



# ST. FRANCIS DE SALES COLLEGE

A FRANSALIAN INSTITUTE OF HIGHER EDUCATION

NAAC ACCREDITED • PERMANENTLY AFFILIATED TO BANGALORE UNIVERSITY • AICTE APPROVED • RECOGNISED UNDER SECTION 2(F) & 12 (B) OF THE UGC ACT • ISO 9001:2015 CERTIFIED

Microsoft Word Document , Microsoft Excel and PPT

## REPORT ON ADD-ON COURSE - 2024

<b>Title</b>	Microsoft Word Document , Microsoft Excel and PPT
<b>Date of Event(s)</b>	April 2024 to June 2024
<b>Department/Association/ Cell/Committee</b>	Department of Business Administration
<b>Venue</b> (Mention the platform if it is online)	Online – Recorded YouTube Videos – Linways platform
<b>Number of Participants</b>	380
<b>Target Audience</b>	BBA students

<b>Resource Person(s) with qualification/ Course Facilitators (if applicable):</b>	Ginsa Roslet George , Assistant Professor – BBA Madhusudan, Assistant Professor Suma D, Assistant Professor – Finance & Taxation

<b>Place of visit/ details of Industrial Visit place (if applicable):</b>	-
<b>Event Coordinator</b>	Ginsa , Assistant Professor Madhusudan, Assistant Professor Suma D, Assistant Professor

The MS Word Add-on Course equips participants with advanced tools and techniques to enhance document creation and management efficiency. Throughout the course, learners delve into the customization of templates, automation of repetitive tasks through macros, and integration of third-party add-ins for specialized functionalities. Practical exercises reinforce skills in optimizing workflow and collaborating effectively using features like Track Changes and Comments. By mastering these tools, participants can streamline document formatting, improve accuracy with automated proofreading tools, and leverage add-ins for data visualization and analysis. Ultimately, this course empowers users to

transform their document processing capabilities, making them more proficient in handling complex tasks and achieving higher productivity levels in professional environments.

### **The objective of the Program:**

- **Advanced Document Customization:** Learn to create and customize templates for consistent formatting across documents. Participants will understand how to tailor styles, headers, footers, and themes to meet specific organizational or personal preferences.
- **Automation with Macros:** Master the creation and application of macros to automate repetitive tasks such as formatting, data entry, and document assembly. Participants will gain skills in recording and editing macros to increase efficiency in document processing.
- **Integration of Third-Party Add-ins:** Explore the integration of third-party add-ins to extend MS Word's functionality.

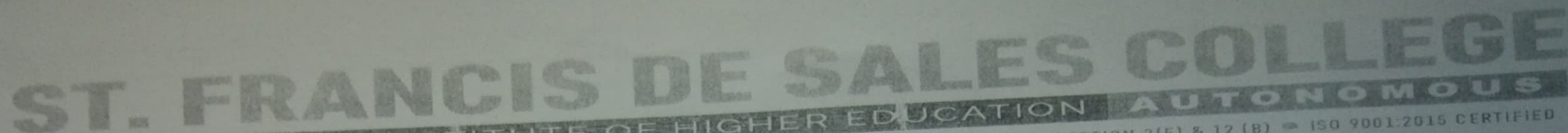
### **Report**

The MS Word Add-on Course offers students numerous benefits tailored to enhance their document processing skills and overall productivity. Participants gain proficiency in advanced features such as template customization, enabling them to create professional-looking documents efficiently. By mastering macros, students automate repetitive tasks, saving time and reducing errors in document creation and formatting. The course also introduces students to a variety of third-party add-ins, equipping them with tools for specialized tasks like data analysis, collaborative editing, and enhanced document management. These skills not only streamline workflow but also empower students to handle complex document requirements with ease, making them more competitive in both academic and professional settings. Ultimately, participants emerge from the course with heightened proficiency in MS Word, equipped to produce high-quality documents swiftly and effectively.

### **The outcome of the program:**

- **Enhanced Efficiency:** Students acquire advanced skills in template customization and macro automation, significantly speeding up document creation and formatting processes.
- **Improved Productivity:** Mastery of third-party add-ins enables students to leverage specialized tools for tasks such as data analysis, collaborative editing, and document management, boosting overall productivity.
- **Professional Documentation:** Participants learn to create polished, consistent documents with refined formatting and style through template customization, ensuring a professional presentation of their work.
- **Competitive Advantage:** By mastering these advanced features, students gain a competitive edge in both academic and professional environments, demonstrating proficiency in sophisticated document management techniques.
- **Skill Development:** The course fosters continuous learning and skill development, empowering students to adapt to evolving document processing demands and stay current with MS Word's latest capabilities





A FRANSALIAN INSTITUTE OF HIGHER EDUCATION • ISO 9001:2015 CERTIFIED  
RECOGNISED UNDER SECTION 2(F) & 12 (B) • AICTE APPROVED • 011-8088140679 • pro@stscollge.in • www.stscollge.in

