



SYMBIOSIS SCHOOL OF INTERNATIONAL STUDIES

SSIS QIC Training Programmes for Non-Teaching Staff

Title: Introduction to Microsoft PowerPoint and Basic Excel 2016 (2021)

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 PowerPoint and Excel-basics”, was conducted for the office Attendants (OAs) in 2021.

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. Identify the basic features and functions of PowerPoint.
2. Perform advanced text editing operations.
3. Add graphical elements to presentation.
4. Modify objects in presentation.
5. Add tables to presentation.
6. Add charts to presentation.
7. Perform Basic calculations in Excel & create tables
8. Enter and edit data.
9. Format data and cells.
10. Preview and print worksheets.

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 QIC (IQAC).

Trainer:

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



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