9974118327
3	PowerPoint Design and Collaboration Microsoft Teams & One Drive	Bishakha Anand Project Coordinator cum Technical Trainer Quadrasystems.net (India) Private Limited Email : bishaka.a@quadrasystems.net Mobile : 9974118327 Praveen Poulse E Engineer - Cyber Security Group Quadrasystems.net (India) Private Limited Email : praveen.p@quadrasystems.net Mobile :7812025576

**Avinashilingam Institute for Home Science and Higher Education for Women
Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by
MHRD Re-accredited with 'A++' Grade by NAAC.CGPA 3.65/4,
Category I by UGC Coimbatore-641 043, Tamil Nadu, India**



**AIU Avinashilingam Institute
Academic and Administrative Development Centre
(AIU-AI-AADC)**

**X Short Term Capacity Building Programme
on**

“ Microsoft Suite Essentials for Office Administration ”

14.12.2023 to 16.12.2023

Mode : Online

**Hands-on Sessions
Activities
Demonstrations**

**Registration
FREE**

ABOUT THE INSTITUTE

Avinashilingam Institute for Home Science and Higher Education for Women - the epitome of higher education is one of the premier institutions in India well known for its commitment towards the empowerment of women through value based and holistic education. The institute follows educational ideals of Sri Ramakrishna, Holy Mother Sri Saradamani Devi, Swami Vivekananda and Mahatma Gandhiji. The institute is one of the significant contributions of Padma Bhushan, Dr. T. S. Avinashilingam, an illustrious educationist, freedom-fighter and Gandhian and Dr. Rajammal P. Devadas, the world-renowned nutritionist.

The Institute had its humble beginning in the year 1957 as Sri Avinashilingam Home Science College for Women and has been conferred the Deemed to be University by MHRD in 1988. Few of the recent accolades of the Institute includes: A++ with CGPA of 3.65/4 by NAAC; 84th Rank in NIRF, 5th Rank under the category of 'University & Deemed to be University (Govt. & Govt. Aided) Technical' in ARIIA –2021.

Presently, the institution is progressing towards 'beyond-excellence' under the able guidance and leadership of Dr.T. S. K. Meenakshi Sundaram, Managing Trustee and Chancellor, Dr. V. Bharathi Harishankar, Vice Chancellor and Dr. S. Kowsalya, Registrar.

ABOUT ASSOCIATION OF INDIAN UNIVERSITIES

Association of Indian Universities (AIU) is an apex inter university representative body of universities and other higher education institutions in the country. Established in 1925 as the Inter University Board (IUB) of India, it acquired its legal status as a registered society in 1967 under the Societies Registration Act 1860 and was rechristened as Association of Indian Universities (AIU) in 1973. AIU is the second oldest university association in the world next to the Association of Commonwealth Universities which was established in 1913.

It has the distinct feature of having the largest network of universities and other HEIs under its ambit with 981 Members which includes 16 Associate Members of Foreign Countries. The membership of AIU includes all types of universities e.g., Conventional Universities, Open Universities, Deemed to be Universities, State Universities, Central Universities, Private Universities and Institutes of National Importance.

In addition to Indian Universities, Universities / Institutes from Bangladesh, Bhutan, Republic of Kazakhstan, Malaysia, Mauritius, Nepal, Thailand, United Arab Emirates and United Kingdom are its Associate Members. Since its inception AIU has played a very significant role in the development of Education in the Country.

Some of the eminent scholars and visionary leaders like Dr Sarvepalli Radhakrishnan, Dr Shyama Prasad Mukherjee, Dr Zakir Hussain, Sir. A L. Mudaliar have given leadership to AIU. During such a long journey, AIU has carved a niche for itself by serving the Ministry of Education, Govt. of India as a research-based policy advisory body. Being an apex institution, it constitutes an integral part of all major decision-making committees and commissions in the country

As an academic 'think tank' organization, AIU supports the Government as research-based policy advisory body with the wider mandate of taking up research projects on higher education policy and capacity building. It also acts as a bureau of information on higher education; liaise with international bodies and universities for internationalization of Indian higher education among many others. The Vision of AIU is to emerge as a dynamic service and apex advisory organization in India by undertaking initiatives and programmes which could strengthen and popularize Indian higher education as leading-edge system in the world and promote greater national and international collaboration in Higher Education, Research, Extension, Sports, Youth and Cultural Activities.

