

Resource person-Mr. Anis

Registration:

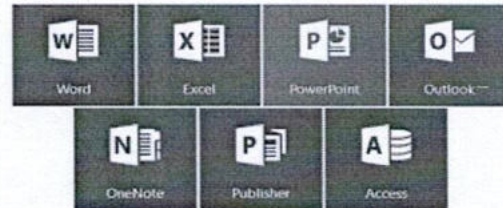
Registration fee : Free for SFS Students

*** Certificates will be Issued.**

Contact:

Registration Committee:
Mrs. Geetha P.S- 9035494533
Address
SFS College
Electronic City Post
Bengaluru – 560100
Karnataka, India

sfscollege.ecity@gmail.com



Skill Development Program
on
M.S. Office

Date: 09.08.2019
Organized by
Department of BBA

Venue: Auditorium, SFS College



ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University | Electronics City, Bengaluru - 100

Accredited with NAAC "A" Grade || Recognised under 2(f) & 12(b) of the UGC Act
A FRANSALIAN INSTITUTE OF HIGHER LEARNING

ONE DAY PROGRAM ON MS OFFICE

DATE: 09/08/2019

VENUE: Auditorium

CONDUCTED BY: BBA Department

ATTENDED BY: BBA students.

ORGANISED BY: St. Francis de sales college, Electronic city, Bengaluru.

On 09/08/2019 to enhance the computer skills of BBA students, we had conducted a day workshop on MS OFFICE for all the BBA students of ST. FRANCIS DE SALES COLLEGE. The resource person Mr Anis addressed the students

The workshop included:

1. MS WORD
2. MS EXCEL
3. MS POWERPOINT

Today's children are tomorrow's leaders. It is in the hands of every educational institution to take their students to greater heights. ST Francis de sales college always comes up with variety of programs for upskilling the students. In this arena we had conducted this workshop for the BBA students to improve their computer skills.

The speaker started with the basics of computing skills and then touched upon the key points of MS OFFICE.

The students were firstly given the basics and theory of MS WORD, MS EXCEL, MS POWERPOINT in the morning session. The students were able to clarify their doubts.

Electronics City P.O., Bengaluru - 560 100

Tel: 080-27836065 / 27834611, Fax: 080-27832299, Email: sfscollge.ecity@gmail.com | sfscollge@rediffmail.com

www.sfscollge.in



Then in the afternoon session, the students were given practical exposure on MS OFFICE. They were taken to the labs and were given hands on practice on MS WORD, MS EXCEL, MS POWERPOINT.

In MS WORD, the students were asked to type 2 to 3 sheets of data. Then different menus were applied on the file like formatting font, formatting paragraph, charts, header, footer, borders, tables, citations, bibliography, references, figures, indexes and so on.

Then a topic was given. On which the students were asked to prepare of POWERPOINT Presentation. Use all the designs, templates, menus on the file.

Using MS EXCEL, they were asked to solve problems, prepare charts, pivot tables, formatting of font, use formulas, understand each and every tab and menus in Excel.

The students eagerly participated with full enthusiasm. The college encourages the faculty members to come up with a variety of events which is helpful to the students.



Co-ordinator
Internal Quality Assessment Cell
St Francis de Sales College
Electronics City Post, Bangalore - 560 100.



PRINCIPAL
St. Francis de Sales College
Electronics City Post, Bangalore - 560 100.

SL.NO.	NAME	ROLL NO.	
1	AISHWARYA R	18B002	K
2	ALEX A	18B003	K
3	AVINASH M	18B004	K
4	BHARATH V	18B005	K
5	BHAVANI R	18B006	K
6	BUDHRAJ M	18B007	H
7	DEEP R	18B008	K
8	DHAMODHRAN K	18B009	TA
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41	JOBIN C J	R18B016	K

N. S. S.

Internal Assessor
St. Francis de Sales College
Electronics City Post, Bangalore - 560 100.

R. S. S.

PRINCIPAL
St. Francis de Sales College
Electronics City Post, Bangalore - 560 100