



Anil Neerukonda Institute of Technology & Sciences (Autonomous)

(Permanent Affiliation by Andhra University & Approved by AICTE
Accredited by NBA (ECE,EEE,CSE,IT, Mech. Civil & Chemical) & NAAC)
Sangivalasa-531 162, BheemunipatnamMandal, Visakhapatnam District
Phone: 08933-225083/84/87 Fax: 226395
Website: www.anits.edu.in email: principal@anits.edu.in

10-11-23

To,
The Principal,
Sangivalasa,
ANITS.

Respected Sir,

Sub: Approval for conducting Training to all Non-Teaching-Technical Staff of ANITS on
"MS office tools" - Reg.,

The Department of Information Technology proposes to conduct "Three day skill development program for Non-Teaching Staff on MS office tools" in the month of November 2023. So I request you to grant permission to conduct the 3 Day workshop. The details of the event are mentioned below for your kind perusal for conducting the programme.

Objective: To give hands-on training on MS-Word, MS-Excel and MS PowerPoint.

Name of the Event:

"Three day skill development workshop for Non-Teaching Staff on MS office"

Dates: 17-11-23, 18-11-23 and 26-11-23

Venue: Application Programming lab-2, Floor-2, G- 301

Faculty Coordinator: Mrs.A.Surekha

Instructor: N.Satish , Programmer.

E-Certificate will be provided

Thanking you,

Permitted
[Signature]
11/11



[Signature]
10/11/23

Prof.M.Rekha Sundari
HoD.IT

HEAD OF THE DEPARTMENT
Department of Information Technology
Anil Neerukonda Institute of Technology
& Sciences (Autonomous)
Sangivalasa, Visakhapatnam - 531 162



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DEPARTMENT OF INFORMATION TECHNOLOGY

Ref: ANITS/2023-24/Non-Teaching/Circular

Date: 14-11-2023

CIRCULAR

All the HOD's are requested to nominate two Non-Teaching staff for "Three Day Skill Development Workshop for Non-Teaching Staff on MS Office" on 17-11-2023, 18-11-2023 & 26-11-2023 from 10:00am to 4:00pm at Application Programming Lab-2, Second Floor,G-301, IT Department. The main objective is to provide Hands-on training on MS-word, MS-office and MS-excel.

Faculty Co-ordinator

Mrs.A.Surekha

HOD, IT

Prof.M.Rekha Sundari

Principal

Dr.K.Sri Rama Krishna

HEAD OF THE DEPARTMENT
Department of Information Technology
Anil Neerukonda Institute of Technology
& Sciences (Autonomous)
Sangivalasa, Visakhapatnam-531 162



Anil Neerukonda Institute of Technology & Sciences

Autonomous Status accorded by UGC and Andhra University

Sangivalasa - 531162, Bheemuniapatnam (M), Visakhapatnam (Dt), AP

DEPARTMENT OF INFORMATION TECHNOLOGY

A Workshop On

Topic:

SKILL DEVELOPMENT FOR NON-TEACHING ON MS-OFFICE

Venue:

Technical Support

Mr. N. Satish

IT Department

Dates: 17th, 18th, 25th Nov, 2023

Timings: 10:00 am to 4:00 pm

Faculty Co-ordinator

Mrs.A. Surekha

HOD, IT

Dr. M. Rekha Sundari,

Professor

Principal

Dr. K. Sri Ramakrishna

Professor



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DEPARTMENT OF INFORMATION TECHNOLOGY

3-DAY SKILL DEVELOPMENT WORKSHOP FOR NON-TEACHING STAFF ON MS-OFFICE

The Department of IT has conducted a 3-Day Skill Development Workshop for Non-Teaching on MS Office by Department Skill Expert Mr.N.Satish Programmer on 18-11-2023, 19-11-2023 and 25-11-2023. All the Non-Teaching Staff from all the Departments including Humanities have participated in the workshop. The main concepts discussed in 3 days Workshop are MS-word, MS-excel and MS- Power Point. Topics discussed in 3 days of the workshop have been discussed briefly below. Participants have been given the Participation certificates.