NAAC ACCREDITED • AFFILIATED TO BANGALORE UNIVERSITY • AICTE APPROVED  
Electronics City P.O., Bengaluru - 560 100, Karnataka, INDIA







[illegible]







[illegible]



J03MB22M0117	SUNITHA G	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Lull
J03MB22M0120	GAJENDRA H	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Alay
J03MB22M0124	ARUL YESU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Mittap
J03MB22M0125	MITTAPALLI GANDHI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Abhi
J03MB22M0126	ABHILASH AYYAPPA M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Abhin
J03MB22M0128	ABHISHEK G S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Begun
J03MB22M0011	P PRAJWALITHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Gallish.
J03MB22M0024	SRIHARI L	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Karnel-
J03MB22M0048	R SATISH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Han
J03MB22M0049	BENODIKA J	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Tshika-
J03MB22M0056	HARIHARAN M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Duan
J03MB22M0062	HEMANTH KUMAR R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Rakib
J03MB22M0083	ISHIKA SAHU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	M. Shubir
J03MB22M0091	PREM S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sooraj
J03MB22M0096	RAKIB MOLLA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	LEANDOR
J03MB22M0098	MOHAMMED SHUAIB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Man
J03MB22M0114	SOORAJ A S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Bo
J03MB22M0116	LEANDER THARUN F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Law's
J03MB22M0119	KARISHMA KISHOR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Anala
J03MB22M0122	MANASA R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sage-shin
J03MB22M0123	V B PRAVEEN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Lad
J03MB22M0127	AMISH VARUN EKKA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Maty
J03MB22M0129	BANDI AMALA CHARITHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Aithe.
J03MB23M0001	GAYATHRI R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Suey
J03MB23M0002	LARENCE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sandeep
J03MB23M0003	MADHAVAN K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sagar
J03MB23M0004	ANITHA S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sol
J03MB23M0005	SURYA SIMHA M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Roopashri
J03MB23M0006	SANDEEP S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Yah
J03MB23M0007	SAGAR REDDY G H	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Naraj
J03MB23M0008	SHILPA G	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Diya
J03MB23M0009	P ROOPASHRI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Chandila
J03MB23M0010	PAVANA S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Shreya
J03MB23M0011	MANOJ M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Shrey
J03MB23M0012	DISHA S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Adarsh
J03MB23M0013	CHANDRIKA S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Adarsh
J03MB23M0014	SHREYA V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Adarsh
J03MB23M0015	ADARSH REDDY C L	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Adarsh
J03MB23M0016	SUBHO NANDI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Adarsh
J03MB23M0017	PAMEENA A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Adarsh
J03MB23M0018	THAMMINENI JANSI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Adarsh
J03MB23M0019	SHARAN BABU S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Adarsh
J03MB23M0020	HEMANTH RAJU R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Adarsh
J03MB23M0021	SANDHYA G	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Adarsh
J03MB23M0022	SHREYA THANGAM S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Adarsh







U03MB23M0036	U03MB23M0037	U03MB23M0038	U03MB23M0039	U03MB23M0040	U03MB23M0041	U03MB23M0042	U03MB23M0043	U03MB23M0044	U03MB23M0045	U03MB23M0046	U03MB23M0047	U03MB23M0048	U03MB23M0049	U03MB23M0050	U03MB23M0051	U03MB23M0052	U03MB23M0053	U03MB23M0054	U03MB23M0055	U03MB23M0056	U03MB23M0057	U03MB23M0058	U03MB23M0059	U03MB23M0060	U03MB23M0061	U03MB23M0062	U03MB23M0063	U03MB23M0064	U03MB23M0065	U03MB23M0066	U03MB23M0067	U03MB23M0068	U03MB23M0069	U03MB23M0070	U03MB23M0071	U03MB23M0072	U03MB23M0073	U03MB23M0074	U03MB23M0075	U03MB23M0076	U03MB23M0077	U03MB23M0078	U03MB23M0079	U03MB23M0080	U03MB23M0081	U03MB23M0082	U03MB23M0083	U03MB23M0084	U03MB23M0085	U03MB23M0086	U03MB23M0087	U03MB23M0088	U03MB23M0089	U03MB23M0090	U03MB23M0091	U03MB23M0092	U03MB23M0093	U03MB23M0094	U03MB23M0095	U03MB23M0096	U03MB23M0097	U03MB23M0098	U03MB23M0099	U03MB23M0100
U03MB23M0036	U03MB23M0037	U03MB23M0038	U03MB23M0039	U03MB23M0040	U03MB23M0041	U03MB23M0042	U03MB23M0043	U03MB23M0044	U03MB23M0045	U03MB23M0046	U03MB23M0047	U03MB23M0048	U03MB23M0049	U03MB23M0050	U03MB23M0051	U03MB23M0052	U03MB23M0053	U03MB23M0054	U03MB23M0055	U03MB23M0056	U03MB23M0057	U03MB23M0058	U03MB23M0059	U03MB23M0060	U03MB23M0061	U03MB23M0062	U03MB23M0063	U03MB23M0064	U03MB23M0065	U03MB23M0066	U03MB23M0067	U03MB23M0068	U03MB23M0069	U03MB23M0070	U03MB23M0071	U03MB23M0072	U03MB23M0073	U03MB23M0074	U03MB23M0075	U03MB23M0076	U03MB23M0077	U03MB23M0078	U03MB23M0079	U03MB23M0080	U03MB23M0081	U03MB23M0082	U03MB23M0083	U03MB23M0084	U03MB23M0085	U03MB23M0086	U03MB23M0087	U03MB23M0088	U03MB23M0089	U03MB23M0090	U03MB23M0091	U03MB23M0092	U03MB23M0093	U03MB23M0094	U03MB23M0095	U03MB23M0096	U03MB23M0097	U03MB23M0098	U03MB23M0099	U03MB23M0100



