



MARUDHAR KESARI JAIN COLLEGE FOR WOMEN, VANIYAMBADI

(A Project of Sri Marudhar Kesari Jain Trust)

Recognised u/s 2(f) & 12(B) by UGC Act, 1956 - Permanently Affiliated to Thiruvalluvar University

Re-Accredited by NAAC with "A" Grade- AnISO21001:2018 Certified Institution



**PG & RESEARCH DEPARTMENT OF COMPUTER SCIENCE ORGANIZED
BY "LAB INSTRUCTOR TRAINING PROGRAM - MSOFFICE" - 03.01.2023 to 05.01.2023
INVITATION**



**MARUDHAR KESARI JAIN COLLEGE FOR WOMEN,
VANIYAMBADI**



(A Project of Sri Marudhar Kesari Jain Trust)

Recognized under Sec.2(f) & 12(B) of UGC Act, 1956 || Permanently Affiliated to Thiruvalluvar University

Re-accredited by NAAC with "A" Grade (3 rd Cycle) || An ISO 21001:2018 Certified Institution

MarudharNagar, Chinnakallupalli, Vaniyambadi-635751.

**PG & RESEARCH DEPARTMENT OF COMPUTER SCIENCE &
PG DEPARTMENT OF COMPUTER APPLICATIONS**

**Organizes
Lab Instructor Training Program**

MSOFFICE

**Time :
10.00 am to 3.40 pm**

**Date : 03.01.2023 to
05.01.2023**

**Venue
CS & CA Lab**

Sri. C. Lickmichand Jain

Secretary

Dr. M. Inbavalli

Principal

Ms.L.Hemalatha

HOD-CS

Ms.S.Abirami

HOD-CA


PRINCIPAL
Marudhar Kesari Jain College
for Women
Vaniyambadi - 635 751

AGENDA



MARUDHAR KESARI JAIN COLLEGE FOR WOMEN VANIYAMBADI



Recognized under Sec 2(f) & 12(b) of the UGC act, 1956||Permanently Affiliated to Thiruvalluvar University||Re-Accredited with A Grade by NAAC(3rd Cycle)||An ISO 9001:2015 certified institution

PG & RESEARCH DEPARTMENT OF COMPUTER SCIENCE
&
PG DEPARTMENT OF COMPUTER APPLICATIONS

ORGANIZES

**LAB INSTRUCTOR TRAINING PROGRAMME ON 03.01.2023
TO 05.01.2023**

AGENDA

DAY - I

PRAYER SONG

WELCOME ADDRESS

: Ms.S.Abirami

Assistant Professor,

PG Department of Computer Applications.

Training Faculty

: Ms. Kanimozhi

Assistant Professor,

PG & Research Department of Computer Science

SPEAKER II

: Ms. Charumathy

Assistant Professor,

PG & Research Department of Computer Science

VOTE OF THANKS

: Ms. M.Prithi

Assistant Professor,

PG Department of Computer Applications.

ALL ARE CORDIALLY INVITED


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REPORT

Three Day Lab Instructor Training Programme was organized from 03.01.2023 to 05.01.2023 organized by PG and Research Department of Computer Science and PG Department of Computer Applications of Marudhar Kesari Jain College for Women, Vaniyambadi. Trainers of the programme were Ms.M.Charumathy, Ms.T.Kanimozhi Assistant Professors, PG and Research Department of Computer Science, Ms.Mohana Priya, Ms.K.Vishithra Programmer, PG Department of Computer Applications, Marudhar Kesari Jain College for Women, Vaniyambadi. The programme started with welcome address given by Ms.S.Abirami Head and Assistant Professor PG Department of Computer Applications.

The session started with the teaching of basic short cut keys for Ms Word followed by MsExcel and Powerpoint in the next two days. At the end of the session feedback is collected from the participants. Around 13 Lab Instructors were participated in the programme and gained more knowledge about the basics of computer. The vote of thanks was given by Ms.M.Prithi Assistant Professor PG Department of Computer Applications.

