



Date: 8th February, 2022

Report

Day 1 and 2 (14th -15th February 2022)	
Name of Activity	Workshop on MS Office
Date	14-02-2022 and 15-02-2022
Venue	Computer Lab
Organized by	Mangalmay Institute of Management & Technology
No. of Beneficiaries	67 students
Resource Person	Mr. Deepak Goel Trainer, Edu4sure
Activity In-charge	Mr. SurajShukla, BCA Faculty, MIMT
Objectives	<p>To provide the knowledge of quality document creation.</p> <p>To provide the practical skill in using the Microsoft Word software.</p> <p>Students will be able to claim proficiency in Word</p> <p>Students will be able to independently create professional-looking documents, presentations and spreadsheet</p> <p>To produce capable personnel in office applications, to the present job market.</p>
Content	<p>Mangalmay Institute of Management and Technology organized Workshop on Microsoft Word on 14th and 15th February 2022 from 3:00 pm to 5:00 pm in the Computer Lab.</p> <p>The Session started with Basic lessons how to format text with fonts and colours, use bullets and indents, customize the Quick Access Toolbar, insert pictures and screenshots, set up page layout for margins and printing. Advance lessons helped to: create and update a Table of Contents, Mail Merge to labels, envelopes, form letters and emails; use styles to create consistently formatted documents; facilitate changing paragraph, character formatting, create and insert Quick Parts to reuse data and content; create documents with consistent standards; work with captions</p>



	and footnotes; review a document; track changes, and work collaboratively using Google Drive and Dropbox. The resource person discussed about the significance, important features and functions of MS Word. She trained the students through a live demo of working on MS Word. She helped students to clear their doubts and at the end of this session, an assignment (Prepare a Resume) was handed by her. A Presentation of the Assignment was done by the students which was analyzed the assignments & suggested required corrections.
Outcome of Activity	Students learned how manage paragraph and Font formatting using Tables, Graphs, Schedules, Images and Graphics, create and modify tables in order to organize and enhance data, automate tasks in Word and using Macros, create/modify Tables of Content, work with Styles, reviewing a document, work collaboratively in Word.

Day 3 and 4 (16th and 17th February 2022)	
Name of Activity	Workshop on Power Point Presentation
Date	16-02-2022 and 17-02-2022
Venue	Computer Lab
Organized by	Mangalmay Institute of Management & Technology
No. of Beneficiaries	67 students
Resource Person	Mr. Deepak Goel Trainer, Edu4sure
Activity In-charge	Mr. SurajShukla, BCA Faculty, MIMT
Objectives	The objective of the workshop was to train students on usage of MS Power Point Presentation and hands-on practice for data analysis. The workshop is designed to introduce students to creating professional presentations using Microsoft PowerPoint.
Content	Mangalmay Institute of Management and Technology organized a Workshop on Microsoft Power Point Presentation on 16 th and 17 th February 2022 from 3:00pm to 5:00 pm in the Computer Lab. The resource person for the workshop was Mr. Deepak Goel Trainer, Edu4sure Microsoft PowerPoint is useful for developing a slide presentation and is currently one of the most commonly used slide-based



	<p>presentation programs available.</p> <p>The resource person discussed about the significance, importance and need of MS PowerPoint in the present scenario. She trained the students in using different features and functions of MS PowerPoint through a live demo of working on MS PowerPoint. He also informed about different do's & don'ts while making PPT's and helped students to clear their doubts. He further Explored the functionality of the ribbon, Create slides, Add, remove, and rearrange slides, Change slide layouts designs, Save themes and templates, Insert and format images, videos, charts from excel, smart art, links and shapes, Apply animation and transitions to each slide, Share and collaborate on presentations, How to screen record, create a voice over the presentation, Export presentations as video, PDF, or JPEG files.</p> <p>At the end of the session an assignment (Future Classroom/ E-Teaching Aid) was handed by him. A Presentation of the Assignment was done by the students which was analyzed and suggested required corrections.</p>
Outcome of Activity	Students learnt how to use Power point in making their presentations for their course work. They also learnt different features and functions of Power Point.

