



## RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES

### 5. Report on Training Programme on Microsoft Office Tools

Programme Details in a nutshell	
<b>Name of the Event</b>	Training Programme on Microsoft Office Tools
<b>Nature of the Event</b>	Workshop
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To provide participants with comprehensive training on Microsoft Office tools, enabling them to use these applications confidently and proficiently.</li> <li>• To equip participants with the ability to create professional-quality documents, spreadsheets, presentations, and emails using Microsoft Office tools.</li> </ul>
<b>Resource Person</b>	Ms. Rengini D, Assistant Professor, Sree Sankara Vidyapeetom (SSV), Valayanchirangara
<b>Date and Time</b>	03-10-2019 to 04-10-2019 9.30AM to 4.30.PM
<b>Duration</b>	12 Hrs
<b>Beneficiaries</b>	30 Students
<b>Venue or Platform</b>	Computer Lab, RVCAS
<b>Organizing Dept./ Cell</b>	Department of Commerce in association with IQAC
<b>Coordinator</b>	Ms. Swedha K.S, Department of Commerce
<b>Outcome/ Benefit of the Programme</b>	<ul style="list-style-type: none"> <li>• Participants will demonstrate proficient use of Microsoft Office tools.</li> <li>• Participants will be able to create professional-quality documents, spreadsheets, presentations, and emails using Microsoft Office tools</li> </ul>



## Detailed Report

The Training Programme on Microsoft Office Tools was a comprehensive workshop designed to equip participants with the essential skills and knowledge to use Microsoft Office applications effectively. Held on October 3<sup>rd</sup> and 4<sup>th</sup>, 2019, the workshop featured a variety of hands-on activities and demonstrations led by Ms. Rengini D from Sree Sankara Vidyapeetom (SSV), Valayanchirangara.

The workshop began with an introduction to the Microsoft Office suite, including Word, Excel, PowerPoint, and Outlook. Participants learned about the basic features and functions of each application and how they can be used to accomplish various tasks. Ms. Rengini D also discussed the importance of using Microsoft Office tools effectively to enhance productivity and efficiency.

Throughout the workshop, participants practiced a variety of tasks using Microsoft Office tools, including creating documents, formatting text, creating spreadsheets, creating charts, designing presentations, and sending emails. Ms. Rengini D provided participants with step-by-step instructions and guidance throughout the workshop.

The Training Programme on Microsoft Office Tools was a valuable learning experience for all participants. The workshop provided them with the skills and knowledge they need to use Microsoft Office applications effectively in their personal and professional lives. The hands-on approach of the workshop made the learning experience engaging and memorable.

The workshop was a great success, and participants left feeling confident and prepared to use Microsoft Office tools effectively. The Department of Commerce and IQAC are committed to providing students with opportunities for personal and professional development, and this workshop was a valuable addition to their offerings.



## Feedback Report

The Training Programme on Microsoft Office Tools was a highly successful workshop that provided participants with valuable skills and knowledge for using Microsoft Office applications effectively. The workshop's hands-on approach and experienced facilitator created a conducive learning environment, allowing participants to practice using Microsoft Office tools in a realistic setting. The workshop's comprehensive coverage of Word, Excel, PowerPoint, and Outlook ensured that participants were well-prepared to use these applications effectively in their personal and professional lives. Overall, the workshop was a valuable investment in personal and professional development.





