



M.A.M. SCHOOL OF ENGINEERING

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Siruganur, Trichy -621 105.

www.mamse.in

Training Program on Microsoft Office Tools

30.11.2020 & 1.12.2020

Resource Person:

Mr.K.Sathish Kumar

Assistant Professor

Department of Computer Science Engineering

M.A.M. School of Engineering

Trichy


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SIRUGANUR, TRICHY- 621 105.**


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Training Program on Microsoft Office Tools

Circular

Dear students,

In our endeavor to encourage our students, we cordially invite all students from I Year, to participate in Training Program on Microsoft Office Tools on 30.11.2020 & 1.12.2020. Kindly motivate and encourage yourself to attend in this Training Program.

Copy to:

1. College Notice Board
2. Class room Notice Board

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Training Program on Microsoft Office Tools Course Content

Introduction to Microsoft Office 2007:-What is Microsoft Office, Starting Above Software, New Features of Microsoft Office 2007, Working with Various Constituents of Microsoft Office 2007, Using the Mouse, Common Keyboard Commands.

Introduction to Microsoft Word 2007:-

Introduction to Word Processing, Some Important Terms of Word Processing, Things which can be done by Word Processing , Introduction to Microsoft Word 2007, Introduction to Microsoft Office Word 2007, Opening Screen of Microsoft Word Screen Customizing Microsoft Word 2007:- Word 2007 as per Your Needs, Setting Options, Popular Options, Display Options, Printing Options, Proofing Options, Save Options , Advanced Options Creating a Document in Microsoft Word 2007:- Working with Documents in Microsoft Word 2007 , Saving the File, Formatting the Text, Alignment of Text ,Applying Fonts, Spell Checking Using Mail Merge in Microsoft Word 2007 Proofing Your Document in Microsoft Word 2007:- Consulting Thesaurus, Assign Character Styles, Borders and Shading, Closing of the File, Save as Option, Printing Your Document, Editing the Document, Editing Tools, AutoCorrect, AutoFormat, Find and Replace, Find, Replace Text, Page Numbering, Header and Footer, Footnotes and Endnotes, Splitting Panes, Tiling of the Documents.

Keyboard Shortcuts of Microsoft Word 2007:-Quick Reference for Microsoft Office Word

Spreadsheet Basics:-Introduction, Naming Convention, Sheets, Moving within a Sheet, Entering, Editing the Data, Selecting Cells, Moving, Copying Data, Drag and Drop Method, Inserting Rows and Columns, Inserting and Deleting Cells, Changing Width of a Column, Changing Height of a Row, Formatting Text, AutoFormat, Formatting Numbers, Adding Border to a Range, Formulae, Summing of a Row or Column, Sum Function Average Function, Using Function Wizard, Common Functions in Excel 2007



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Introduction to Microsoft Excel 2007:- Introduction, What's New in Microsoft Excel 2007
Creating a Spreadsheet in Microsoft Excel 2007:- Creating a Worksheet in Excel 2007, Copying Formula.

Accessing Web with Microsoft Excel 2007:- Create or Remove a Hyperlink, Create a Hyperlink to a New File, Create a Hyperlink to an Existing File or Web Page, Create a Hyperlink to a Specific Location in a Workbook, Create a Custom Hyperlink by Using the HYPERLINK Function, Create a Hyperlink to an e-mail Address, Delete a Hyperlink, Copy or Move a Hyperlink, Change a Hyperlink, Change the Destination of a Hyperlink, Change the Appearance of Hyperlink Text, Change the Text or Graphic for a Hyperlink, Select a Hyperlink without Activating the Link

Importing Data in Microsoft Excel 2007:- Connect to (Import) External Data, Create, Edit, and Manage Connections to External Data, Learn about Data Connections, Manage Connections by Using the Workbook Connections Dialog Box, Create an Office Data Connection (ODC) File, Import or Export Text Files, Connection Properties

Introduction to Microsoft PowerPoint 2007:- Introduction Starting PowerPoint, Creating Presentation from Template Creating a New Presentation, Saving Presentations, PowerPoint Views. Working on Slides in Microsoft PowerPoint 2007:- Entering the Text, Moving the Text, Changing the Colour, Adding Graphics to a Slide, Reordering Slides, Duplicating Slides, Deleting Slides, Adding an Animated Cartoon to a Slide, Adding Slide Transitions, Adding Text Transitions, Viewing a Presentation.

Working on Slide Show in Microsoft PowerPoint 2007:- Making Slide Shows, Hiding a Slide, Notes, Handouts and Masters for Presentation, Packing Presentations to Go, Inserting a New Slide, Replacing Text.



