



Date: 10.09.2022

A REPORT ON WORKSHOP ON MS OFFICE TOOLS, CONDUCTED BY SCHOOL OF RAC SKILLS

ACADEMIC YEAR 2022-23

A report on workshop on MS Office Tools conducted by School of RAC Skills, dated 10th of September from 11.00 AM to 1.00 PM. The workshop has been conducted on 1st floor RAC workshop new campus BSDU. Session was taken by Dr. Sheetal Kumar Jain (AP-I) and Mr. Devendra Pathak (Trainer SRACS). 10 to 15 students attended the workshop.

Main purpose of the workshop was to:

- Aware the students about various tools of MS Office
- Understand importance of MS Word in report writing and preparation of bill of materials (BOM).
- Understand importance of MS Excel in basic accounting and heat load calculation.
- Understand importance of MS PowerPoint to create presentation and visualize the data in effective way.
- Effective use of keyboard hot keys for smooth work speed.
- Use of various projector modes.

Students showed their keen interest and demanded for more workshop on same topics



PHOTOGRAPHS