Poster of the Workshop On Training Programme on Microsoft Office Tools

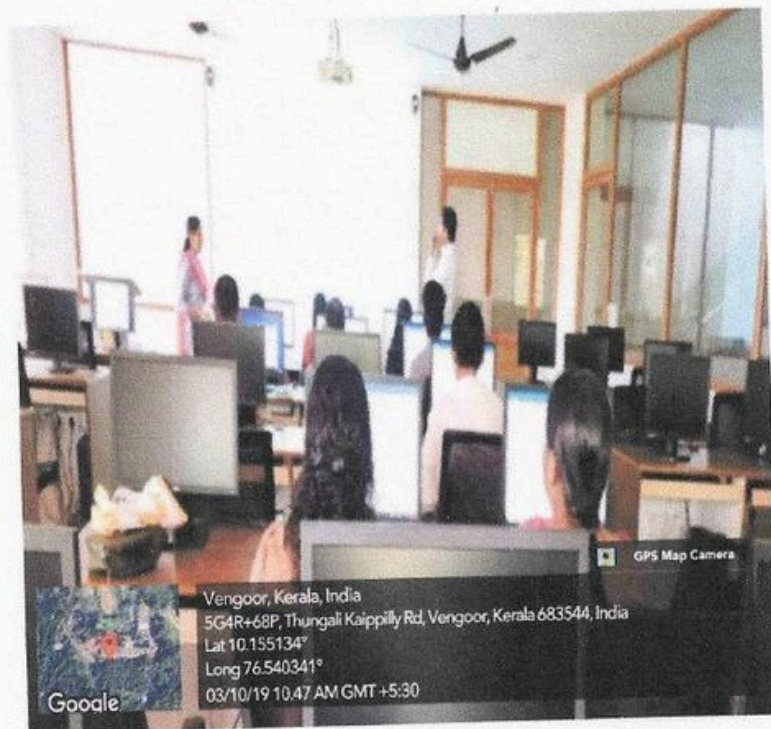
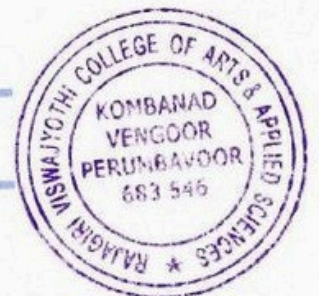


Image of Resource Person Handling the Session



## Participant's List

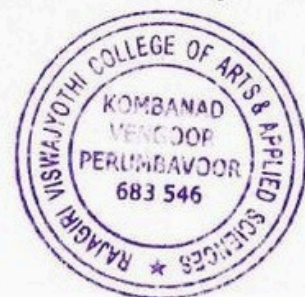
Training program on Microsoft  
office tools

03-10-2019 to 04-10-2019

1. Akana Varghese Bcom model 1 Akana
2. ANHEL JOY Bcom MODEL 1 Anhel
3. Anwin Raju Bcom model 1 Anwin
4. Christy George Bcom model 1 Christy
5. Don Paul Bcom model 1 Don Paul
6. JITHUL JOY BCOM MODEL 1 Jithul
7. Saranjanis Bcom model 1 Saranjanis
8. Krishna Pragna P.S Bcom model 1 Krishna
9. Matthew Bernati Bcom model 1 Matthew
10. Mathew Jose Bcom model 1 Mathew Jose
11. Nikhil Populose Bcom model 1 Nikhil
12. Stephen Sunny Bcom model 1 Stephen
13. ANAKHA SHASI Bcom model 1 Anakha



- |                              |                      |                   |
|------------------------------|----------------------|-------------------|
| Nandana P A                  | III B.COM MODEL 1    | Nandana P A       |
| 1. Navami Vij Kumar          | III B.com model 1    | <del>Navami</del> |
| 15. Thansiku Nisaku J        | III B.com Model 1    | Thansiku J        |
| 16. Tom Pose                 | III B.com Model 1    | Pose              |
| 17. Abin Anil                | III B.com Model 1    | Abin Anil         |
| 18. Arun P S                 | III B.com Model 1    | Arun P S          |
| 19. Mumthas S                | III B.com Model 1    | Mumthas           |
| 20. Sangal Miriyam<br>Mammen | III B.com Model 1    | Sangal M Miriyam  |
| 21. Latha Lathosh            | III B.com Model 1    | Latha Lathosh     |
| 22. Sidharth A<br>Kurup      | III B.com Model 1    | Sidharth A K      |
| 23. Sivathmika T.S           | III B.com Model 1    | Sivathmika T.S    |
| 24. Aliyanna C. E            | III B.com Model 1    | Aliyanna C. E     |
| 25. Sooraj Sunil             | III B.com<br>Model 1 | Sooraj Sunil      |



26. NAVEED ZAMANE B.COM LOG
27. Nihal Roshan B.com log
28. Sanath Samal B.com log
29. Mishaal Ahmmed B.com log
30. NAHYAN T JABBAR B.com log

Mahaal Samal

Nihal

Sanath

Mishaal

Nahyan T

Joy P

Joy P. Joseph Ph.D  
PRINCIPAL  
Rajagiri Vidyajyothi College of  
Arts and Applied Sciences  
Vengoor, Perumbavoor  
Ernakulam (D) 683546

