

# **D.K.M COLLEGE FOR WOMEN,(AUTONOMOUS) VELLORE**

## **SKILL ENHANCEMENT TRAINING ON OFFICE AUTOMATION (UGC Funded)**

**Organized by  
IQAC**

**29.02.2020**

### **REPORT**

The Internal Quality Assurance Cell of D.K.M. College for Women, conducted a “Skill Enhancement Training on Office Automation” for all the non-teaching staff members of the College. This program held of 29.02.2020 in English Language Lab with 29 non-teaching staff members of evening college and 17 non-teaching staff members of day college. Dr.R.Padmaja, IQAC Co-ordinator , Head & Associate Professor, Department of Commerce welcomed the gathering and Dr.P.N.Sudha, Principal delivered the Presidential Address.

Mr.D.Parandhaman, Lead Operations – SGS, Chennai acted as Resource Person and he started his session with the introduction to MS-Office and extended this session on MIS (Management Information System). He also explained the following points in detail:

- Building new documents, spreadsheets or presentations
- Advice and practical tips on structure and layouts
- Help developing existing files

This workshop is designed for anyone who wants to explore MS Office in more depth, reinforce their knowledge and gain practical experience using any of the MS Office suite.

This programme came to an end by delivering vote of thanks by Dr.K.Vinithi of Commerce Department.