Day-1: MS-word

Topics discussed in MS- word are:

- 1) **The screen and its elements**
 - a. The Office Button
 - b. Quick Access Buttons
 - c. The view Buttons
 - d. Print Layout
 - e. Full Screen Reading
 - f. Web Layout
 - g. Outline
 - h. Draft
 - i. Zoom
 - j. The Status Bar
- 2) **Creating a new documents**
 - a. Starting with new document
 - b. Starting with new document using template
- 3) **Writing and Simple formatting**
 - a. Simple formatting
 - b. Formatting with styles
 - c. Customising styles
 - d. How to make a table of contents
 - e. Update table of contents

f. Page brakes

4) Page layout

- a. Margins
- b. Adjusting the margiens
- c. Page Setup
- d. Size
- e. Orientation
- f. Columns
- g. Selections
- h. Page header and footer
- i. Tabs (tabulators)

5) Pictures and graphics

- a. Pictures
- b. Insert a picture from a file
- c. Adjusting, resizing, positioning and text wrapping
- d. Inserting Captions
- e. Clip Art
- f. Smart Art
- g. Inserting excel table

6) Tables

- a. Insertion and modifications
- b. Deleting rows, columns and entire table.

7) Mail Merge

- a. Creating
- b. Updating
- c. Printing

8) Proofing

- a. Spelling and grammar Checking
- b. Thesaurus
- c. Track Changes

Day-2: MS-Excel

9) Introduction to Microsoft Excel

- k. The Office Button
- l. Quick Access Buttons
- m. The view Buttons
- n. Formula Bar
- o. Cell Address Box
- p. The Status Bar

10) Creating a new documents

- a. Starting with new Workbook
- b. Work with existing sheets
- c. Adding new sheets & rename

11) Excel Basic Formulas

- a. Add (+)
- b. Subtract (-)
- c. Multiply (X)

d. Divide in Excel (+)

12) Excel Formulas & Functions

- a. SUM
- b. MIN
- c. MAX
- d. AVERAGE
- e. COUNT
- f. COUNTIF etc....

13) Excel Data Validation

- a. Filters
- b. Sorting
- c. Conditional formatting

14) Logical Functions in Excel

- a. AND
- b. FALSE
- c. IF
- d. IFERROR etc...
- e. Deleting rows, columns and entire table.

15) How to Create Charts in Excel

- a. Creating
- b. Updating
- c. Explaining different types of charts

Day-3: MS-Power Point

16) Introduction to Power Point

- q. The Office Button
- r. Quick Access Buttons
- s. Normal
- t. Slide Sorter
- u. Reading View
- v. Slide Show
- w. The Status Bar

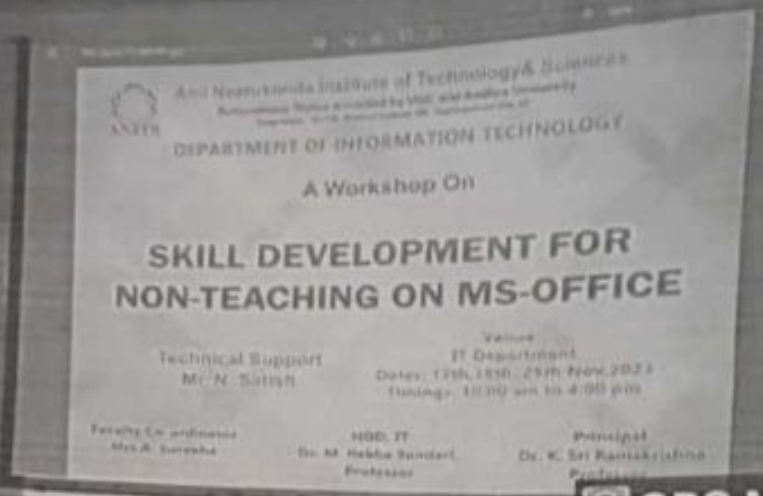
17) Creating a new Power Point Presentation

- a. Starting with new PPT
- b. Work with existing Slides & adding new slides

18) Giving a Presentation using PPT

- a. Play the slide show.