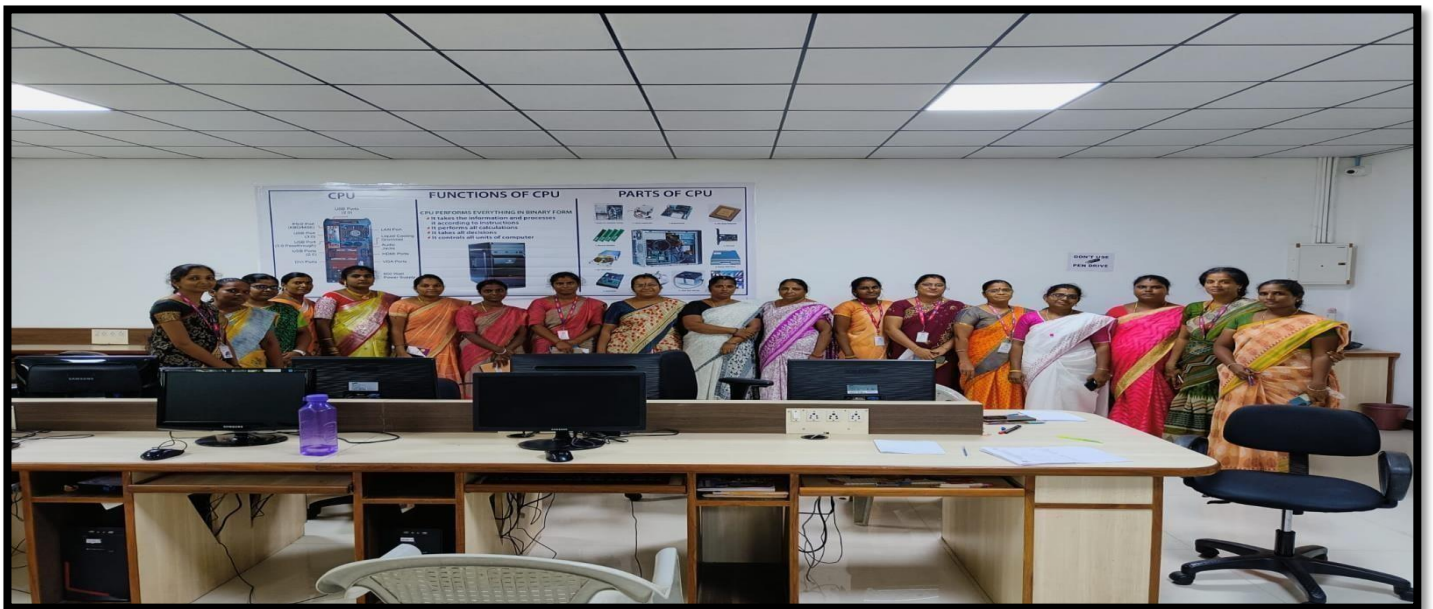
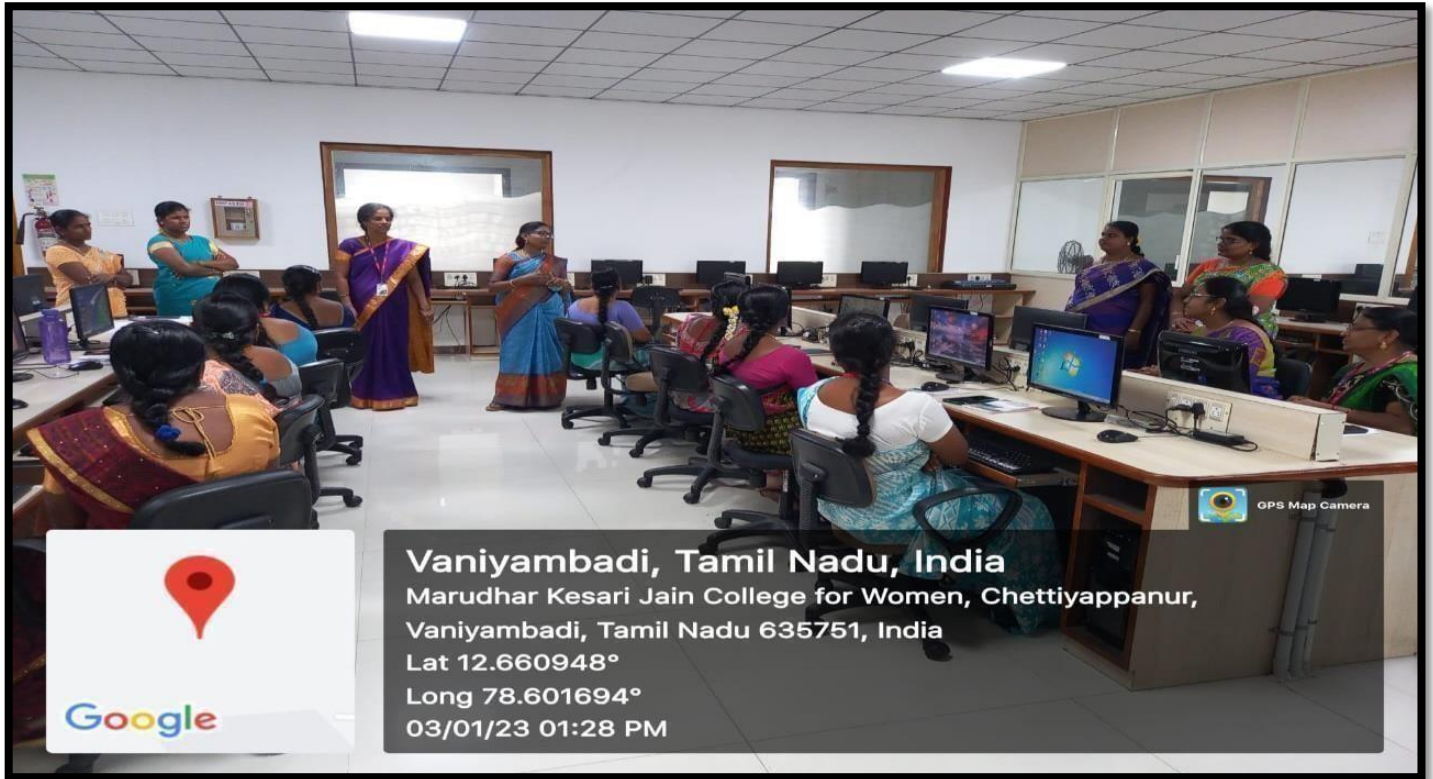
KeyPoints:

1. Designing and Aligning a Page
2. How to use shortcut keys in MsWord
3. Excel Formatting using calculations
4. Creating a presentation and Animation effects
5. Practical Assessments

HEAD OF THE DEPARTMENT

PRINCIPAL
Marudhar Kesari Jain College
for Women
Vaniyambadi - 635 751

PHOTOS



M. S. S.
PRINCIPAL
Marudhar Kesari Jain College
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