



# ST. FRANCIS DE SALES COLLEGE

A FRANSALIAN INSTITUTE OF HIGHER EDUCATION

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Microsoft Word Document , Microsoft Excel and PPT

## **REPORT ON ADD-ON COURSE - 2024**

<b>Title</b>	Microsoft Word Document , Microsoft Excel and PPT
<b>Date of Event(s)</b>	April 2024 to June 2024
<b>Department/Association/ Cell/Committee</b>	Department of Business Administration
<b>Venue</b> <i>(Mention the platform if it is online)</i>	Online – Recorded YouTube Videos – Linways platform
<b>Number of Participants</b>	380
<b>Target Audience</b>	BBA students

<b>Resource Person(s) with qualification/ Course Facilitators (if applicable):</b>	Ginsa Roslet George , Assistant Professor – BBA Madhusudan, Assistant Professor Suma D, Assistant Professor – Finance & Taxation

<b>Place of visit/ details of Industrial Visit place (if applicable):</b>	-
<b>Event Coordinator</b>	Ginsa , Assistant Professor Madhusudan, Assistant Professor Suma D, Assistant Professor

The MS Word Add-on Course equips participants with advanced tools and techniques to enhance document creation and management efficiency. Throughout the course, learners delve into the customization of templates, automation of repetitive tasks through macros, and integration of third-party add-ins for specialized functionalities. Practical exercises reinforce skills in optimizing workflow and collaborating effectively using features like Track Changes and Comments. By mastering these tools, participants can streamline document formatting, improve accuracy with automated proofreading tools, and leverage add-ins for data visualization and analysis. Ultimately, this course empowers users to

transform their document processing capabilities, making them more proficient in handling complex tasks and achieving higher productivity levels in professional environments.

## **The objective of the Program:**

- || **Advanced Document Customization:** Learn to create and customize templates for consistent formatting across documents. Participants will understand how to tailor styles, headers, footers, and themes to meet specific organizational or personal preferences.
- || **Automation with Macros:** Master the creation and application of macros to automate repetitive tasks such as formatting, data entry, and document assembly. Participants will gain skills in recording and editing macros to increase efficiency in document processing.
- || **Integration of Third-Party Add-ins:** Explore the integration of third-party add-ins to extend MS Word's functionality.

## **Report**

The MS Word Add-on Course offers students numerous benefits tailored to enhance their document processing skills and overall productivity. Participants gain proficiency in advanced features such as template customization, enabling them to create professional-looking documents efficiently. By mastering macros, students automate repetitive tasks, saving time and reducing errors in document creation and formatting. The course also introduces students to a variety of third-party add-ins, equipping them with tools for specialized tasks like data analysis, collaborative editing, and enhanced document management. These skills not only streamline workflow but also empower students to handle complex document requirements with ease, making them more competitive in both academic and professional settings. Ultimately, participants emerge from the course with heightened proficiency in MS Word, equipped to produce high-quality documents swiftly and effectively.

## **The outcome of the program:**

- || **Enhanced Efficiency:** Students acquire advanced skills in template customization and macro automation, significantly speeding up document creation and formatting processes.
- || **Improved Productivity:** Mastery of third-party add-ins enables students to leverage specialized tools for tasks such as data analysis, collaborative editing, and document management, boosting overall productivity.
- || **Professional Documentation:** Participants learn to create polished, consistent documents with refined formatting and style through template customization, ensuring a professional presentation of their work.
- || **Competitive Advantage:** By mastering these advanced features, students gain a competitive edge in both academic and professional environments, demonstrating proficiency in sophisticated document management techniques.
- || **Skill Development:** The course fosters continuous learning and skill development, empowering students to adapt to evolving document processing demands and stay current with MS Word's latest capabilities





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ATTENDANCE SHEET OF CERTIFICATE COURSE

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## COURSE COMPLETION CERTIFICATE

This is to certify that Mr/Ms. **ALLBIN M**

of St Francis de Sales (SFS) College, has successfully completed the Certificate / Add-On Course entitled “Microsoft Word, Excel and Powerpoint presentation” Organized by the Department of Business Administration from April 1, 2024 to June 26, 2024.

A handwritten signature in blue ink that reads 'Roshini'.

Asst. Prof. Roshini Anne Koshy,  
CEC Co-ordinator

A handwritten signature in green ink that reads 'Binu'.

Rev. Dr. Binu Edathumparambil,  
Principal



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## COURSE COMPLETION CERTIFICATE

This is to certify that Mr/Ms. **SANGEETHA R**

of St Francis de Sales (SFS) College, has successfully completed the Certificate / Add-On Course entitled “Microsoft Word, Excel and Powerpoint presentation” Organized by the Department of Business Administration from April 1, 2024 to June 26, 2024.

A handwritten signature in blue ink that reads "Roshini".

Asst. Prof. Roshini Anne Koshy,  
CEC Co-ordinator

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