



KONGU ARTS AND SCIENCE COLLEGE (AUTONOMOUS),

ERODE-638 107

DEPARTMENT OF COMPUTER TECHNOLOGY AND INFORMATION TECHNOLOGY

Workshop on Office Automation

The department of Computer Technology and Information Technology conducted a workshop on for Office Automation First year B.Sc. (Computer Technology) and B.Sc.(Information Technology students by Dr. P.Kalarani & Ms.C.Kalaivani, Assistant Professors, Department of CT & IT, Kongu Arts and Science College(Autonomous), Erode. on 20.03.2021 through online mode. The aim was to MS Office E-Learning program contains learning videos which deals with the basic understanding of MS-Word, Excel and Power point. In MS Word, the training imparted is on basic editing of documents, bullets and numbering, inserting and editing of tables. MS Excel gives an overview of Excel, basic excel formulas, sorting and filtering of data. In Power Point the training gives an overview of Power Point, how to add slides, edit in master slides, and basic animation. Totally 65 students from first year Computer Technology and Information Technology participated in the workshop.