U03MB23M0108	SANDIYA VENKATESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0109	ROSHAN KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0111	SEVANTHI V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB 3M0112	AMOS LENSTEN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB 3M0113	KAVANA BAI S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0114	FIRDOSI JAILAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0116	SHARATH KK	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB 3M0118	SANJAY NAIK	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB 3M0125	KRITHIKA A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0129	TWINKLE SINGH B	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03ME 23M0136	HARSHA VARDHAN M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0137	VIREN AMIT WADEKAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0140	NAVJEN KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0029	KRISHI SAHANI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB 3M0050	VASANIA NIHAR EKA RAJESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB 23M0031	BHAGYA Y	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB 23M0032	MANJINATHAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB 23M0034	VARUN M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB 23M0037	CHANDAN K R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0038	SANA RAWAT	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0041	CHARAN K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0074	ALEENA MARYA P N	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0075	NOORA KAHNAM N	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0076	ARUNA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0078	BISMAYA SAJU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0083	AGLINA SHELJU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0087	PURENA CHANT KISAN BAGADUR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0088	SOLOMON PERIYANAYAGAM M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0092	AVANTHIKA G	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0093	DAVID BASUMATARY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0106	R.NAGALAKSHMI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0119	AYUSH KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0128	P.AKHILESH YADAV	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0130	KARAN KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0131	RUPESHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0133	SATISH BABU VENKATESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Sandhya  
 Roshan  
 Sevanthi  
 Amos  
 Kavana  
 Firdosi  
 Sharath  
 Sanjay  
 Krithika  
 Twinkle  
 Harsha  
 Viren  
 Navjen  
 Krishika  
 Vasania  
 Bhagya  
 Manjithan  
 Varun  
 Chandan  
 Sana  
 Charan  
 Aleena  
 Noora  
 Aruna  
 Bismaya  
 Aglina  
 Purena  
 Solomon  
 Avanthika  
 David  
 R.Nagalakshmi  
 Ayush  
 P.Akhilesh  
 Karan  
 Rupesha  
 Satish







# ST. FRANCIS DE SALES COLLEGE

A FRANSALIAN INSTITUTE OF HIGHER EDUCATION

NAAC ACCREDITED • PERMANENTLY AFFILIATED TO BANGALORE UNIVERSITY • AICTE APPROVED • RECOGNISED UNDER SECTION 2(F) & 12 (B) OF THE UGC ACT • ISO 9001:2015 CERTIFIED

## COURSE COMPLETION CERTIFICATE

This is to certify that Mr/Ms. *ALLBIN M*  
of *St Francis de Sales (SFS) College*, has successfully completed the Certificate /  
Add-On Course entitled “*Microsoft Word, Excel and Powerpoint presentation*”  
Organized by the *Department of Business Administration* from *April 1, 2024* to *June 26, 2024*.

Asst.Prof.Roshini Anne Koshy,  
CEC Co-ordinator

Rev.Dr.Binu Edathumparambil,  
Principal





# ST. FRANCIS DE SALES COLLEGE

A FRANSALIAN INSTITUTE OF HIGHER EDUCATION

NAAC ACCREDITED • PERMANENTLY AFFILIATED TO BANGALORE UNIVERSITY • AICTE APPROVED • RECOGNISED UNDER SECTION 2(F) & 12 (B) OF THE UGC ACT • ISO 9001:2015 CERTIFIED

## COURSE COMPLETION CERTIFICATE

*SANGEETHA R*

This is to certify that Mr/Ms. ....

of **St Francis de Sales (SFS) College**, has successfully completed the Certificate /  
Add-On Course entitled “**Microsoft Word, Excel and Powerpoint presentation**”

Organized by the **Department of Business Administration** from **April 1, 2024** to **June 26, 2024**.

Asst.Prof.Roshini Anne Koshy,  
CEC Co-ordinator

Rev.Dr.Binu Edathumparambil,  
Principal