Day 5 (18th February 2022)	
Name of Activity	Workshop on MS Excel
Date	18 th February, 2022
Venue	Computer Lab
Organized by	Mangalmay Institute of Management & Technology
No. of Beneficiaries	67 students



Resource Person	Mr. Deepak Goel Trainer, Edu4sure
Activity In-charge	Mr. SurajShukla, BCA Faculty, MIMT
Objectives	<ol style="list-style-type: none">1. To introduce students to the various applications of MS EXCEL"2. To bridge the gaps in computer knowledge and link it with the new software like R and STATA, for which knowledge of EXCEL is a necessity.3. To make the students aware of the various uses and functionalities of EXCEL in data analysis and their application
Content	<p>Mangalmai Institute of Management and Technology organized a Workshop on Microsoft Excel on 18th February 2022 from 2:00pm to 5:00 pm in the Computer Lab. The resource person for the workshop was Mr. Deepak Goel Trainer, Edu4sure</p> <p>On the fifth day, Mr. Deepak Goel discussed about the significance and importance of MS Excel. He trained the students through a live demo of working on MS Excel. He helped students to clear their doubts and at the end of this session, an assignment (Prepare a Result for 40 Students) was handed by him. A Presentation of the Assignment was done by the students. The 5 day Workshop was highly interactive and extremely motivated for the students.</p>
Outcome of Activity	<p>Students acquired proficiency in</p> <ol style="list-style-type: none">a) Data entry and data analysis in EXCELb) Designing and managing spreadsheetsc) Generating and customizing charts to suit most purposesd) Use of EXCEL functionalities, including statistical and mathematical formulae, regression models. <p>2. Students will develop a solid base of the knowledge of EXCEL software and hence will prepare to handle more advanced software on data analysis.</p>



List of Beneficiaries:

S. No.	Name of the student	Course
1.	NISHANT MISHRA	BBA I
2.	RUHI SINGH	BBA I
3.	SHUBHAM KUMAR	BBA I
4.	SHIVANSHI TIWARI	BBA I
5.	SATVIK PANDEY	BBA I
6.	ADARSH KUMAR GUPTA	BBA I
7.	VIKAS ADHANA	BBA I
8.	YOGESH SINGH	BBA I
9.	UDAY PRATAP RANA	BBA I
10.	VIVEK MUNDWAL	BBA I
11.	ATUL KUMAR THAKUR	BBA I
12.	BEDANT KUMAR SINGH	BBA I
13.	ANUSHKA ARORA	BBA I
14.	MASUM SHAIKH	BBA I
15.	HUMDAAN ALI	BBA I
16.	ALAMGIR HASSAN	BBA I
17.	SAURABH YADAV	BBA I
18.	NIKET KUMAR	BBA I
19.	YOGESH KUMAR	BBA I
20.	SAURABH GUPTA	BBA I
21.	VIPUL PATIAL	BBA I
22.	HARSH RAJ	BBA I



23. HARSH VIJAY	BBA I
24. ISHIKA PANSARI	BBA I
25. SACHIN SINGH PAL	BBA I
26. ARVIND KISHOR	BBA I
27. KUNAL CHAUHAN	BBA I
28. AMAN KUMAR SINGH	BBA I
29. KHUSHI GOYAL	BBA I
30. BONIK KUMAR	BBA I
31. SANDEEP KUMAR	BBA I
32. HIMANSHU CHAUHAN	BBA I
33. SUMIT KUMAR SINGH	BBA I
34. AJAY RATHORE	BBA I
35. JATIN KUMAR	BBA I
36. AMAN KUMAR	BBA I
37. SUMIT SHARMA	BBA I
38. MUKUL DIXIT	BCom I
39. CHHAVI	BCom I
40. KOMAL TALAN	BCom I
41. CHIRAG GARG	BCom I
42. YASHIKA SINGH	BCom I
43. HARSH SINGH	BCom I
44. RAHUL PAWAR	BCom I
45. REKHA SHARMA	BCom I
46. KESHAV CHOUDHARY	BCom I
47. PRACHI TYAGI	BCom I



48. MANTASHA	BCom I
49. ABHAY SINGH	BCom I
50. VIKRANT SINGH	BCom I
51. HIMANSHU	BCom I
52. VASHU	BCom I
53. DEEPAK CHAUHAN	BCom I
54. TRISHA RAJAK	BCom I
55. MD FARHAN ANSARI	BCom I
56. OMANSH PRATAP SINGH	BCom I
57. ROHAN NAGAR	BCom I
58. SAGAR BHATI	BCom I
59. SHIVANI JHA	BCom I
60. PRIYA BHATI	BCom I
61. PAYAL TYAGI	BCom I
62. AMAN	BCom I
63. MOHAMMAD SHARIQUE	BCom I
64. AISHA KHAN	BCom I
65. NAINA AGRAWAL	BCom I
66. PRIYA CHAUDHARY	BCom I
67. POOJA CHAUHAN	BCom I