



**PERIYAR
MANIAMMAI**
INSTITUTE OF SCIENCE & TECHNOLOGY
(Deemed to be University)
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PROGRAMME REPORT ON

Workshop on MS Office-MS Office

Resource Person

**Mr. P. Ramkumar Assistant Professor, Faculty of Management
Studies, PMIST, Thanjavur**

Organized by

MANAGEMENT- PMIST

Workshop

“Workshop on MS Office”

31st August 2024

Organized by

Faculty of Management Studies



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Table of Contents

S.No.	Content
1	Objectives of the Programme
2	Brochure
3	Programme Schedule
4	Attendance
5	Report
6	Geotagged Photo
7	Sample Feedback Form
8	Feedback Analysis
9	Outcomes of the Programme

Objectives of the Programme

Workshop on MS Office was organized by Faculty of Management Studies on 31st August 2024. 43 Students from II BBA General A Section attended the Workshop and benefitted.

The objectives of the programme were:

1. To provide participants with in-depth knowledge of essential MS Office tools, including Word, Excel, PowerPoint, and Excel.
2. To equip participants with hands-on experience in creating, editing, and formatting documents, spreadsheets, and presentations.
3. To teach advanced features and shortcuts to help participants complete tasks faster and more efficiently.
4. To develop skills in data organization, analysis, and visualization using MS Excel, including formulas, charts, and pivot tables.
5. To empower participants to troubleshoot common issues and use MS Office tools creatively for specific organizational needs.
6. To ensure participants are equipped with the technical skills necessary to meet workplace demands effectively.

Brochure

RANKED 28 INDIA'S BEST ARCHITECTURE COLLEGES
BY THE NATIONAL INSTITUTE OF ARCHITECTURE

7 STATE RANK DEEMED UNIVERSITY
RANKED BY NIRF-2022

DEPARTMENT OF ARCHITECTURE
No.18
RANKED BY NIRF-2022
IN NATIONAL LEVEL

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Workshop on MS Office



Special Speaker
Mr. RAMKUMAR P
Assistant Professor,
Faculty of Management Studies, Thanjavur

Saturday, 31 August 2024 | 9 AM

Venue : 222, TB II

**ORGANIZED BY
FACULTY OF MANAGEMENT STUDIES,**

Convenor Dr. B. Mahendra Mohan	Co-Convenor Dr.J.Sathyapriya
Co-coordinator Mr. Rosanth I	

Programme Schedule

“Workshop on MS Office”

Date: 31.08.2024

Venue: Room No. 222, TB-II

Date	Special Speaker	Topic
31.08.2024	Mr. P. Ramkumar Assistant Professor, Faculty of Management Studies, PMIST, Thanjavur	MS Word MS Excel MS PowerPoint (9.00 AM – 12.00 PM)

Attendance

Faculty of Management Studies

Periyar Nagar, Vallam Thuraiyur - 613 403, Tamil Nadu, India
 Phone: +91 - 4362 - 264002 Fax: +91 - 4362 - 264002
 Email: deanfoms@pnu.edu.in Web: www.pnu.edu.in



**PERIYAR
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 UNIVERSITY OF SCIENCE & TECHNOLOGY

Workshop on MS Office

Date: 31.08.2024

Venue: Room No. 222, TB II

S.No	Register No	Student Name	Signature
1	123012162350	AATHITHYAN M	<i>[Signature]</i>
2	123012162352	AKALYA E	<i>[Signature]</i>
3	123012162353	ANBARASAN B	<i>[Signature]</i>
4	123012162355	BHARATH K	<i>[Signature]</i>
5	123012162357	DHAMODHARAN S B	<i>[Signature]</i>
6	123012162359	ENIYAN S	<i>[Signature]</i>
7	123012162361	GAYATHRI G	<i>[Signature]</i>
8	123012162362	GOPALAKRISHNAN R	<i>[Signature]</i>
9	123012162364	HARIHARASUDHAN B	Absent
10	123012162365	HARRISH R	<i>[Signature]</i>
11	123012162366	INDIRALAKSHMI V	<i>[Signature]</i>
12	123012162367	JAGAN S	<i>[Signature]</i>
13	123012162371	KEERTHANA R	Absent
14	123012162372	KIRAN SUNDAR R S	Absent
15	123012162373	KRIBI GOPIKA S A	<i>[Signature]</i>
16	123012162374	KISHORE B	<i>[Signature]</i>
17	123012162375	MADHANRAJ S	<i>[Signature]</i>
18	123012162376	MANIKANDAN R	<i>[Signature]</i>
19	123012162377	MATHANKUMAR S	Absent
20	123012162378	MOHAMED ADHIL S	<i>[Signature]</i>
21	123012162379	MOHAMED ASHITH A	<i>[Signature]</i>
22	123012162381	MOHAMED ASLAM J	<i>[Signature]</i>
23	123012162382	MOHAMED ITHRISH G	<i>[Signature]</i>
24	123012162383	MOHAMED KAIF J	<i>[Signature]</i>
25	123012162384	MOHAMED RAFIYULSATH S	<i>[Signature]</i>
26	123012162385	MOHAMED THOWFICK U	<i>[Signature]</i>
27	123012162386	MONESH KUMAR S	<i>[Signature]</i>
28	123012162387	MUGESH V	<i>[Signature]</i>
29	123012162388	NAVEENA D	<i>[Signature]</i>
30	123012162389	NEPOLIAN D	<i>[Signature]</i>