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Working with Charts in Microsoft PowerPoint 2007:- Introduction, Available Chart Types, Column Charts, Line Charts Pie Charts, Bar Charts, Area Charts, XY (Scatter) Charts, Stock Charts, Surface Charts, Doughnut Charts, Bubble Charts, Radar Charts.

Working with Organization Charts and Tables:- Introduction, Create an Organization Chart, Add a Shape to Your Organization Chart, Change the Hanging Layout of Your Organization Chart, Change the Colors of Your Organization Chart, Apply a SmartArt Style to Your Organization Chart, Add a Table, Copy a Table from Office Excel 2007 or Office Word 2007, Draw a Table, Insert a Table from Office Excel 2007, Apply or Change a Table Style. Deliver and Distribute Presentations:- Copy a Presentation to a CD, Network, or Local Disk Drive, Install and Run PowerPoint Viewer, Share and Reuse PowerPoint 2007 Slide Content, File Formats that are Supported in PowerPoint

Keyboard Shortcuts of PowerPoint 2007:- Keyboard shortcuts for PowerPoint 2007

What's New in PowerPoint 2007:- Introduction, Customize the Quick Access Toolbar, Enable support for Other File Formats, such as PDF and XPS, Introduction to New File Name Extensions and Office XML Formats, Create and Deliver Dynamic Presentations, XML for the Uninitiated.

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Training Program on Microsoft Office Tools Resource Person Profile



SATHISH KUMAR.K,

S/O J.Koteeswaran,

434, Anna Nagar First St,

Abdullapuram, Vellore (dist),

Tamilnadu-632010

Email:- ksk2mohan@gmail.com Ph : 9944501316

EDUCATION:

2009-2011 : Master of Computer Science and Engineering.

Institute name : Jayam College of Engineering, Dharmapuri.

University : Anna University-Coimbatore.

Grade : 8.07

2006-2009 : Bachelor of Computer Science and Engineering.

Institute name : Saraswathi Velu College of Engineering, Sholinghur.

University : Anna University-Chennai.

Percentage : 75%

2004-2006 : Diploma in Computer Engineering

Institute name : Dr. M.G.R. Polytechnic College, Arni.

University : DOTE.

Percentage : 83%

WORK EXPERIENCE:

COLLEGE : Sree Krishna College of Engineering, Anaicut-Vellore.

Period : 1th June 2012 - Upto Still.

Designation : Assistant Professor & Exam Cell Coordinator.



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COMPANY : Arena Point, Hosur.
Period : 28th July 2010 - 18th April 2012
Designation : Academy Faculty
COMPANY : CSC Softview
Period : 18th May 2007 TO 18th May 2009 (Part Time).
: 19th May 2009 TO 18th June 2010 (Full Time).
Designation : Trainer

COMPUTER SKILLS:

Languages : Programming with C, C++, JAVA, DBMS (SQL),
Visual Basic 6.0.

Software Packages : MS Office Full, Adobe Flash CS3, Corel Draw X4, Adobe PageMaker 7.0,
Adobe Photoshop CS3 Extended 10.0, Adobe Illustrator CS3 13.0,
Morph, Sound Forge 8.0, Corel R.A.V.E. 2.0, Adobe Premier CS3.



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Training Program on Microsoft Office Tools Participants List

Sl.No	Name	Initial	Dept	Sl.No	Name	Initial	Dept
1	Adhithyan	R	AERO	36	Karthikeyan	S	EEE
2	Amstrong	S	AERO	37	Muhilan	B	EEE
3	Bhavani	M	AERO	38	Nandhini	B	EEE
4	Duraimani	E	AERO	39	Sabareewaran	B	EEE
5	Harini	P	AERO	40	Santhosh	P	EEE
6	Harisvalan	A	AERO	41	Santhosh Kumar	S	EEE
7	Karmegam	P	AERO	42	Sivaramakrishnan	S	EEE
8	Kathirava Balan	V	AERO	43	Suriya	S	EEE
9	Lideesh	K	AERO	44	Vasanthakumar	M	EEE
10	Mani Bharathi	M	AERO	45	Vijay	S	EEE
11	Manikandan	M	AERO	46	Dinesh Kumar	S	ECE
12	Muthukumar	M	AERO	47	Janet Crasenciya	E	ECE
13	Nithishkumar	G	AERO	48	M.Vasantha Prasanna	M	ECE
14	Pandi Meenal	N	AERO	49	Mani Bharathi	K	ECE
15	Priyadharshini	K	AERO	50	Mohamed Ismayil	J	ECE
16	Ragul	K	AERO	51	Priyanga Sopra	B	ECE
17	Ajithpandiyam	K	CSE	52	Rahamathullahi Rashadi	D	ECE
18	Prakash	B	CSE	53	Saravana Kumar	L	ECE
19	Alvin Irudhaya Rajan	S	CSE	54	Snega	P	ECE
20	Prakash	M	CSE	55	Subarth	G	ECE
21	Asaimani	K	CSE	56	Subasri	R	ECE
22	Praveen	R	CSE	57	Subha	S	ECE
23	Baladharsan	P	CSE	58	Tamilmani	L.S	ECE
24	Rabeek	M	CSE	59	Veerapandiyam	S	ECE
25	Benjeo	A	CSE	60	Viknesh	K	ECE
26	Raja Sathish	R	CSE	61	Vivek	S	ECE
27	Bharathi Vijay	B	CSE	62	Yasmeen Banu	A	ECE
28	Ramesh Kumar	R	CSE	63	Balamurugan	M	MECH
29	Ebisankar	A	CSE	64	Puratchipuyal	T	MECH
30	Saheer Wajhudeen	M	CSE	65	Balamurugan	K	MECH
31	Gokulnath	R	CSE	66	Yashvanth	G	MECH
32	Sakthivel	G	CSE	67	Balasubramani	M	MECH
33	Hema Vilashini	S	CSE	68	Hari Haran	B	MECH
34	Sarmathi	V	CSE	69	David Prasanth	R	MECH
35	Faruk	S	EEE	70	Patrick Diysan	J	MECH



