



# ST. FRANCIS DE SALES COLLEGE

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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.

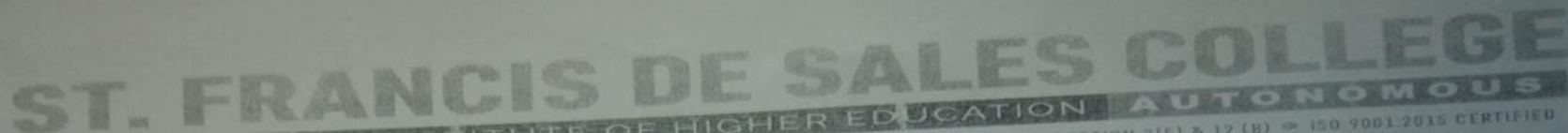
|| **Improved Productivity:** Mastery of third-party add-ins enables students to leverage specialized tools for tasks such as data analysis, collaborative editing, and document management, boosting overall productivity.

|| **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











U03MB22M0107	SUREKHA B K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0109	KAVYA N	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0110	NAKSHATRA RANI A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0121	PRABHU KUMAR D	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0002	UJJWAL KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0003	ACHAL SINGH S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0004	PRAVEEN N SOLANKI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0006	SHANA B H	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0007	KANARAM B	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0012	BINDHU R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0017	AYUSH UPADHYA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0022	NAVEEN KUMAR A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0025	G HARSHITH RAO CHANAGEY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0026	DURGA DEVI S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0027	SHRUTHI A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0030	KALANIDHI V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0033	SUHANA D	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0041	BIKASH ADHIKARI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0043	SUNITHA B	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0053	RAHUL RAJKUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0054	AAYUSH KUJUR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0055	PANDU PUJARA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0058	R D SUDARSUN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0060	JASON GOMES	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0066	KIRTHANA SHREE K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0067	ASWINI S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0071	THALIN BASHA R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0072	SHABRIN A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0073	SHAIK ARSHIYA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0075	PRAGASTHI M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0076	PRIYA NASKAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0077	SHREYA ROY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0081	MANISH KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0084	ALEXIYA G	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0087	LIKITH KUMAR YADAV P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0095	SURYA K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0097	MUSFEERA TAJ	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0100	NASHRA KHAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0104	DIYA CHOUDHARY D	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0105	PRASANNA Y	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0108	LAKSHMI KUMARI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0111	CHARULATHA K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0112	ALISHA ARA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0113	RIYA MATHEW	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB22M0115	AMITH G	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Surekha  
 Kavya  
 Nakshatra  
 Prabh  
 Ujjwal  
 Achal  
 Praveen  
 Shana  
 Kanaram  
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 Ayush  
 Naveen  
 G Harshith  
 Durga  
 Shruthi  
 Kalanidhi  
 Suhana  
 Bikash  
 Sunitha  
 Rahul  
 Aayush  
 Pandu  
 R D  
 Jason  
 Kirthana  
 Aswini  
 Thalini  
 Shabrin  
 Shaiq  
 Pragathi  
 Priya  
 Shreya  
 Manish  
 Alexiya  
 Likith  
 Surya  
 Musfeera  
 Nashra  
 Diya  
 Prasanna  
 Lakshmi  
 Charulatha  
 Alisha  
 Riya  
 Amith









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U03MB23M0108	SANDIYA VENKATESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0109	ROSHAN KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0111	SEVANTHI V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB 3M0112	AMOS LENSTEN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB 3M0113	KAVANA BALS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0114	FIRDOSE JAHAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0116	SHARATH KK	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB 3M0118	SANJAY NAIK	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB 3M0125	KRITHIKA A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0129	TWINKLE SINGH B	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03ME 23M0136	HARSHA VARSHAN M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0137	VIREN AMIT WADEKAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0140	NAVJEN KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0029	KRISHI SAHANI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB 3M0050	VASANIA NIHARI EKA RAJESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB 23M0031	RIHAGYA Y	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB 23M0032	MANJUNATHAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB 23M0034	VARUN M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB 23M0037	CHANDAN K R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0038	SANA RAWAT	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0041	CHARAN K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0074	ALEENA MARYA P N	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0075	NOORA KAHNAM N	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0076	ARUNA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0078	BISMAYA SAJU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0083	AGNI SHILPU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0087	PURENA CHANT KISAN BAGAEUE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0088	SOLOMON PERIYANA YAGAM M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0092	AVANTHIKA O	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0093	DAVID BASUMATARY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0106	R.NAGALAKSHMI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0119	AYUSH KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0128	P.AKHILESH YADAV	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0130	KARAN KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0131	RUPESHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
U03MB23M0133	SATISH BABU VENKATESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Sandhya  
 Roshan  
 Sevanthi  
 Amos  
 Kavana  
 Firdose  
 Sharath  
 Sanjay  
 Krithika  
 Twinkle  
 Harsha  
 Viren  
 Navjen  
 Krishi  
 Vasania  
 Riha  
 Manjunath  
 Varun  
 Chandan  
 Sana  
 Charan  
 Aleena  
 Noora  
 Aruna  
 Bismaya  
 Agni  
 Purena  
 Solomon  
 Avantika  
 David  
 R.Nagalakshmi  
 Ayush  
 P.Akhilesh  
 Karan  
 Rupesh  
 Satish







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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*.

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

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*.

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