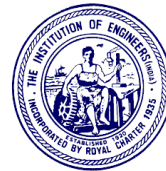# Engineering Staff College of India

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

IT Tools & Techniques for Office Administration

Powered by

(Data Analysis & Report Management Using MS Access & MS Excel 2019)

(Using MS Access & MS Excel 2019)
22 – 24 Jan 2024

(Six Hrs per day)

ESCIUpSkill
A Smart Learning Platform

Introduction

In this technologically advanced world, every human being is mandated to have basic **Computer Office Admiistration Tools** knowledge to perform day to day at their professional front. The computer industry has grown to a very large extent and is still growing at a very fast pace. Every second, there is a new technology being developed, new inventions and improvements made to the existing technologies etc. One really needs to be very competent enough to race with this pace of advancement that is happening in this field.

Training Programme on **"IT Tools & Techniques for Office Administration"** is the total solution for IT staff to improve the performance and efficiency. After training participant can Analysis Data and generating reports using MS Access & MS Escel 2019.

Objectives

- To enable people become technology aware, use technology effectively in the daily life
- How to use Ms Excel & MS Access Tools for Data Analysis & Report Management
- To Know About effective usage of Internet. & Computer Security

Course Coverage

Windows 10
- Working with Windows 10
- Windows 10 Security.
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MS – MS Access 2019
- Working with Ms Access 2019

- Working with MS-Excel – Creating tables, Calculations
- Working with MS-Excel & Advance tools
- Printing files

MS Excel 2019
- Working with Ms Access 2019

Internet & Social Media
- Web Browsers & Security
- Using e-mail / Chat Applications
- Systems Using Antiviruses
- Data Backup and Disaster Recovery

Methodology

Methodology of the programme includes
- Learning prerequisites skill through ESCI LMS Platfom
- Online Video Interactive sessions with Cloud based Hand-on Practical,
- Online case studies, Sharing of experiences
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(An ISO 9001:2015 Certified, AICTE & CEA Recognized Institution)
Centre for Promotion of Professional Excellence

Target Participants

- Admin Officers, Bank Officers, Programmers, Auditors, Accountants, Managers, IT professionals and anyone who is concerned about the MS Offce 2017, Social Media and Data Security
- Officer's and Engineers working in government, Banks, defense, public, private and financial sector organizations, and industries.
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Benefits to the participants

- After completing this course, the participant will be able to learn best practices for managing daliy Office works using **MS Office 2017,** Online Tools and data security

- A rare opportunity to experience sharing among numbers of guest speakers and experts from various organizations from all over India.

Programme Dates & Timings

Dates: 22 – 24 Jan 2024 (6 Hours per day)

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

Online session timings will be from 10:00 – 17:00 hrs with 15 Minutes Tea breaks, 1 Hrs Lunch 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 , 30 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.