



**PERIYAR
MANIAMMAI**
INSTITUTE OF SCIENCE & TECHNOLOGY
(Deemed to be University)
Established Under Sec. 3 of UGC Act, 1956 • NAAC Accredited

think • innovate • transform

PROGRAMME REPORT ON

Workshop on Ms-Office - HM-Workshop on Ms-Office - HM

Resource Person

Mr.S.Gopalakrishnan

Organized by

MANAGEMENT- PMIST

Workshop

“Workshop on MS Office”

31st August 2024

Organized by

Faculty of Management Studies



**PERIYAR
MANIAMMAI**
INSTITUTE OF SCIENCE & TECHNOLOGY
(Deemed to be University)
Established Under Sec. 3 of UGC Act, 1956 • NAAC Accredited

think • innovate • transform

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. 35 Students from II BBA LSCM, DM & HM 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



**PERIYAR
MANIAMMAI**
INSTITUTE OF SCIENCE & TECHNOLOGY
(Deemed to be University)
Established Under Sec. 3 of UGC Act, 1956 - NAAC Accredited
think • innovate • transform

**Faculty of Management Studies
Organizes**

“ Workshop on MS-Office ”



Date: 31.08.2024

**Time
9.00-AM-12.00PM**

**Venue
Room.No:221, TB-II**



**Resource Person: Mr. S. Gopalakrishnan, Assistant Professor,
FoMS, PMIST, Thanjavur**

**Convenor: Dr. B. Mahendramohan
Associate Professor, Dean FoMS**

**Co-Convenor: Dr. J. Sathyapriya
Associate Professor, Head FoMS**

**Co-ordinator: Mr. J. Edward
Assistant Professor, FoMS**

Programme Schedule

“Workshop on MS Office”

Date: 31.08.2024

Venue: Room.No:221, TB-II

Date	Special Speaker	FN (9.00 AM - 12.00 PM)
31.08.2024	Mr. S. Gopalakrishnan Assistant Professor, Faculty of Management Studies, PMIST, Thanjavur	MS-Word MS-Excel MS-PowerPoint

Attendance

Department of Management Studies

Periyar Nagar, Vallam, Thanjavur - 613 403, Tamil Nadu, India
 Phone: +91 - 4362 - 264600 Fax: +91 - 4362 - 264660
 Email: headinba@pmu.edu Web: www.pmu.edu



**PERIYAR
MANIAMMAI**
 INSTITUTE OF SCIENCE & TECHNOLOGY
(Established in the year 1984)
 Endowment Letter No. 1 of 85, dt. 1984, 14.02.1984
 Think • Innovate • Transcend

Workshop On Ms-Office

DATE: 31.8.2024

Venue: TB-II = ROOM-NO: 221

ATTENDANCE

S. No	Register Number	Name	Signature
1.	123012176051	R. Sakthivel	R. Sakthivel
2.	123012181009	R. Jagan	R. Jagan
3.	123012175040	R. Mugunthan	R. Mugunthan
4.	123012181021	N. Sanjeeraj	N. Sanjeeraj
5.	123012175040	V. R. Sujith kumar.	V. R. Sujith kumar.
6.	123012175039	M. Harsharan.	M. Harsharan.
7.	123012175038	P. Fayaz Mohammed	P. Fayaz Mohammed
8.	123012181007	G. JAGAN BATHA	G. JAGAN BATHA
9.	123012181008	R. Jagadeesan	R. Jagadeesan
10.	123012181010	S. KAVIYARASAN	S. KAVIYARASAN
11.	123011175045	H. Shabana sathir	H. Shabana sathir
12.	123011175034	C. Aswini priya	C. Aswini priya
13.	123011175048	B. Muthu Menachi	B. Muthu Menachi
14.	123012181019	V. Rasath	V. Rasath
15.	123011176039	S. Shanmugam	S. Shanmugam
16.	123011176036	M. Anitha	M. Anitha
17.	123011175043	H. J. Ramas	H. J. Ramas
18.	123011175049	Srinathi. R	Srinathi. R
19.	123011176059	T. Teenudivyadharsini	T. Teenudivyadharsini
20.	123011176063	A. Yasmin	A. Yasmin
21.	123011176061	G. Vasanthika	G. Vasanthika
22.	123011176038	Danuja -	Danuja -
23.	123012176033	Abdul kareem	Abdul kareem
24.	123012181015	Asim	Asim
25.	123012176032	Abdul Hakeem	Abdul Hakeem
26.	123012181027	M. Kabir Sanjay	M. Kabir Sanjay
27.	123012181014	mohamed sane	mohamed sane

29.	V = 501218013	K. Mathan Raj	R. Rajkumar
30.	123012181005	R. H. H. H. M. H. H. H.	R. H. H. H. M. H. H. H.
31.	123012181003	R. Anbu Chelvan	R. Anbu
32.	123012181016	R. Anbu Chelvan	R. Anbu
33.	123012185036	R. F. Raj	R. F. Raj
34.	123012181001	S. A. B. P. L. S.	S. A. B. P. L. S.
35.	123012181011	S. L. S.	S. L. S.
36.			
37.			
38.			
39.			
40.			
41.			
42.			
43.			
44.			
45.			
46.			
47.			
48.			
49.			
50.			
51.			
52.			
53.			
54.			
55.			
56.			
57.			
58.			
59.			
60.			

