

Lewa Educational Unions'



Dr. Annasaheb G. D. Bendale Mahila Mahavidyalaya, Jalgaon

NAAC Accredited 'A' Grade (3rd cycle) with CGPA 3.12 | ISO 9001:2015 Certified Institution

Phone: 0257-2236051, 2235642 | Fax No.: 0257-2235642 | Website: www.agdbmmjal.ac.in | Email: agdbmm@gmail.com

Report

Name of the Programme: **MS-Office: An Essential Tool**

Jointly Organized by: Dr. Annasaheb G. D. Bendale Mahila Mahavidyalaya, Jalgaon and I.M.R. Infotech, Jalgaon

Date of Event: 20/01/2024

Mode of Program: Online (via Google Meet) Link: <https://meet.google.com/bsk-pewx-xjf>

Participants: 13

Summary:

Microsoft Office (MS-Office) is a very essential skill set to have in today's workplace. Microsoft Office is a collection of applications that help with productivity and common computer tasks. It includes programs for word processing, spreadsheets, presentations, email, and more. College have huge data of students, staff members in various formats and need to process for various reports.

Mr. Yogesh Chaudhari and Mr. Dhanpal Waghulde conducted the online session regarding the MS-Office and it's tools such as Word, Excel and Power Point. In this session, the speaker tells the importance, various tabs and functions of Word, Excel and Power Point such as word formatting, page layout, basic formulas, slide show, design, etc.




Registrar,
Dr. Annasaheb G.D. Bendale
Mahila Mahavidyalaya, Jalgaon

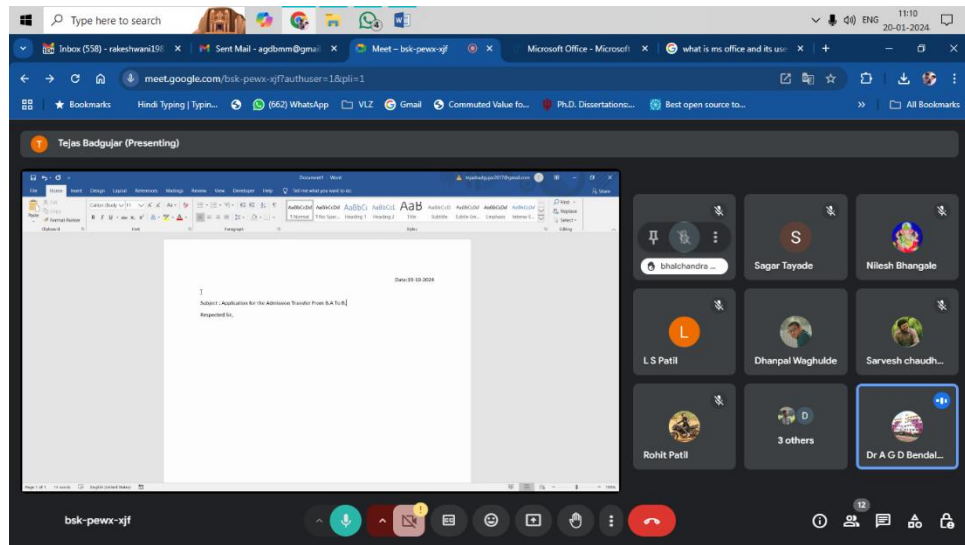
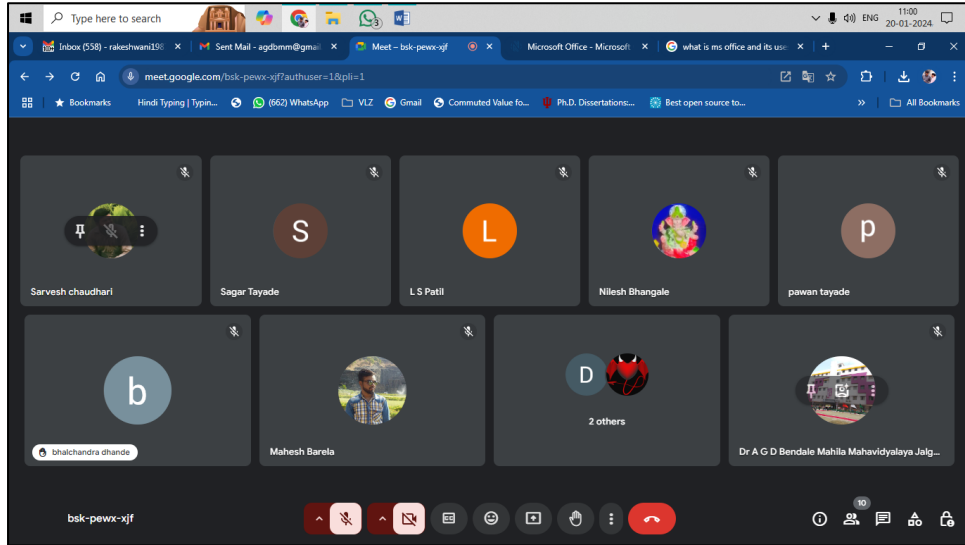
Lewa Educational Unions'



