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MANIAMMAI**
INSTITUTE OF SCIENCE & TECHNOLOGY
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PROGRAMME REPORT ON

Workshop on Microsoft XL-Workshop on Microsoft XL

Resource Person

Mrs.J.Bhuvaneswari and Mrs.G.J.Jeevitha

Organized by

MANAGEMENT- PMIST

WORKSHOP

(For BBA III Year GENERAL Students)

“MICROSOFT EXCEL”

3.09.2024

Organized by

Faculty of Management Studies



Table of Contents

S.No.	Content
1	Objectives of the Programme
2	Brochure
3	Copy of the mail /Circulars
4	Programme schedule
5	Attendance
6	Report
7	Geotagged Photo
8	Feedback Analysis
9	Outcomes of the Programme

Objectives of the Programme

Faculty of Management Studies organized Workshop on “Microsoft Excel” for BBA 3rd year students of General on 3rd September 2024.

The objectives of the programme were:

1. To understand the basics of MS Excel
2. To learn the various features in using MS Excel
3. To learn creating tables in MS Excel



Faculty of Management Studies

Organizes

WORKSHOP ON MICROSOFT EXCEL (BBA III GENERAL)

Resource Persons

Mrs.J.Bhuvaneshwari

Mrs.G.J.Jeevitha

Assistant Professor

Faculty of Management Studies, PMIST

03.09.2024 | 9.00AM - 1.00PM

Convenor

Dr.B.MAHENDRAMOHAN, Dean

Co-Convenor

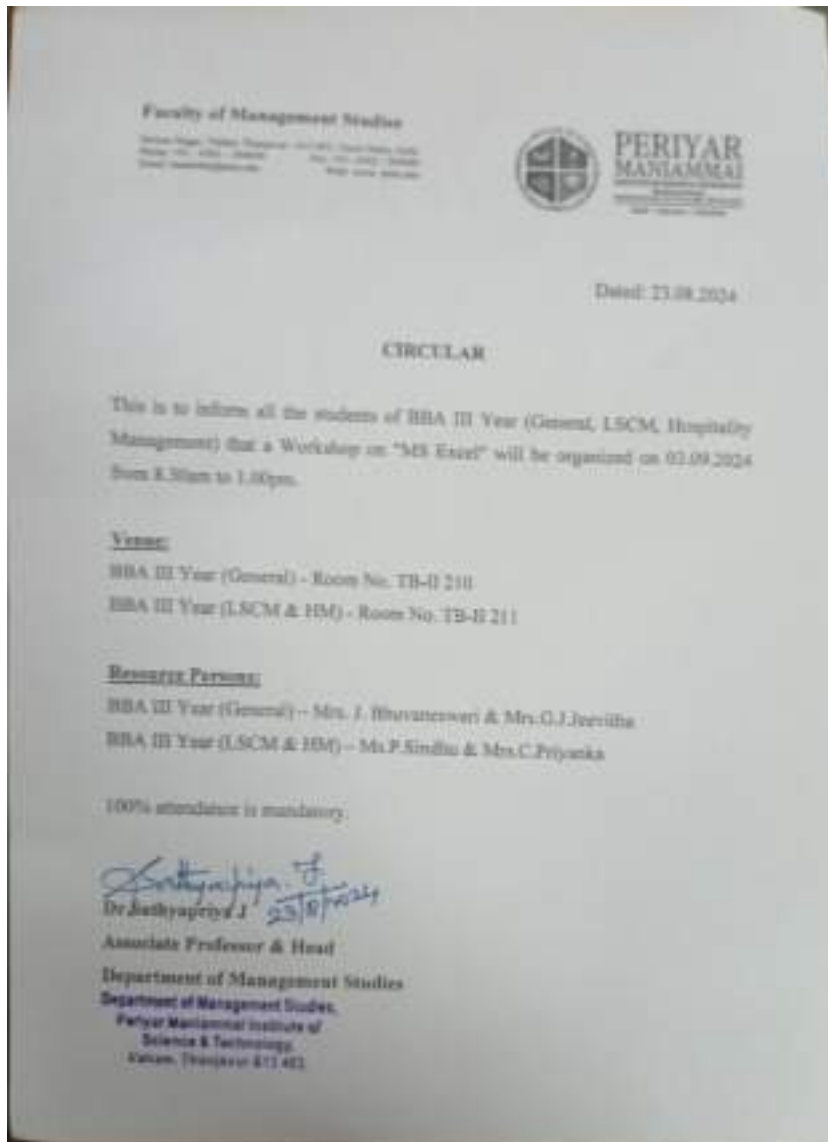
Dr.J.SATHYAPRIYA, HoD

Coordinator

Ms.P.SINDHU, Assistant Professor

Faculty of Management Studies, PMIST

Copy of the Email / Circular



"MS EXCEL"

3rd September 2024

Programme Schedule

03.09.2024	8.30 A.M. - 11.00.A.M.	Training Demonstration by Mrs.J.Bhuvanewari and Mrs.G.J.Jeevitha Assistant Professor, Faculty of Management Studies, PMIST.
	11.00 A.M. - 11.30 A.M.	Refreshment Break