31	12301162390	NITHYASHREE M	<i>[Signature]</i>
32	123012162391	POORVARAGAVAN S	<i>[Signature]</i>
33	123012162393	PRAVEEN S	<i>[Signature]</i>
34	123012162396	RAJAGOPALAN S	<i>[Signature]</i>
35	123012162397	RAJKUMAR R	<i>[Signature]</i>
36	123012162398	RAKSON RAJ M	<i>[Signature]</i>
37	123011162400	ROSHINI S	Absent
38	123011162401	SAFEEYA J	<i>[Signature]</i>
39	123012162403	SARANRAJ R	<i>[Signature]</i>
40	123012162404	SATHIYA R	<i>[Signature]</i>
41	123012162406	SHANMUGARAJ R	<i>[Signature]</i>
42	123011162407	SHEFANA BANU T	<i>[Signature]</i>
43	123011162408	SHYAMALADEVI R	Absent
44	123012162409	SILAMBARASAN D	<i>[Signature]</i>
45	123011162412	THASLIMA NASRIN A	Absent
46	123012162413	UMAR MUJAHID A	<i>[Signature]</i>
47	123011162414	VAISHNAVI S	<i>[Signature]</i>
48	123011162415	VARSHA P	<i>[Signature]</i>
49	123011162416	VEERAMMAL N	Absent
50	123012162417	VISWA M	<i>[Signature]</i>
51	123012162418	AJAY KUMAR M	<i>[Signature]</i>

[Signature]
Coordinator

[Signature]
Co-Convenor 31/8/2024

[Signature]
Convenor
Dr. B. MAHENDRAMOHAN, B.E., M.S., M.B.A., Ph.D.,
DEAN
Faculty of Management Studies,
Periyar Maniammai Institute of Science & Technology,
Vallam-613 403, Thanjavur (Dt), Tamil Nadu.

Report

Introduction

The Faculty of Management Studies organized a workshop on MS Office on 31st August 2024 for the students of II BBA A Section. The objective of the workshop was to enhance students' practical knowledge of essential MS Office tools, including MS Word, MS Excel, and MS PowerPoint. The event aimed to equip students with skills that are crucial for academic and professional success.

Proceedings of the Workshop

Welcome Address and Vote of Thanks

Mr. I. Rosanth, Assistant Professor at the Faculty of Management Studies, inaugurated the workshop by delivering the welcome address. He warmly welcomed the students and faculty and emphasized the importance of mastering MS Office for efficient documentation, data management, and presentation skills. At the workshop's conclusion, Mr. I. Rosanth also delivered a vote of thanks, appreciating students' participation and the organizing team's contributions.

Objective of the Workshop

Dr. Sathyapriya J, Head, Faculty of Management Studies, outlined the objectives of the workshop, which included:

1. **MS Word:** Understanding document formatting, table creation, and professional report writing.
2. **MS Excel:** Basics of data entry, formulas, functions, and creating visually appealing charts.
3. **MS PowerPoint:** Designing impactful presentations with appropriate layouts, animations, and transitions.

Key Highlights

- **Hands-On Training:** The workshop was highly interactive, with students practicing tasks on their laptops in real time.
- **Feedback and Q&A:** Students actively participated in the Q&A sessions, clarifying their doubts and sharing their feedback.