It is bestowed with the mission of promoting and representing the Indian Universities and other higher education institutions through strong liaison with the government and National/International organizations, sister associations world over and establish liaison between/among universities through active support, cooperation and coordination among the member universities and all its stakeholders for quality education, research and other academics and extension activities.

ABOUT THE CENTRE

AIU–Avinashilingam Institute -Academic and Administrative Development Centre (AIU-AI-AADC) has been initiated by the institute in association with Association of Indian Universities (AIU) as a step towards training the human resources of higher education institutions. The specific objectives of the centre are:

- Facilitate learning through Performance Improvement Programmes for different groups (Administrators/Teaching Faculty/Non-Teaching Research Scholars/Technical Personnel) towards progression based on their career stages.
- Enable continuous learning through rigorous need-based training sessions
- Sensitize stakeholders on recent developments in higher education system in the country and across the world.
- Equip academic / administrative / technical / information personnel with the requisite skills on ICT to handle their work effectively.
- Develop integrity and professional ethics among higher education personnel.
- Strengthen the human capital of the country with right attitude, skills, and knowledge

VISION

To facilitate value-based transition towards changing higher education ecosystem through continuous capacity building.

MISSION

To impart ICT enabled training to human resources of higher education institutions thereby preparing themselves towards Education 5.0.

ABOUT THE PROGRAMME

In an ever-evolving digital landscape, proficiency in Microsoft Suite has become indispensable for efficient office administration. The workshop, titled "Microsoft Suite Essentials for Office Administration," is crafted to empower office professionals with the fundamental skills needed to navigate the core applications – Word, Excel, PowerPoint, Teams, and OneDrive. Over the course of the workshop, participants will delve into practical insights and hands-on training, ensuring they are equipped with the essential knowledge to streamline office operations.

The journey begins with Microsoft Word, where participants will grasp document creation, formatting, and collaborative editing, laying the foundation for effective communication. Excel essentials follow, unraveling the power of spreadsheets, formulas, and data analysis techniques, fostering data-driven decision-making. The PowerPoint segment focuses on crafting engaging presentations with impactful visuals, enhancing communication and presentation skills.

The workshop then transitions to collaborative tools, delving into Microsoft Teams, where participants learn effective communication, file sharing, and collaboration in a virtual workspace. Finally, OneDrive takes center stage, enlightening participants on cloud-based storage, file organization, and seamless access to documents from any device.

This comprehensive workshop is designed to elevate office administration by instilling confidence in Microsoft Suite essentials, ensuring that participants are well-versed in these indispensable tools for modern workplace efficiency and collaboration.

OBJECTIVES

- Learn document creation and formatting in Microsoft Word for effective communication.
- Acquire fundamental Excel skills for data organization and analysis.
- Create engaging presentations with impactful visuals using PowerPoint.
- Engage in hands-on exercises for immediate skill application.
- Streamline office tasks with Microsoft Suite for enhanced efficiency.
- Explore virtual collaboration features for effective teamwork and communication.
- Master OneDrive for seamless document storage and access from any device.
- Prepare for the digital workplace with essential modern office tools.

PROGRAMME SCHEDULE

Day 1: Document Creation

Session 1: Microsoft Word Basics

- Introduction to Microsoft Word Interface
- Creating and Saving Documents
- Ribbon Interface, Quick Access Toolbar, Customising Status Bar, Search Bar

Session 2: Document Formatting and Styles

- Text Formatting: Text Selection, Fonts, Colors, and Sizes, Advanced Text Effects
- Paragraph Formatting: Alignment, Line Spacing, and Indents
- Introduction to Styles for Consistent Document Formatting

Session 3: Creating Professional Documents

- Working with Headers and Footers
- Page Layout and Sections, Tables and Graphics for Visual Appeal
- Print Preview and Printing Documents

Session 4: Collaboration and Productivity Tools

- Track Changes and Comments, Collaborative Editing and Review
- Mail Merge for Efficient Bulk Document Creation
- Time-Saving Shortcuts and Tips, Automation with Macros, Document Templates