	11.30 A.M. - 1.00 P.M.	Training Demonstration by Mrs.G.J.Jeevitha and Mrs.J.Bhuvanewari Assistant Professor, Faculty of Management Studies, PMIST.

Attendance



Workshop on MS Excel on 03.09.2024

III - BBA - General		
S.No	Register Number	Name
1	122012162290	AHILU KALAM S
2	122012162291	ADAN GILL CHRIST J
3	122012162292	AHAMED YUSUFKHAN A
4	122012162293	AKASH B
5	122012162294	AKASH S
6	122012162295	ANANTHAKRISHNAN S
7	122012162296	ARAVINDH P
8	122012162297	ARIVA/NAGAN T
9	122012162298	BIRUVANESHWARAN R
10	122012162299	DIVYA SRI D
11	122012162300	DORIS B
12	122012162301	GOVTHAMAN M
13	122012162302	GUHAN C
14	122012162303	GUHANESWARAN S
15	122012162304	GUNASEKAR P
16	122012162305	GURU RAMANA RAO G
17	122012162306	HARIHARASUDHAN M
18	122012162307	JAMEEL AHAMED S
19	122012162308	JAYA PRABHA V
20	122012162309	JAYARUMAR R
21	122012162310	J E VA A M
22	122012162311	KAVYA S
23	122012162312	KAVYASELVIG
24	122012162313	KODISHWARAN S
25	122012162314	LOGANATHAN R
26	122012162316	MATHANRUMAR R
27	122012162317	MIRUDHULA D
28	122012162318	MOHAMED ASFAQ I
29	122012162319	MOHAMED HARI S M
30	122012162320	MOHAMED BASOOL M
31	122012162321	MUGESH K
32	122012162322	NADUL D
33	122012162323	NETRANGIAN C
34	122012162324	PRAVEENA R
35	122012162325	PRIYAN E
36	122012162326	RANITH S

37	122011162327	SANCHANA S B
38	122011162328	SARANYA S
39	122011162329	SATHYANUSULAN B
40	122011162330	SHAMARA SANKI S
41	122011162332	SHEER DAVIDOOD A
42	122011162333	SHRITRAME R P
43	122011162334	SIBRAJ P
44	122011162335	SOWMIYA S
45	122011162336	SRI SAKTHI H
46	122011162337	SRIRAM B
47	122011162338	SURITA A
48	122011162339	SURYA R
49	122011162341	VARSHA S D
50	122011162342	VARSHINI E
51	122011162343	VASANTH V
52	122011162344	VEERAMANI S
53	122011162346	VISHVA K
54	122011162347	YOGESH S
55	122011162348	YOGESWARI M
56	122011162349	YOKESHRAJ P B

