



KJEI'S

K J College of Engineering and Management Research, Pune

S.N. 25 & 27, Near Khadi Machine Chowk, Kondhwa Annex, Pune-411048

Website: www.kjei.edu.in/kjcoemr

Date: - 03/01/2020

Notice

All the Non-teaching members are hereby informed that two-days training on MS-Office is scheduled on 06/01/2020 to 07/01/2020 in Computer Centre (Forth Floor).

Kindly note the same.

Dr. Suhas S. Khot

Principal, KJCOEMR

Cc to:

1. Admin (to inform non-teaching staff)

2. Library



Dr. Suhas S. Khot
Principal
K J College of Engineering &
Management Research
Sr. No. 25 & 27, Kondhwa Gaswad Road
Bopdev Ghat Pune - 48



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Training Report

Title of Program:		MS-Office training for Non-teaching	
Program Expert:		Mr. Nagaraju Bogiri(Assistant Professor, KJCOEMR)	
Date:	06/01/2020 to 07/01/2020	Venue:	KJCOEMR,COMPUTER LAB

The K. J. College of Engineering, Organized Two-days training on MS Office for Non-teaching on 06/01/2020 to 07/01/2020, by Mr. Nagaraju Bogiri(Assistant Professor, KJCOEMR).

Duration: It's a Two-days training on "MS-Office" on 06/01/2020 to 07/01/2020. In this Two-days program, office staff gained valuable and informative skills of MS-Office.

Number of staff attended this training:

Topics covered in this Training:

- To give basic information about the computer system.
- To give knowledge about computer hardware and computer software.
- To familiarize students with the use of MS Windows, Internet and E-mail.
- To familiarize students with the use of MS Office-MS Word, MS Excel & MS PowerPoint.

Outcomes of attending the Training:

- Able to perform documentation and presenting skills.
- Proficient in using Windows, Word Processing Applications, Spreadsheet Applications, Database Applications and Presentation Graphics Applications.