Day 2: Spreadsheet Applications

Session 1: Navigation of the Excel Interface

- Introduction to Excel Tab Interface, Excel Workbook Screen
- Ribbon interface, Quick Access Toolbar, Status Bar
- Dialogue Boxes, Essential Keyboard Shortcuts

Session 2: Tables and Conditional Formatting

- Understanding Lists, Sorting and Filtering Data
- Creating, Modifying, Deleting Table, , Sorting Data in a Table
- Conditional Formatting, Creating Custom Rules, Highlighting Cells, Using Top and Bottom Rules,
- Using Data Bars, Using Colour Scales, Using Icon Sets

Session 3: Using Formulas and Creating Pivot Tables

- Using Sparklines, Using Formulas in Excel
- Using Functions in Excel, Insert Function Button, Working with Names and Ranges
- Creating PivotTables, Refresh Data/Change Data Source, VLOOKUP

Session 4: Collaboration and Productivity Boosters

- Collaborative Editing and Sharing
- Excel Automation with Macros
- Power Query, Short-cuts and tips for enhancing productivity

Day 3: PowerPoint Design and Collaboration

Session 1: Creating Impactful Presentations

- PowerPoint Interface and Navigation
- Design Principles for Effective Presentations
- Incorporating Multimedia and SmartArt

Session 2: Advanced PowerPoint Features

- Animation and Transition Effects
- Slide Master and Customization
- Tips for Engaging Presentations

Session 3: Collaboration with Microsoft Teams

- Introduction to Microsoft Teams
- Team Collaboration and Communication
- Integrating Teams with Office Applications

Session 4 : Managing Documents with OneDrive

- Overview of OneDrive for Business
- File Storage and Sharing
- Version Control and Document Collaboration

LIST OF RESOURCE PERSONS

- ❖ **PRIYANKA C**, Technical Facilitator cum Guest lecturer
- ❖ **BISHAKHA ANAND**, Project Coordinator cum Technical Trainer Quadrasystems.net (India) Private Limited
- ❖ **PRAVEEN POULOSE E**, Engineer – Cyber Security Group Quadrasystems.net (India) Private Limited

TARGET PARTICIPANTS

Support Staff (non-teaching staff) of Higher Education Institutions

Mode of delivery : Online

Duration : 14.12.2023 to 16.12.2023 (3 Days Programme)

REGISTRATION

REGISTRATION LINK : <https://forms.gle/kBvTWXJXnacVj96x6>

FEE : FREE

AI ADVISORS

Dr. T. S. K. MEENAKSHISUNDARAM, Managing Trustee & Chancellor

Dr. V. BHARATHI HARISHANKAR, Vice Chancellor

Dr. S. KOWSALYA, Registrar

AIU ADVISORS

Dr. PANKAJ MITTAL, Secretary General, AIU

Dr. AMARENDRA PANI, Joint Director & Head, Research Division, AIU

PROGRAMME COORDINATOR

Dr. K. RAMYA,

Nodal Officer

AIU - Avinashilingam Institute- Academic & Administrative Development Centre
(AIU-AI-AADC)

Avinashilingam Institute for Home Science and Higher Education for Women

e-mail ID: aadc@avinuty.ac.in

Mobile : 8072202927

Special thanks to:

AI Advisors

- **Dr. T. S. K. Meenakshisundaram, Managing Trustee & Chancellor**
- **Dr. V. Bharathi Harishankar, Vice Chancellor**
- **Dr. S. Kowsalya, Registrar**

AIU Advisors

- **Dr. Pankaj Mittal, Secretary General, AIU**
- **Dr. Amarendra Pani, Joint Director & Head, Research Division, AIU**

We extend our heartfelt gratitude to all the Invited Guests, Resource Persons, HEI's, Coordinators, Committee Members, Technical staff for their unwavering support!

We sincerely thank each attendee for their participation and enthusiasm!

Welcoming you all again in the future!



Dr. K. Ramya

Nodal Officer, AIU-AI-AADC

**AIU - Avinashilingam Institute- Academic & Administrative Development Centre
Avinashilingam Institute for Home Science and Higher Education for Women
Coimbatore – 641 043, Tamil Nadu, India.**

e-mail ID : aadc@avinuty.ac.in

Mobile : 8072202927