



CIRCULAR



ARKA JAIN
University
Jharkhand



Circular

Ref. No. AJU/AD/ENGG/252/2023-24

Date:06.06.2024

This is to inform all the students of Diploma, ARKA JAIN University that Department of CS and IT is organizing a **Workshop on "Introduction to MS Office tools"** through virtual mode from 08-06-2024 to 13-06-2024. This Workshop focusses to help the students to perform MS-office related tasks easily and efficiently. This workshop will help students to create, manage, and manipulate data, documents and presentations. All the students are requested to register in the event by using the given link.

For registration: <https://forms.gle/ZNXUPCvd27YVkvQ3A>

Event Coordinator: 1. Prof. Rakhi Jha
2. Dr. Nidhi Dua

Dr. Ashwini Kumar

Asst. Dean
ARKA JAIN University,
Jharkhand, India
ARKA JAIN UNIVERSITY

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6 DAYS WORKSHOP ON INTRODUCTION TO MS. OFFICE TOOLS

Date of Event	08.06.24 to 13.06.24
Name of the Event	6 Days Workshop on Introduction to Ms. Office Tools
Type of the Event	Workshop for Skill Development
Conducted by	School of Engineering & IT, Department of CS & IT
No. Of Participant	40

OBJECTIVE: Office Tools are a type of application software. They help the users to perform office-related tasks easily and efficiently. Therefore, these tools help to create, manage, and manipulate large amounts of data and documents. Moreover, they help create presentations, reports, databases.

Here you will be able to learn all the above features of Office.

DETAILS: The Department of CS & IT, School of Engineering & IT, Arka Jain University conducted a 6 days' Workshop on Introduction to Ms. Office Tools, from 08.06.24 to 13.06.24. The workshop was designed to introduce the students to perform office-related tasks easily and efficiently. Therefore, these tools help to create, manage, and manipulate large amounts of data and documents. Moreover, they help create presentations, reports, databases. Each day, a topic was introduced and students were provided with Power Point Presentations about the topic along with hands-on sessions where they were shown live use of all office tools. Sessions were taken by the **Prof. Rakhi Jha** and **Dr. Nidhi Dua**.

Day 1 - Module 1: Getting Started with Microsoft Word Module 2: Editing Documents Module 3: Formatting Documents which was taken by Prof. Rakhi Jha. The workshop began with an introduction to Microsoft office followed by a details on Microsoft Word, and Editing Documents, and formatting documents as hands on training. Students learned the essentials of creating, editing, formatting changes, understanding selection area, quick access bar, changing font and many more. Practical exercises allowed them to create and format their first document. Day 2- focused on Working with Tables - Inserting Tables- Navigating Tables- Selecting Table Parts- Adding Borders and Shading - Inserting Rows and Columns - Resizing Rows and Columns which was taken by Prof. Rakhi Jha. Participants learned how to insert, navigate, select, add borders and shading, insert and delete rows and columns. Working with Headers and Footers- Insert Headers and Footers- Insert the date or time into a header or footer- Inserting Page Numbers- Changing the Page Layout- Changing the Page Margins- Changing the Page

Orientation- Changing the Page Size. They practiced creating a basic document with tables and assignment was given.

Day 3 - Getting Started with Microsoft PowerPoint which was taken by Dr. Nidhi Dua. Students explored the art of styling and making PowerPoint presentations. They learned to use - Explore the User Interface and the Ribbon- Quick Access Toolbar- Create a New Presentation- Using Templates- Saving Presentations- Slide Basics- Working with Text- Add a Text Box Adding Multimedia Elements- Using Multimedia Elements- Working with Pictures- Applying Styles & Effects- Modifying Hyperlinks- Working with SmartArt.

Day 4 - Enhancing Presentations- Insert Audio from a File- Insert a Video from a File- Using Animation- Managing and Preparing the Slide Show- Create Slide Sections- Presenting a Slide Show- Presentation Tools and Features- Presenter View- Microsoft Excel Applying Transitions taken by Dr. Nidhi Dua. Participants discovered how to build Power-Point.

Day 5 - Getting Started with Microsoft Excel- Explore the User Interface and the Ribbon- Overview of Workbooks- Creating Workbooks- Saving Workbooks- Closing Workbooks- Opening Workbooks- Selecting Cells, Rows, and Columns- Using Templates Modifying a Worksheet

- Entering Data- Editing Data- Moving and Copying Cells- Using Paste Special- Clearing Cells- Undoing and Redoing Changes Working with Rows and Columns- Inserting Rows and Columns - Deleting Rows and Columns- Changing Row Heights- Changing Column Widths- Hiding and Unhiding Rows and Columns was taken by Prof. Rakhi Jha. Participants were able to make their own workbook and format their data.