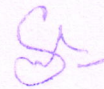
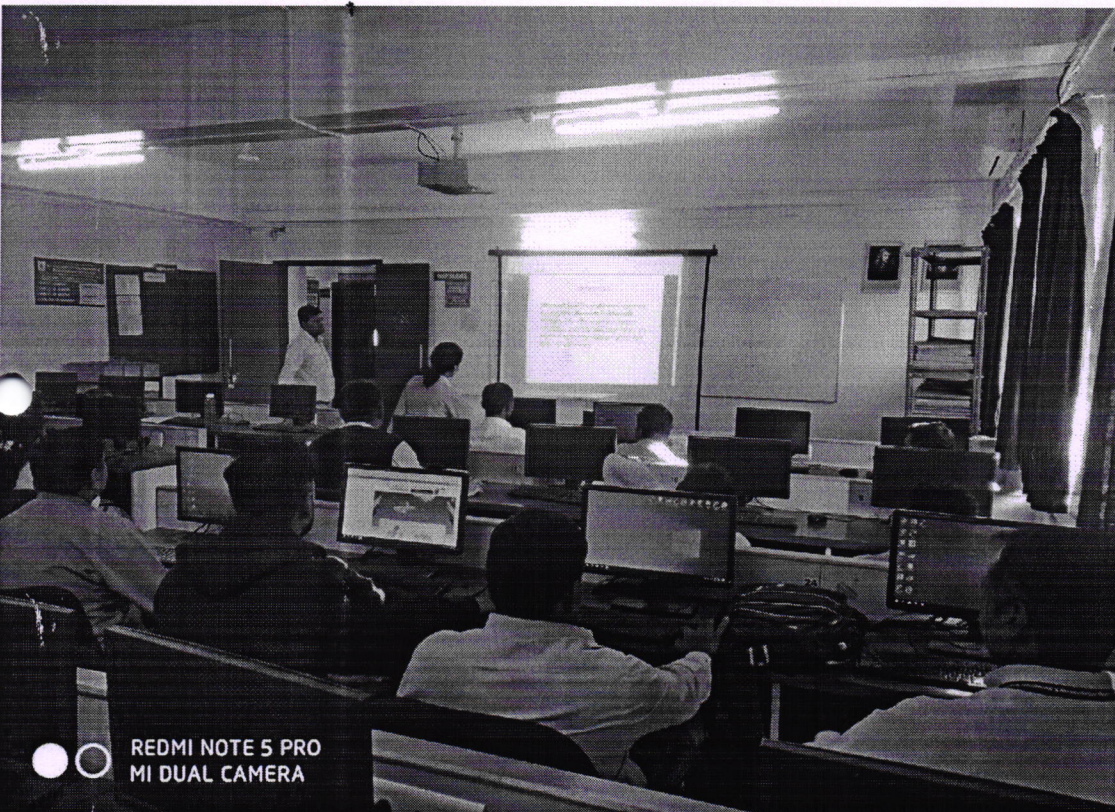
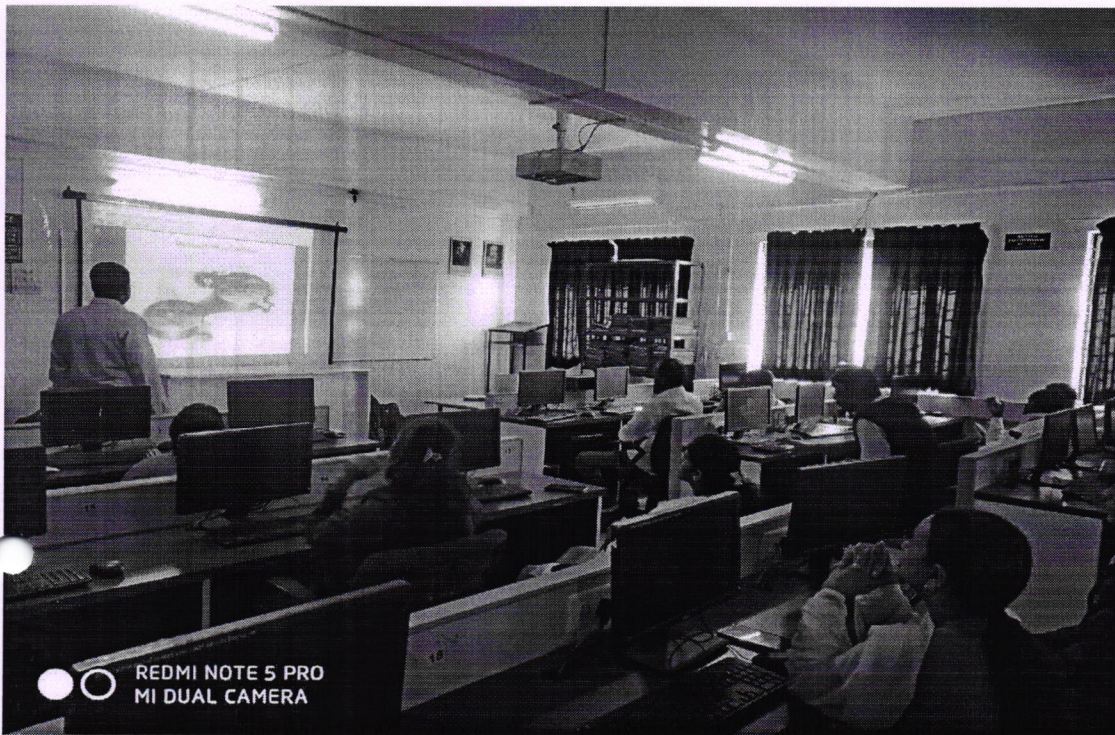
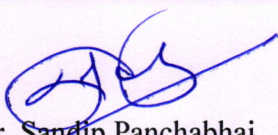
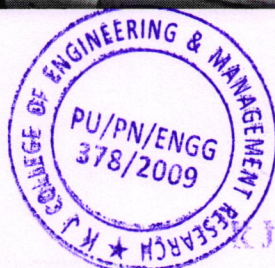


Dr. Suhas S. Khot
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KJ College of Engineering &
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Or. No. 25 & 27, Kondhwa-Saswad Road
Pune - 411048


Photo of the event:




Mr. Sandip Panchabhai
Coordinator




Dr. Suhas S. Khot
Principal


Dr. Suhas S. Khot
Principal

College of Engineering &
Management Research
No. 25 & 27, Kondhwa-Saswad Road
Sardar Ghat, Pune - 41

Day 1:

Session I:

MS Word Introduction to MS Word, starting word – Creating a Document – Saving and Printing a document – Move and Copy Text – Smart Cut and Paste – Quickly Opening Recently Used Files – Copying Text to Another File – Formatting Text – Using Bullets and Numbering in Paragraphs – Finding Text – Replace Command – Checking Spelling and Grammar – Using Auto Correct to Automatically Fix Typing Errors.

Session II:

MS Word (Continued) Enhancing a Document – Page Setup – Inserting Page Breaks – Looking at a Document in Different Views – Adding Borders and Shading to Paragraphs – Using Headers and Footers in the Document – Print Preview – Print Options – Creating Tables – Formatting a Table – Using Table Autoformat to Format a Table – Calculations in a Table – Using Mail Merge.

Session III:

MS Excel Introduction to Worksheet and MS Excel – Getting Started with Excel – Editing Cells and using Commands and Functions – Excel Functions – Range – Moving and Copying, Inserting and Deleting Rows and Columns – Formatting a Worksheet – Formatting Numbers.

