

NiRMALA
COLLEGE of ARTS and SCIENCE
MELOOR, CHALAKUDY

INSPIRE
Softech Solutions

5 DAYS FACULTY DEVELOPMENT PROGRAMME

MICROSOFT OFFICE ESSENTIALS :



Organized by :

**THE DEPARTMENT OF
MANAGEMENT**

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

In Association with

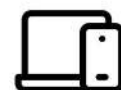
INSPIRE SOFTECH SOLUTIONS, CHENNAI



**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:

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📍 Nirmala College of
Arts and Science, Kerala

Enhance Your Microsoft Office Skills — Register Now!