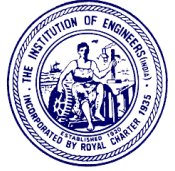




Engineering Staff College of India

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



INFORMATION TECHNOLOGY DIVISION

PROFESSIONAL DEVELOPMENT PROGRAMME

Effective Utilization of MS Office Applications

(Case study based Hands-on Practical Training)

20 - 22 July 2026



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.

Objective

- To enhance skills on MS Office Applications like MS word, MS Excel & Power Point.
- Effective Utilization of Ms Office Applications to improve work efficiently
- In-depth Hands-on Practical training on MS Office
- Casestudy based learning using sample data sheets

Wording with MS Word 2019

- Creating and Opening Documents
- Basic Formatting
- Inserting and Formatting Images
- Letter formatting and word Spacing
- Save as Types in Microsoft Word
- Manage Multiple documents with Split and View Options
- Amazing Shortcut keys of Word
- Find and Replace Options
- Using Style Function to format with Navigation
- Selection Techniques in Microsoft Word
- Working With tabs for Auto Spacing
- Working With Tab Alignments
- Dealing With Bullets and Numbers
- Sorting Data in Ms Word
- Creating and Working on Tables
- Tables and Charts
- Smartly use Auto Correct for Auto Typing
- Password protection
- Using Templates, Custom Styles

Presentations using MS Power Point

- Introduction to PowerPoint:
- Navigating the PowerPoint interface.
- Understanding the different views
- Creating and Formatting Presentations:
- Using Templates.

- Numbered lists, and formatting.
- Working with tables and charts.
- Enhancing Presentation Design:
- Applying themes, colours, and special effects.
- Formatting slide backgrounds
- Adding animations and transitions.
- Including spell check and timing.
- Setting up slide shows and rehearsing timings
- Data Management using MS Excel
- **Overview & features of Excel 2019**
- Data filters: AutoFilter and
- Advanced Cell level validations
- 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
- Using data forms for managing tabular data
- Workbook sharing, Tracking changes
- Goal Seek
- Scenario Manager
- Managing add-ins
- Case study

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

Centre for Promotion of Professional Excellence

Methodology

Methodology of the programme includes class room sessions with Lecture / Discussion with Hands- on Practical, with tools, audio visual aid, bench marked video shows, Chalk & Talk sessions, group discussions, case studies, debates, sharing of experiences etc. All the sessions will be interactive demanding active participation from all the members.

Target Participants

- Officers working in Admin or Accountants Department, Programmers, Managers, professionals and anyone who is concerned about the MS Office Applications
- 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 2019** for daily Office works
- Participants can learn Advanced Excel options to complete their office work effectively.

Programme Dates & Timings

Venue: Engineering Staff College of India, Hyderabad

Dates: 20 – 22 July 2026

Session timings will be from 10:00 – 17:00 hrs with 01 Hour Lunch break & 15 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

₹ **18,000/- (Residential Fee)** per participant. Fee includes Single / Double AC accommodation as per the availability, course material, course kit, Breakfast. Lunch, Dinner, Tea / Coffee and Snacks during the actual days of the training program.

₹ **11,000/- (Online Course Fee)** per Participant. Fee includes, 24 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) (ZC) 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

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.

Information Technology Division, Engineering Staff College of India

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