



SREE VIDYANIKETHAN ENGINEERING COLLEGE

(Autonomous)

Sree Sainath Nagar, Tirupati – 517102

Department of Electrical and Electronics Engineering

A Staff Development Programme on “Microsoft Office”

A Staff Development Programme on “Microsoft Office” is organized under IEEE Student Branch for Non – Teaching Staff through online during 10.06.2020 to 13.06.2020.

During 10th and 11th June 2020, the first two days session was handled by Mr. J. Uday Kumar, Assistant Professor, Department of Computer Science and Engineering, Sree Vidyanikethan Engineering College. In the first session he explained about the importance of Microsoft Office word and tools which are available in MS Word. Also he gave brief information about the usage of MS Word in different applications. In the second session on 11th June 2020, he explained about the Microsoft Excel and the tools which are available in Excel. Also he gave brief knowledge on Format data and cells, Construct formulas, including the use of built-in functions, and relative and absolute **references**, Create and modify charts, Preview and print worksheets.

During 12th and 13th June 2020, another two days session was handled by Mrs. K. Ghanya, Assistant Professor, Department of Computer Science and Engineering, Sree Vidyanikethan Engineering College. In the third session on 12th June 2020, she explained about the Power Point Presentation and its tools. And also she gave brief knowledge on Create, edit, save, and print presentations, Format presentations, add a graphic to a presentation, Create and manipulate simple slide shows with outlines and notes, Create slide presentations that include text, graphics, animation, and transitions etc. on 13th June 2020, in the last session she explained about the Microsoft access and it’s tools. She gave brief knowledge on Tables, Queries, Forms, Reports, Macros, and Modules. Databases in Access are composed of many objects.