Dr. Annasaheb G. D. Bendale Mahila Mahavidyalaya, Jalgaon

NAAC Accredited 'A' Grade (3rd cycle) with CGPA 3.12 | ISO 9001:2015 Certified Institution

Phone: 0257-2236051, 2235642 | Fax No.: 0257-2235642 | Website: www.agdbmmjal.ac.in | Email: agdbmm@gmail.com



[Signature]
Registrar,
Dr. Annasaheb G.D. Bendale
Mahila Mahavidyalaya, Jalgaon

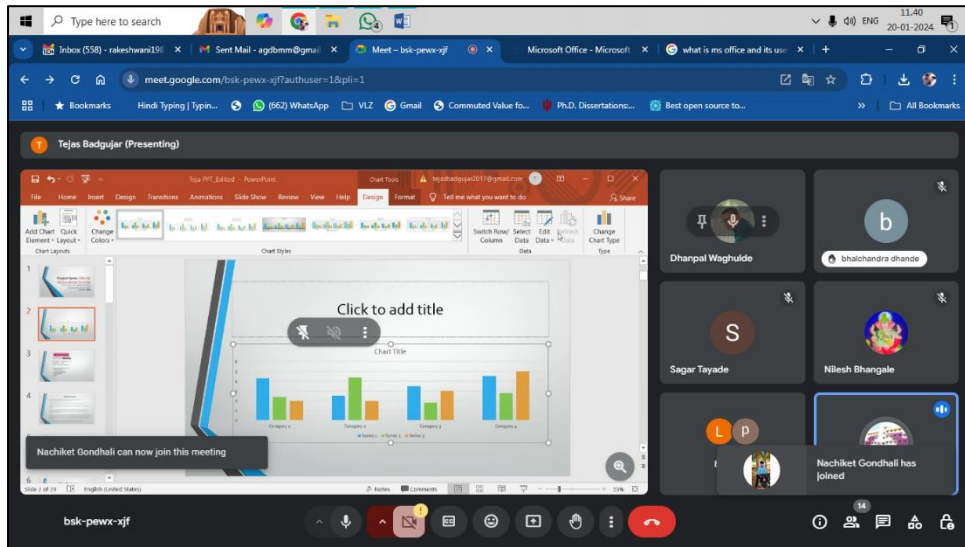
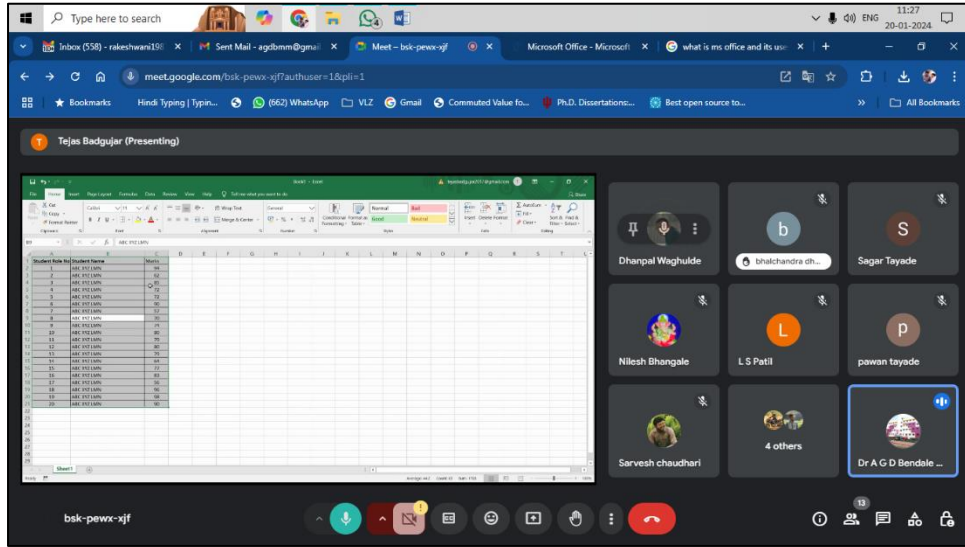
Lewa Educational Unions'



Dr. Annasaheb G. D. Bendale Mahila Mahavidyalaya, Jalgaon

NAAC Accredited 'A' Grade (3rd cycle) with CGPA 3.12 | ISO 9001:2015 Certified Institution

Phone: 0257-2236051, 2235642 | Fax No.: 0257-2235642 | Website: www.agdbmmjal.ac.in | Email: agdbmm@gmail.com



[Signature]
Registrar,
Dr. Annasaheb G.D. Bendale
Mahila Mahavidyalaya, Jalgaon