



# PTVA'S Institute of Management

(Approved by AICTE, DTE and affiliated to University of Mumbai)

Chitrakar Ketkar Marg, Behind M. L. Dahanukar College of Commerce, Vile Parle (East), Mumbai –400 057.

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ISO 9001:2015 Certified Institute & Accredited by NAAC

## Workshop on MS Excel & MS Word

**Introduction:** The workshop on Microsoft Excel and Microsoft Word was conducted successfully in November 2018 at Parle Tilak Vidyalaya Association's Institute of Management. The workshop aimed to enhance participants' proficiency in these essential office productivity tools, equipping them with practical skills applicable in professional and personal contexts.

**Participants:** The workshop was organised for all the students, faculties and non-teaching staff members.

**Sessions and Content:** The workshop was structured into two main sessions: Microsoft Excel and Microsoft Word. Each session was designed to cover fundamental concepts and advanced features of the respective software.

### 1. Microsoft Excel Session:

- Introduction to Excel interface and basic navigation.
- Formulas and functions: Participants learned commonly used functions such as SUM, AVERAGE, and IF statements.
- Data visualization: Techniques for creating charts and graphs to present data effectively.
- Data analysis tools: Introduction to PivotTables and data filtering techniques.

### 2. Microsoft Word Session:

- Document formatting: Styles, headers, and footers.
- Working with tables and images: Insertion, formatting, and alignment.
- Collaboration tools: Track changes, comments, and version control.
- Mail merge: Practical exercises on creating personalized documents.

**Key Outcomes:** Participants gained proficiency in:



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- Efficient data management and analysis using Excel.
- Creating professional documents and reports in Word.
- Applying advanced features to enhance productivity.
- Troubleshooting common issues encountered in daily usage.

**Conclusion:** In conclusion, the workshop on Microsoft Excel and Microsoft Word was a resounding success, providing valuable skills and knowledge to all participants. The event not only enhanced proficiency in these essential software tools but also fostered networking and collaboration among attendees.



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