Sathyaajya. J
 Head of the Department
 31/8/2024

Report

Introduction

The Faculty of Management Studies organized a workshop on MS Office on 31st August 2024 for the students of II BBA LSCM, DM & HM. 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. J. Edward, Assistant Professor, 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 conclusion of the workshop, Mr. J. Edward also delivered the vote of thanks, appreciating the participation of students and the contributions of the organizing team.

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.S.Gopalakrishnan, 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”

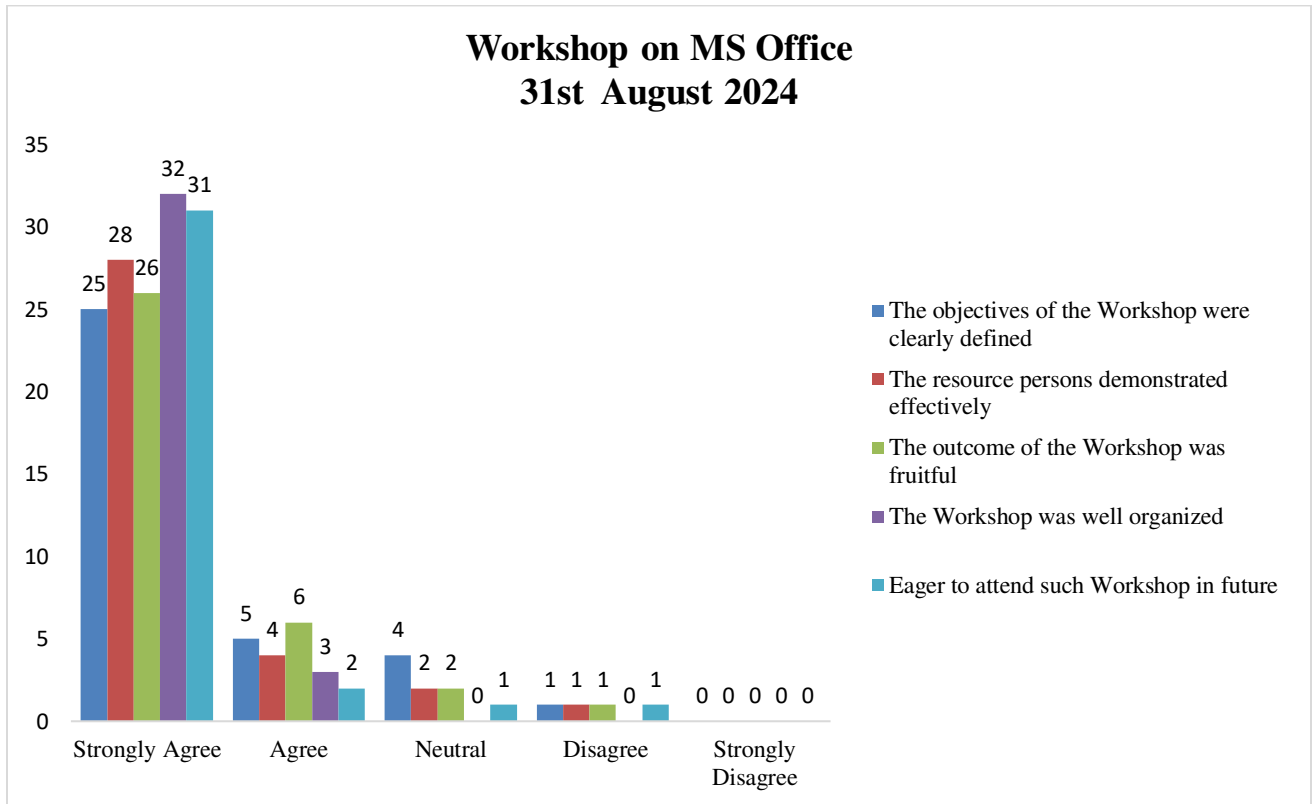
Date: 31st August 2024

Venue: Room No. 221, 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 LSCM, DM & HM students. The skills acquired during this session are expected to benefit them in both academic assignments and future professional endeavours.