



ST FRANCIS DE SALES COLLEGE

Graded 'A' by NAAC || Affiliated to Bangalore University
Electronics City Post, Bengaluru - 560 100 || www.sfscollge.in

REPORT ON SOFT SKILL DEVELOPMENT ACTIVITY: 2018 – 19

HANDS ON MS OFFICE

Date: 20th August, 2018

Venue: Computer LAB and Gallery

Conducted By: BCA

Attended By: UG students –B.Com

Organised By: Cyber Sprits

To impart knowledge on general ICT tools for students in learning, St Francis de Sales College conducted a session on how *MS Office*. The objective of the programme was to inculcate ICT tools in the young minds while researching and learning.

In the introductory session students were introduced to **MS Office** in depth. The trainer motioned that “Written communication and document preparation are at the heart of every law office. It may be preparation of letters, contracts, agreements, and pleadings for clients, other counsel, or the court. Written clarity and accuracy frequently mean writing, rewriting, and correcting the same document, sometimes multiple times by a number of different members of the legal team. The ability to easily make even minor changes in document language has a direct impact on the willingness of those reviewing the document to suggest changes and make them in the final version”.

Furthermore, the trainer highlighted the peculiar usage of Word processing files how they are sent electronically to the appropriate members of the legal team for review. Changes or revisions are frequently made to the electronic file copy by the reviewer. Where multiple parties may be working on a document, changes made to the original document, by each person on the legal team, may be monitored by using built-in features such as MS Word's Track Changes tool. This feature shows the original text, the deleted text, and the new text, by a series of lines that show as a line strike through the deleted text, and by margin notes on the document. When the final document is completed it may be sent by e-mail, fax

(frequently directly from the computer without any intermediate paper), and in some jurisdictions filed electronically with the court. Today the most commonly used software program in the law office is the word processor. Although many different word processing programs are available, the legal community most commonly uses either Corel WordPerfect or Microsoft Word”.

Furthermore, the trainer explained the important objectives of MS Office in Education. They are spelling checker, Compatibility, Watermark. Moreover the trainer threw light on peculiar features of “MS Word provides spelling checker for avoiding any kind of mistakes. You can use this feature by running a full Word spell check by pressing F7 key from the keyboard. You can also use Word spell check from Proofing group, and Review tab. By using this feature, suggestions will be provided with the first suggestion selected. The change button is also available to correct the occurrence and Change All button to replace all occurrences in the documents with the same suggestion. Double-click on the applicable suggestion to change the occurrence. The AutoCorrect button will automatically add the item to its AutoCorrect list and replace all the marked words by the applicable suggestion. If you feel that none of the provided suggestions are appropriate, you can also make the correction itself in the body of the document. This is one of the best features of MS Word. This software is very compatible with many different types of text formats. MS Word uses “.doc”, “.docx” formats however it can also read text documents in other than these formats. Activate Microsoft Office 2010 for exploring all the exclusive features of MS Word”.

The trainer of the session had shared his vast and updated knowledge in MS work, “MS Word provides an exemplary feature known as a watermark. By using watermark, you can protect your content. You can insert a watermark in your documents with the help of page layout button. It also provides you the facility to create your own watermark. By using MS Word, you can also insert your own picture as a watermark. Always save your file as PDF so that no one can edit or remove your watermark. If you are making documents like reports for your business, you can also insert the company or brand logo.

The trainer threw light on the basic features of MS office, “Create a new document and insert text. Insert and format graphics. Insert and modify text boxes and shapes. Change document and paragraph layout. Create and modify lists. Set and modify tab stops. Insert a SmartArt

graphic. Create a custom Word template. Correct and reorganize text. Use the proofing options and print an envelope. Create a document using a predesigned template. Create a research paper. Insert footnotes. Create citation and a bibliography in a research paper. Format a multiple-column Newsletter. Use special character and paragraph formatting. Create a mailing labels using mail merge".The session ended with a feedback session where the students participated actively.

The college has more interesting activities in the ensuing year from the folds of Cyber Spirits to upgrade students' research knowledge.




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A glimpse of *MS Office* session held on 20th August, 2018


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