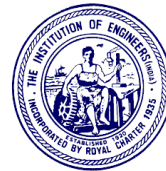




Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)
Old Bombay Road, Gachi Bowli, Hyderabad – 500 032. Telangana, India



INFORMATION TECHNOLOGY DIVISION

ONLINE PROFESSIONAL DEVELOPMENT PROGRAMME

Effective Utilization of MS Office Applications

(Case study based Hands-on Practical Training on Ms Word & Excel 2016)

Powered by

09 – 13 Oct 2023



ESCIUpSkill
A Smart Learning Platform

Introduction

Microsoft Office is a set of computer applications mainly used for business or office administration purposes. MS Office helps simplify basic office tasks and improve work productivity. Each application is designed to address specific tasks, such as word processing, data management, making presentations and organizing emails.

There are lots of new features added in **MS Word 2016** such as ability to create, open, edit and save files in the cloud directly from user's desktop, a new search tool added for commands available in word, PowerPoint, and Excel.

MS Excel is a very powerful and user friendly tool for any organization. This predestines it for use in Engineering, Industrial and technical calculations and creating reports with many benefits. Macros are very useful to automate tasks.

Objective

The objective of the programme is to impart awareness of the advanced options existing in MS Word & Excel and how to fully realize the usefulness of those advanced options in order to enhance the utility of MS Excel for Reporting Generation.

Course Coverage

- **Introduction to MS Office 2016**
- **Working with MS Word**
- Creating a Microsoft Word Document
- The Ribbon
- The Quick Access Toolbar
- Formatting Microsoft Word Documents
- Editing Documents
- Finalizing Microsoft Word Documents
- Microsoft Word New Features
- **Working with MS Power Point**
- New Features in Power Point 2016
- **Overview & features of Excel 2016**
- Data filters: AutoFilter and
- Advanced Cell level validations
- Using data tables for data analysis
- Mastering PivotTables, Pivot Charts
- Working with external databases
- Using data forms for managing tabular data
- Workbook sharing, Tracking changes
- Goal Seek
- Scenario Manager
- Managing add-ins
- Customizing toolbars and menus
- Conditional formatting of cells
- User-defined functions
- Objects, properties and methods
- Creating Automatic Procedures
- Creating and Using Shared Workbooks
- Working with Worksheet Protection
- Working with Multiple Workbooks in Excel
- Working with Macros in Excel
- Make a Macro do Simple Tasks
- Creating a Simple Macro
- Changing Multiple Properties at Once
- Recording Methods in a Macros
- Data Analytics Tools
- Solver for What-if Analyses
- Power Pivot's

Case study

(An ISO 9001:2015 Certified, AICTE & CEA Recognized Institution)

Centre for Promotion of Professional Excellence

Methodology

Methodology of the programme includes

- Learning prerequisites skill through ESCI LMS Platform
- Online Video Interactive sessions with Cloud based Hand-on Practical,
- Online case studies, Sharing of experiences

Target Participants

- Officers working in Admin or Accountants Department, Programmers, Auditors, Managers, professionals and anyone who is concerned about the MS Excel for Report Generation
- Officer's and Engineers working in government, Banks, defense, public, private and financial sector organizations..

Benefits to the participants

- After completing this course, the participant will be able to learn best practices to Office Administration using **MS Word, Excel 2016** for daily Office works
- Participants can learn Advanced Excel options to complete thiar office work effectively.

Programme Dates & Timings

Dates: 09 – 13 Oct 2023 (3 Hrs per day)

After registration participant can access **ESCI LMS platform** for digital learning

Online session timings will be from 14:00 – 17:00 hrs. 10 Minutes Tea Break

Course Director

Mr. Syed Azgar , MBA(IT), RHCE, MCSA

Sr Faculty & Head IT,

Information Technology Division,

Engineering Staff College of India, Hyderabad.

Course Fee

₹ 9,000/- per Participant. Fee includes 3 Months LMS Platform Access for Digital Learning , 18 Hours Live Interactive Sessions, Experts Online Support and Reading Material Softcopy.

GST @18% is to be paid extra and above the training fee as training. **PAN Card No.** AAATT3439Q. **GST No:** 36AAATT3439Q1ZV, **HS No.:** 999293 (under commercial training or coaching services – clause 65(105) (ZZC) of Finance act – 1994).

Programme fee is to be paid in in favour of **“THE INSTITUTION OF ENGINEERS (INDIA) – ENGINEERING STAFF COLLEGE OF INDIA”** by **Electronic Fund Transfer (EFT)** to ESCI – **Axis Bank A/c No. 912010049234564** with The Axis Bank Ltd, Old Mumbai Hwy, Cyberhills Colony, P Janardhan Reddy Nagar, GachiBowli Hyderabad-500032 by NEFT/ RTGS/ IFSC Code No. UTIB 0000733 – MICR No.500211020. **While using EFT method of payment, please ensure to communicate us your company name, our invoice reference and programme title.**

Registration

Online registration shall be available on ESCI **web portal** <http://www.escihyd.org/index.php/it-upcoming-trainings>

To register manually please send your nominations giving details of name, designation, contact address, email address, mobile no, telephone and fax number of the participant along with the details of mode of payment of fee, addressed to : it@escihyd.org

A Certificate of participation will be awarded to each participant on conclusion of the programme.

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