Day 6 - The final day, Formatting Worksheet- Changing the Font and Font Size- Changing the Font Color and Fill Color- Applying Font Styles- Adding Cell Borders- Formatting Numbers- Positioning Cell Contents- Copying Cell Formatting- Applying Cell Styles Performing Calculation- Using Formulas and Functions- Using Cell References in Formulas- Entering Formulas- Displaying Formulas- Using Functions in Formulas- Using the AutoSum Button- Inserting Functions- Using Formula AutoComplete Visualizing Data with Charts- Creating Charts- Selecting Chart Elements

- Changing the Chart Type. Students were guided through the basics of all functions, and formulae for building their workbook. At the end of each day, students were given assignment.

Event flow

Day 1	Module 1: Getting Started with Microsoft Word Module 2: Editing Documents Module 3: Formatting Documents
Day 2	Module 4: Working with Tables Module 5: Working with Headers and Footers
Day 3	Module 8: Getting Started with Microsoft PowerPoint Module 9: Adding Multimedia Elements
Day 4	Module 10: Enhancing Presentations Module 11: Managing and Preparing the Slide Show
Day 5	Module 12: Getting Started with Microsoft Excel Module 13: Modifying a Worksheet Module 14: Working with Rows and Columns
Day 6	Module 15: Formatting Worksheet Module 17: Performing Calculation Module 18: Visualizing Data with Charts Module 19: Getting Help and Exiting Excel Document



POSTER OF THE EVENT



ARKA JAIN
University
Jharkhand



WORKSHOP ON "INTRODUCTION TO MS OFFICE TOOLS"

Organized By
School of Engineering & IT



FROM 08-06-2024 TO 13-06-2024.

TIME: 10:00AM TO 1:00 PM

Registration link :

<https://forms.gle/ZNXUPCvd27YVkvq3A>

Convenor:

Dr. Ashwini Kumar
(Asst Dean, ARKA JAIN University)

Co-ordinator:

Prof. Rakhi Jha
Dr. Nidhi Dua

Poster of the Event: 6 Days Workshop on Introduction to Ms. Office Tools

PHOTOS OF THE EVENT

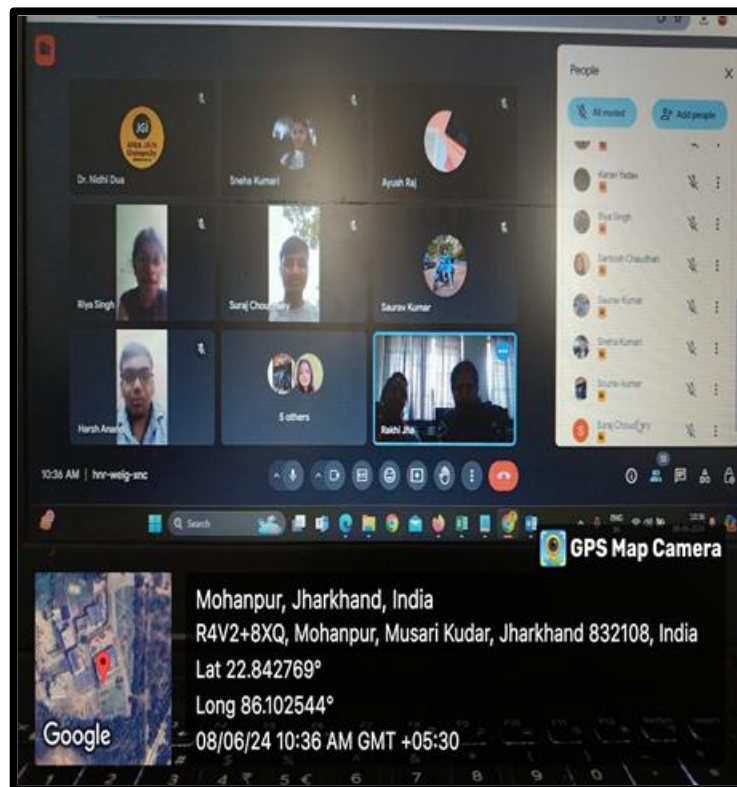


Photo of 6 Days Workshop on Introduction to Ms. Office Tools

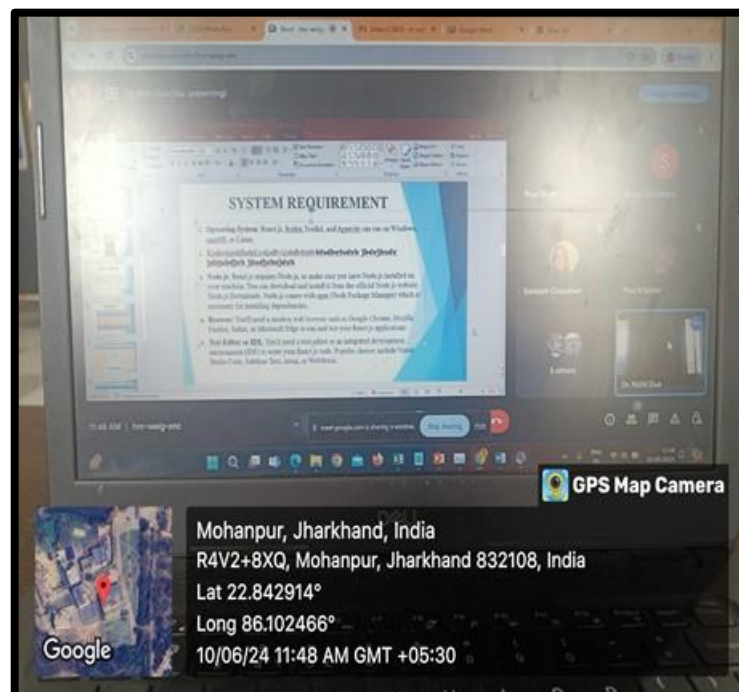


Photo of 6 Days Workshop on Introduction to Ms. Office Tools



PARTICIPANT LIST

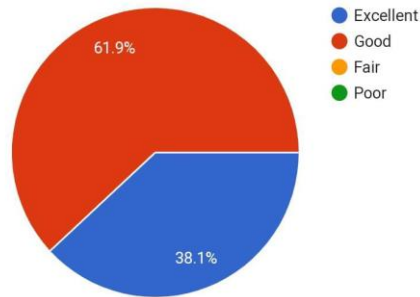
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6/7/2024 9:57:52		UJJWAL DIKSHIT	AJU/230610	Diploma	Mechanical Engineering	ujjwaldikshit15@gmail.com	8210100556
6/7/2024 9:58:12		Suraj Choudhary	AJU/231281	Diploma	Mechanical Engineering	surajchoudhary9436@gmail.com	9142214873
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6/7/2024 17:44:42		Hitesh Kumar Tantubai	AJU/222139	Diploma	Electrical and Electronic	kumartantubaihitesh@gmail.com	9572494480
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<https://docs.google.com/spreadsheets/d/1WcA4oRLwfpdOWsi4TdyKX1sdZlrDXCv12t32Zhs cmLQ/edit#gid=1466857927>

Participant's Feedback of the Workshop

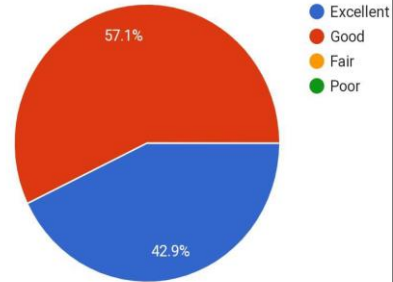
Rate the teaching and practical skills of the coordinators

21 responses



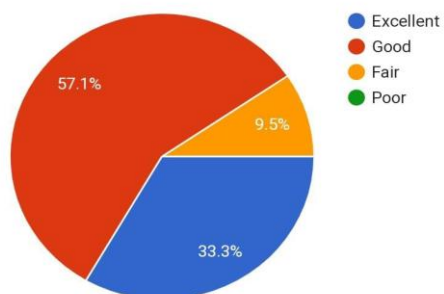
How was the overall workshop experience

21 responses



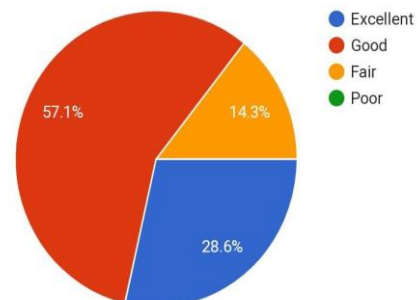
What was the quality of each session?

21 responses



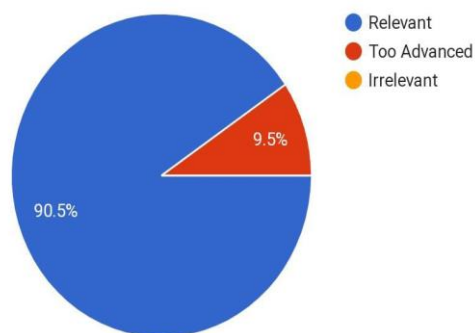
What was the quality of topics/syllabus covered?

21 responses



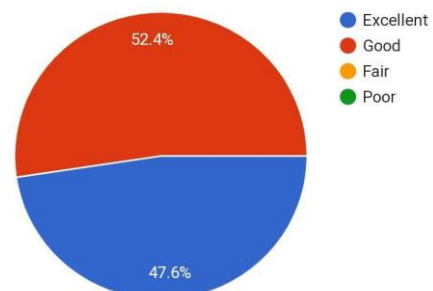
The workshop content was

21 responses



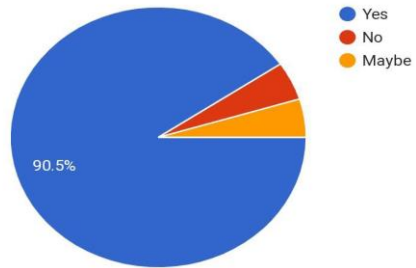
Rate the quality of technical support provided by the coding club members

21 responses



Would you recommend this workshop to someone else?

21 responses



Would you like to attend similar workshops in future?

21 responses

