



SYMBIOSIS SCHOOL OF INTERNATIONAL STUDIES

SSIS QIC Training Programmes for Non-Teaching Staff

Title: MS- Word and Excel Basics (2020)

Rationale: Microsoft office is popular office software suite which provides programs for functions including, PowerPoint, spreadsheets, word processing, database management etc. As a part of SSIS –QIC endeavor to skill the non-teaching staff training programme in “MS Word and Excel-basics”, was conducted for the office Attendants (OAs) .

Objective: Step-by step training programme to help learn Microsoft office from the very basic.

Outcome: Upon completing this course, staff will be able to :

1. Perform Basic calculations in Excel & create tables.
2. Provide essential skills needed to create, edit, save and print documents using text, tables, lists and pictures as well as covering simple mail merge.

Training Methodology:

1. Training is hands-on using easy to follow step by step instructions.
2. Instructor-Led training (ILT) on live exercise of each topic.
3. The training also includes assignments that are useful to clarify doubts during sessions.
4. At the end on each module a test is conducted to assess the participants.
5. Upon successful completion of training programme, a Certificate is awarded to the participants by SSIS IQAC.

Trainer:

Training was conducted by SSIS Staff members Mr. Ravindra Gondhali , Ms. Sheetal Bhosale who possess the relevant experience. It was overseen by Dr. Sukalpa Chakrabarti, who has designed the programme.



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