NIRMALA
COLLEGE of ARTS and SCIENCE
MELOOR, CHALAKUDY

INSPIRE
Softech Solutions

5 DAYS FACULTY DEVELOPMENT PROGRAMME

MICROSOFT OFFICE ESSENTIALS :

Microsoft **Word**

Microsoft **Excel**

Microsoft **Powerpoint**

Organized by :

THE DEPARTMENT OF MANAGEMENT

Nirmala College of Arts and Science,
Kunnappilly P O Meloor, Chalakudy, Thrissur - Kerala

In Association with

INSPIRE SOFTECH SOLUTIONS, CHENNAI

26TH to 30TH AUGUST 2024

19:00 to 20:30 (IST)

GOOGLE MEET

Elevate Your Skills in Microsoft Office.

PROGRAMME OVERVIEW

Unlock the full potential of Microsoft Office with our comprehensive 5-day training programme. Enhance your skills in Word, Excel, and PowerPoint with expert guidance and hands-on practice.

RESOURCE PERSONS:

Mr. Aravind (Microsoft Certified Professional)
Developer-Technical Educator
Inspire Softech Solutions, Chennai

Dr. Karthiya Banu
Founder & CEO,
Inspire Softech Solutions, Chennai

DAILY KEY TAKEAWAYS

Day 1

- Foundations of Professional Document Creation
- Creating and formatting documents
- Using templates and styles efficiently

Day 2

- Essential Spreadsheet Techniques and Data Management
- Introduction to Excel's interface
- Data entry, formatting, and basic functions

Day 3

- Core Formulas, Functions, and Data Visualization
- Advanced formulas and functions
- Creating charts and graphs for data visualization

Day 4

- Advanced Data Analysis with Pivot Tables and Validation
- Working with Pivot Tables
- Data validation and advanced analysis techniques

Day 5

- Mastering PowerPoint: Interface, Design & Presentation Essentials
- Crafting engaging presentations
- Design tips and effective use of multimedia

Methodology

- Live hands-on Training
- Recording for practice
- E-Certificate upon completion

REGISTRATION DETAILS

Registration Fee: ₹300/- for the first 40 registered participants
₹499/- for additional participants

Registration Link: bit.ly/nirmalafdp

Who Can Attend?

• Professionals • Research Scholars • College Faculty • Students

CONTACT US:

Ms. Suma Menon
Head of Department,
Department of Management

Ms. Brighty Jose
Assistant Professor,
Department of Management

8848661329 / 7348908979

suma@nirmalacollege.edu.in

ncas@nirmalacollege.edu.in

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Enhance Your Microsoft Office Skills — **Register Now!**