

## Training Program on Microsoft Office

**Date- 12/12/2019**

**Speaker: Prof. Isha Bhate**

ASM Group of Institute had organized a training program on MS Office for Non-teaching staff on 12<sup>th</sup> December 2019. At the beginning of the session, Mr. S. B. Sawant welcomed and felicitated Prof. Isha Bhate.

Prof. Isha Bhate, first explained, Microsoft Office is a suite of applications designed to help with productivity and completing common tasks on a computer. Anyone can create and edit documents containing text and images, work with data in spreadsheets and databases, and create presentations and posters. Word. Excel. Then she told the three major Microsoft Office pieces include the word processor (Word), the spreadsheet (Excel) and the visual presentation tool (PowerPoint.)

Prof. Bhate elaborated, the Office suite. Which includes,

**Word**, a word-processing program, in that How to prepare daily transactions like Notices/Memo. Print formatting, How to use shortcut keys, How to make document systematic and attractive. How to save word file in pdf format.

**Excel**, a financial spreadsheet program; Access, a database program; Margin setting; Print setting; Collate print; Paste special option; V-lookup, etc.

In **PowerPoint**, a program for creating presentations; how to make ppt, how to use different templates, slide transition

**Outlook**, a program for email and scheduling;

**OneNote**, to keep your notes organized;

Prof. Isha Bhate gave all information about features, functions, and importance of Microsoft office. In any kind of job, one has to have knowledge about Microsoft office.

The session was interesting and informative for all non-teaching staff. Session ended with light refreshment.