Geotagged Photo



Mr.P.Ramkumar, Assistant Professor, Faculty of Management Studies, Periyar Maniammai Institute of Science and Technology, Vallam, Thanjavur Address on Workshop

Sample Feedback Form

Faculty of Management Studies

Organized By

“Workshop on MS Office”

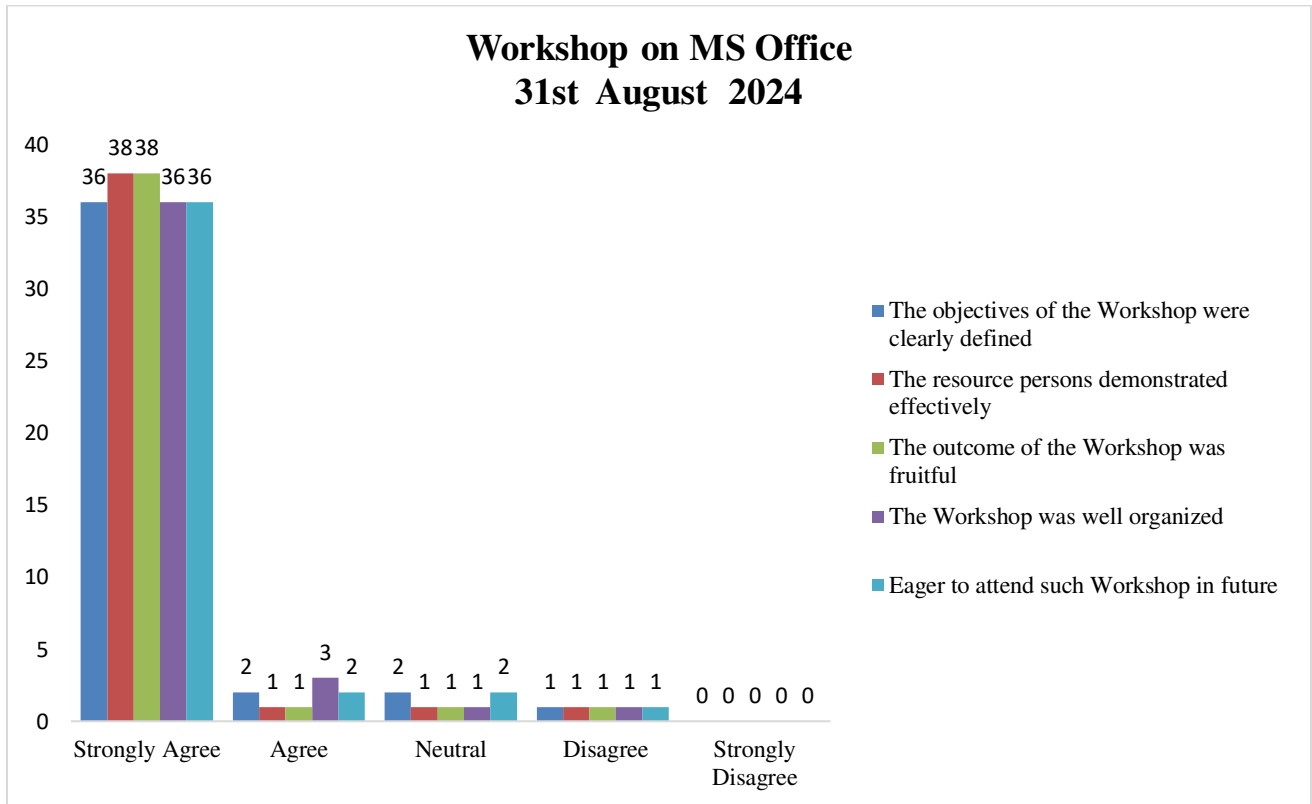
Date: 31st August 2024

Venue: Room No. 222, TB-II

FEEDBACK FORM

S.No.	Feedback Statements	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	The objectives of the Workshop were clearly defined					
2	The resource persons demonstrated effectively					
3	The outcome of the Workshop was fruitful					
4	The Workshop was well organized					
5	Eager to attend such Workshop in future					

Feedback Analysis



Outcome

The workshop successfully achieved its objectives by providing students with practical exposure to MS Office tools. The students gained confidence in using MS Word for documentation, MS Excel for data management, and MS PowerPoint for effective presentations. The feedback received from participants highlighted the effectiveness of the session and the clarity of instructions provided.

Conclusion

The Faculty of Management Studies' initiative to organize the MS Office workshop proved to be a valuable learning experience for II BBA A Section students. The skills acquired during this session are expected to benefit them in both academic assignments and future professional endeavours.