1. [Shivaneswari]

2. [S. S. SEEVITHA]
Coordinators

Pathyaahija
Head of the department
03/12/2024
Department of Management Studies,
Paiyar Maniammal Institute of
Science & Technology,
Villam, Thanjavur-611 402

Report

Faculty of Management Studies organized workshop on Microsoft Excel for BBA III year students of General on 3rd September 2024. The resource persons were Mrs.J.Bhuvaneshwari and Mrs.G.J.Jeevitha Assistant Professor, Faculty of Management Studies, PMIST. The resource persons explained the basics of preparing a table in excel and also the shortcut keys for aligning the cells and also highlighted the usage of formulas for calculations in the excel table.

Geotagged Photo

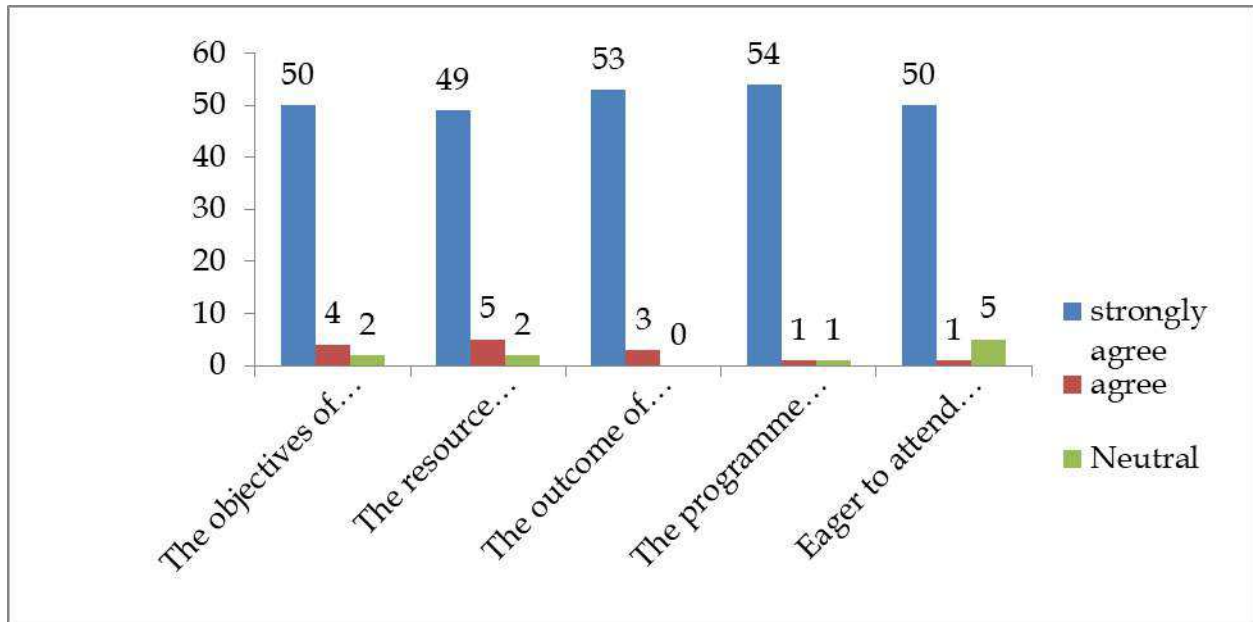


Mrs.J.Bhuvaneshwari , Assistant Professor, Faculty of Management Studies , demonstrating
Table works in MS Excel



Mrs.G.J.Jeevitha ,Assistant Professor, Faculty of Management Studies , demonstrating the shortcut keys in MS Excel

Feedback Analysis



Outcomes of the Programme

1. The participants have learnt the basics of MS Excel
2. They were able to understand the various features in using tables in MS Excel
3. They have understood the usage of applying formulas in MS Excel
4. They have Learnt the tips to format the excel table
