

**PSN ENGINEERING COLLEGE**  
**Melathediyoor, Palayamkottai Taluk, Tirunelveli – 627152**  
An ISO 9001:2015 certified Institution  
(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)


**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

Report on Training Program

Name of the Course/Program	Training Program on MS Office for Non-Teaching Staff Members
Conducted on	03.03.2022
Duration	One day (3 Hours)
Venue	CSE Department Laboratory
Number of Participants	10
Dept/Year/Semester	All Non-Teaching Staff Members
Resource Person (s) Details	Mrs. A. Tharik Nazeem, AP/CSE, PSNEC
Objective of the Course / Program	To improve knowledge on usage of MS Office applications in office work digitally and effectively

**Program Summary**

A training program to train non-teaching staff members to improve knowledge on usage of MS Office applications in office work digitally and effectively was conducted in Computer Science and Engineering department for all non-teaching staff members, the program held on 03.03.2022. The program was handled by Mrs. A. Tharik Nazeem, AP/CSE, PSNEC. On that session they learnt how to use MS Office applications in office work such as creating professional-quality documents; store, organize and analyze information; arithmetic operations and functions; and create dynamic slide presentations with animation, narration, images, and much more, digitally and effectively. This training program helped them to improve their knowledge on MS Word, MS Excel, MS Power Point, Internet usage in a better way. They had gained confidence on documentation and also expertise in MS Office engaged in variety of tasks such as word processing, data entry, presentation, and spreadsheet preparation.

  
In-charge

[A. Tharik Nazeem]

  
HOD

  
Principal  
Dr. M. S. RAVIKUMAR  
Principal  
PSN ENGINEERING COLLEGE  
Melathediyoor, Palayamkottai  
Tirunelveli - 627 152.





Mrs. A. Tharik Nazeem, AP/CSE explaining about MS Excel chart preparation for the participants



Mrs. A. Tharik Nazeem, AP/CSE clarifying doubts on shortcuts in MS Excel for the participants



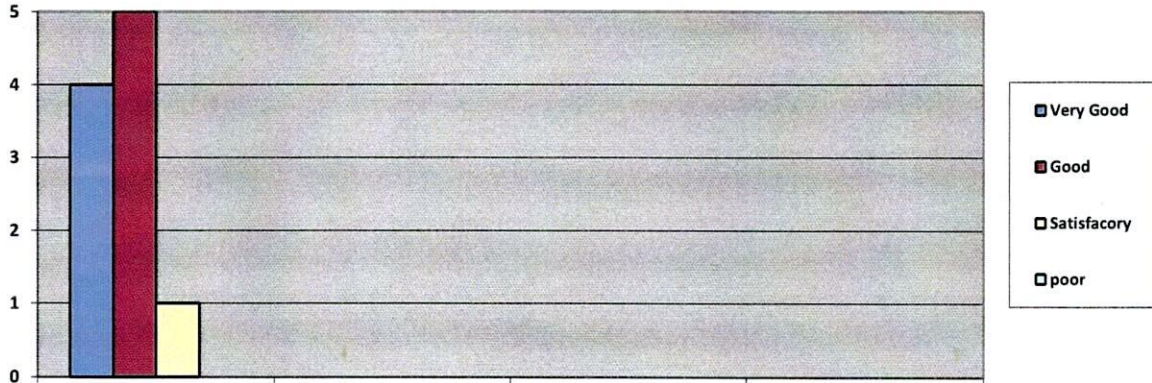
Mrs. A. Tharik Nazeem, AP/CSE explaining how to work out formulas on MS Office for the participants

  
 In-charge  
 [A. THARIK NAZEEM]

  
 HOD

  
 Principal  
 Dr. M.S. RAVIKUMAR  
 Principal  
 PSN ENGINEERING COLLEGE,  
 Melathediyoor, Palayamkottai  
 Tirunelveli - 627 152

Feedback Analysis Graph



The participants are benefited and felt very useful about this program and also they gained much knowledge on MS Word, MS Excel, MS Power Point, Internet usage.

**Description:**

- Based on the feedback received from the participants many of them suggested to share study materials for their practice.
- Some of the participants suggested to conduct such training classes on daily basis.