Day 2:

Session I:

MS Excel (Continued) Creating Charts – Resizing and Moving the Chart – Changing the Chart Type – Controlling the Appearance of a Chart – Updating, Modifying and Deleting a Chart – Previewing and Charts – Using Date and Time in a Worksheet – Naming Ranges and Using Statistical, Math Functions.


Session II:

Power Point Power Point – Creating a Presentation – Power Point Views – Running a Slide Show – Printing a Presentation.

Session III:

Valedictory




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Gr. No. 25 & 27, K. J. Somaiya-Saswad Road
Borivli G. St. Pune - 48.

KJEI's
K.J. College of Engineering & Management Research, Pune
Academic Year : 2019-2020

MS Office Training for Non-Teaching

Attendance

Day 1

Date: 6/1/2020

Sr. No.	Staff Name	Designation	Sign
1	Mr. Sandip Pralhad Panchbhai	O S	
2	Mr. Avinash Sandipani Kamble	Sr. Clerk	
3	Mr. Dinesh Kisanrao Chandgude	Jr. Clerk	
4	Mr. Nilesh Vilas Bhoite	Jr. Clerk	
5	Mrs. Sadhana Sagar Ghumatkar	Jr. Clerk	
6	Mr. Sunil Baliram Gabhale	Jr. Clerk	
7	Mrs. Vidhya Subhash Memane	Office Assistant	
8	Mr. Sachin Keshav Kashid	Sr. Accountant	
9	Mr. Nikhil Ravindra Shinde	Jr. Accountant	
10	Mr. Avdhut B. Patil	Jr. Accountant	
11	Mr. Santosh Baban Bhapkar	Librarian	
12	Mr. Akash Sunil Yadav	Jr. Clerk	
13	Mr. Ganesh Popat Kumbhar	Lab.Asst	
14	Mr. Vishal Amar Saste	Workshop. Assistant.	
15	Mr. Tanaji Jagannath Pawar	Welder	
16	Mr. Amol Shivaji Dere	Workshop. Assistant.	
17	Ms. Dhumake Swapnali Shamrao	Technical.Asst.	
18	Mrs. Pallavi Sunil Phadatare	Technical.Asst.	
19	Mr. Shubham Umesh Gore	Lab.Asst	
20	Ms. Pooja Suresh Borhade	Technical.Asst.	
21	Mr. Shinde Vishal Tatyaba	Technical.Asst.	
22	Mr. Sagar Uttam Katke	Lab.Asst	



Dr. Suhas S. Khot

Principal

K.J. College of Engineering & Management Research

Am. N. S. Road, Indira Nagar, Pune - 411 004

Phone: 26123456

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Academic Year : 2019-2020

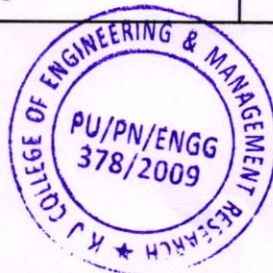
MS Office Training for Non-Teaching

Staff Attendance

Day 2

Date: 7/1/2020

Sr. No.	Staff Name	Designation	Sign
1	Mr. Sandip Pralhad Panchbhai	O S	
2	Mr. Avinash Sandipani Kamble	Sr. Clerk	
3	Mr. Dinesh Kisanrao Chandgude	Jr. Clerk	
4	Mr. Nilesh Vilas Bhoite	Jr. Clerk	
5	Mrs. Sadhana Sagar Ghumatkar	Jr. Clerk	
6	Mr. Sunil Baliram Gabhale	Jr. Clerk	
7	Mrs. Vidhya Subhash Memane	Office Assistant	
8	Mr. Sachin Keshav Kashid	Sr. Accountant	
9	Mr. Nikhil Ravindra Shinde	Jr. Accountant	
10	Mr. Avdhut B. Patil	Jr. Accountant	
11	Mr. Santosh Baban Bhapkar	Librarian	
12	Mr. Akash Sunil Yadav	Jr. Clerk	
13	Mr. Ganesh Popat Kumbhar	Lab. Asst.	
14	Mr. Vishal Amar Saste	Workshop. Assistant.	
15	Mr. Tanaji Jagannath Pawar	Welder	
16	Mr. Amol Shivaji Dere	Workshop. Assistant.	
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19	Mr. Shubham Umesh Gore	Lab.Asst	
20	Ms. Pooja Suresh Borhade	Technical.Asst.	
21	Mr. Shinde Vishal Tatyaba	Technical.Asst.	
22	Mr. Sagar Uttam Katke	Lab.Asst	



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 Road