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Sl.No	Name	Initial	Dept				
71	Dheenathayananthan	M	MECH				
72	Udhayaraj	A	MECH				
73	Gowtham	S	MECH				
74	Mohamed Fayaz	S	MECH				
75	Inbath Tamizhan	P	MECH				
76	Mohammed Vaseem	J	MECH				
77	Mohanraj	C	MECH				
78	Noor Mohammed	R	MECH				
79	Santhosh Kumar	J	MECH				
80	Sathiyamoorthi	M	MECH				
81	Sibivarma	S	MECH				
82	Hari Haran	T	MCT				
83	Hari Haran	A	MCT				
84	Mathanraj	S	MCT				
85	Mishal Abdul Rahman	M	MCT				
86	Mohan Kumar	R	MCT				
87	Nithyanantham	S	MCT				
88	Raja	K	MCT				
89	Rajeswari	A	MCT				
90	Saravanan	K	MCT				
91	Seenivasan	V	MCT				
92	Selvam	K	MCT				
93	Sowmiya	S	MCT				
94	Sridhar	M	MCT				
95	Srinivasan	S	MCT				
96	Subash	E	MCT				

[Signature]
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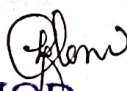
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Training Program on Microsoft Office Tools Report

M.A.M. School of Engineering had the privilege of having Training Program on Microsoft Office Tools with Mr.K.Sathish Kumar Assistant Professor, Department of Computer Science Engineering

The invitation for this program by the designer team of MAMSE and distributed through Facebook and Whatsapp.

Totally around 96 participant has attended this webinar. The session is started sharply by 9.30 am. Welcome address and introduction given by Dr.P.Lilly Florence, First Year Coordinator. After that the resource person starts the lecture with the energetic thoughts. He explained about Microsoft Office tools operations shortcuts of MS Word, MS Excel, MS Power Point. The event ended with vote of thanks given by Dr.Berbeth Mary Professor Department of Physics.


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Training Program on Microsoft Office Tools Students Feedback

Sl.No	Name	Initial	Dept	Feedback	Any other Comments
1	Adhithyan	R	AERO	Good	
2	Amstrong	S	AERO	Excellent	
3	Bhavani	M	AERO	Very Good	
4	Duraimani	E	AERO	Poor	
5	Harini	P	AERO	Good	
6	Harisvalan	A	AERO	Excellent	
7	Praveen	R	CSE	Good	
8	Baladharsan	P	CSE	Good	
9	Rabeek	M	CSE	Very Good	
10	Benjeo	A	CSE	Excellent	
11	Raja Sathish	R	CSE	Very Good	
12	Mohamed Ismayil	J	ECE	Excellent	
13	Priyanga Sopra	B	ECE	Good	Need Training on Photoshop
14	Rahamathullahi Rashadi	D	ECE	Excellent	
15	Saravana Kumar	L	ECE	Poor	
16	Snega	P	ECE	Very Good	
17	David Prasanth	R	MECH	Very Good	
18	Patrick Diysan	J	MECH	Good	
19	Dheenathayananthan	M	MECH	Excellent	Need Training on Database
20	Hari Haran	T	MCT	Very Good	
21	Hari Haran	A	MCT	Good	
22	Mathanraj	S	MCT	Very Good	
23	Mishal Abdul Rahman	M	MCT	Good	
24	Sridhar	M	MCT	Good	
25	Srinivasan	S	MCT	Excellent	
26	Subash	E	MCT	Good	