**Action Taken:**

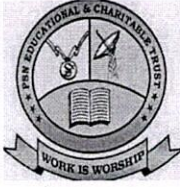
- Based on the feedback given by the participants we have collected study material from the resource person and distributed the same to them.
- We proposed to conduct classes on daily basis as early as possible.

*[Signature]*  
In-charge  
[A. THARIK NAZEEM]

*[Signature]*  
HOD

*[Signature]*  
Principal  
Dr. M.S. RAVIKUMAR  
Principal  
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Tirunelveli - 627 152.





# PSN Engineering College, Tirunelveli – 627 152

Department of Computer Science and Engineering

## Training Program on MS Office for Non Teaching Staff Members Attendance

Title of the Training Program / Short Term Course:	Training Program on MS Office for Non Teaching Staff Members
Date and Venue	03.03.2022 and CSE Department Laboratory
Name, Designation and Address of the Resource Person / Speaker:	Mrs.A.Tharik Nazeem, AP/CSE, PSNEC

### Details of Participants

Sl. No.	Staff Name	Signature
1.	B. Gomelavell	
2.	S. Anaschvan	
3.	N. Muthuselvi	
4.	D. Padmalakshmi	
5.	T. Paramamuthu	
6.	V. Ahemd	
7.	Lalitha	
8.	C. Murugesan	
9.	Anantha Selvi	
10.	Shalini	

3/3/22

Faculty Co-ordinator  
(Name)

[A. THARIK NAZEEM]

3.3.22

HoD  
(Name and Seal)

3/3/22

Principal  
(Name & Seal)  
Dr. M.S. RAVIKUMAR  
Principal  
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Melathediyoor, Palayamkottai  
Tirunelveli - 627 152



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Department of Computer Science and Engineering

### Overview of Training Program

<b>Title of the Training Program / Short Term Course</b>	Training program in MS Office for Non-Teaching staff members
<b>Class / Faculty for which it was conducted</b>	All Non-Teaching Staff Members
<b>Date of commencement and no. of days</b>	03.03.2022
<b>Venue</b>	Computer Science and Engineering Department Laboratory
<b>Name, Designation and Address of the Resource Person / Speaker</b>	Ms. A. Tharik Nazeem(AP/CSE), PSNEC

Ms. Office course trains staff members how to use MS Office applications use in office work such as creating professional-quality documents; store, organize and analyze information; arithmetic operations and functions; and create dynamic slide presentations with animation, narration, images, and much more, digitally and effectively.

#### Topics to be covered:

##### **Ms. word**

- Creating, editing, saving and printing text documents
- Font and paragraph formatting
- Simple character formatting
- Inserting tables, smart art, page breaks
- Using lists and styles
- Working with images
- Using Spelling and Grammar check
- Understanding document properties
- Mail Merge
- Usage of Shortcuts

##### **Ms. Excel**

- Spreadsheet basics
- Creating, editing, saving and printing spreadsheets
- Working with functions & formulas
- Modifying worksheets with color & autoformats
- Graphically representing data : Charts & Graphs



- Speeding data entry : Using Data Forms
- Analyzing data : Data Menu, Subtotal, Filtering Data
- Formatting worksheets
- Securing & Protecting spreadsheets

**Ms. Power Point**

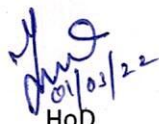
- Opening, viewing, creating, and printing slides
- Applying auto layouts
- Adding custom animation
- Using slide transitions
- Graphically representing data : Charts & Graphs
- Creating Professional Slide for Presentation.

**Internet**

- Understanding how to search/Google
- bookmarking and Going to a specific website
- Copy and paste Internet content into your word file and emails
- Understanding social media platforms such as Facebook & Many more
- learn with best practices

  
 In Charge  
 (Name)

A. THARIK NAZEEM

  
 HoD  
 (Name and Seal)

HEAD OF THE DEPARTMENT  
 DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING  
 PSN ENGINEERING COLLEGE  
 MELATHEDIYOOR, TIRUNELVELI - 627 152

  
 Principal  
 (Name & Seal)

Dr. M.S. RAVIKUMAR  
 Principal  
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