Event Attendance sheets and Images are attached below.



Andhra Pradesh Institute of Technology & Sciences
Autonomous Status awarded by UGC, Andhra Pradesh University
Department of Information Technology

A Workshop On



SKILL DEVELOPMENT FOR NON-TEACHING ON MS-OFFICE

Technical Support: Mr. N. Satish
Venue: IT Department
Dates: 12th, 13th, 25th Febr, 2023
Timing: 10:00 am to 4:00 pm

Faculty Co-ordinator: Mrs. A. Surekha
HOD, IT: Dr. M. Habbu Soudart, Professor
Principal: Dr. K. Sri Ramakrishna, Professor


GPS Map Camera

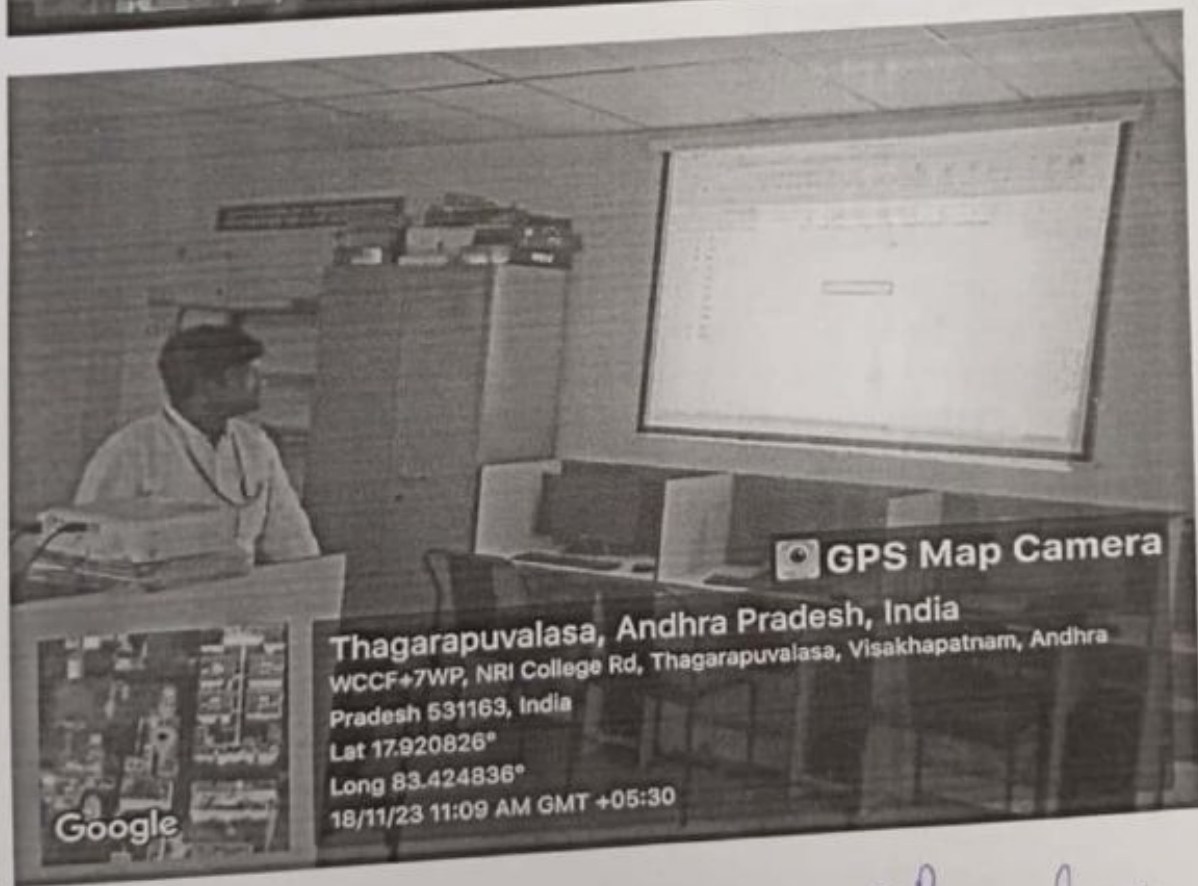
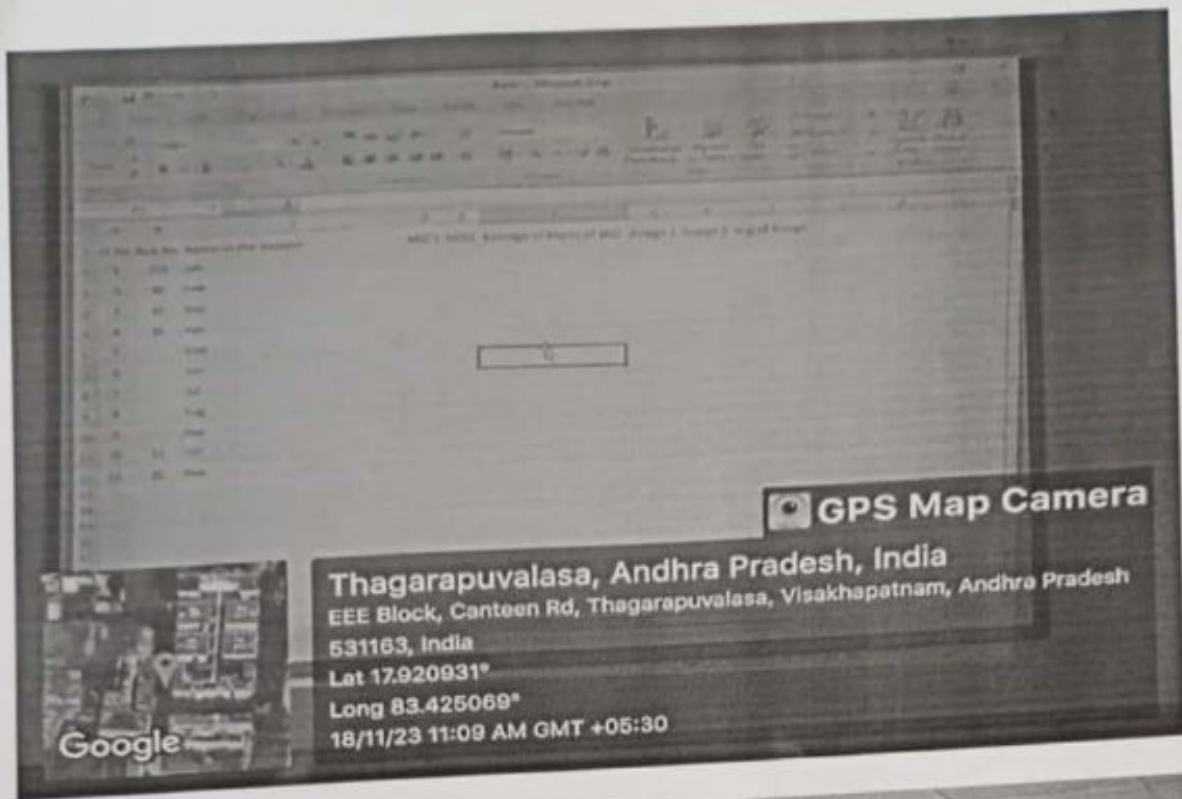
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WCCF+7WP, NRI College Rd, Thagarapuvalasa, Visakhapatnam, Andhra Pradesh 531163, India
Lat 17.920846°
Long 83.42478°
17/11/23 11:47 AM GMT +05:30



GPS Map Camera

Thagarapuvalasa, Andhra Pradesh, India
WCCF+7WP, NRI College Rd, Thagarapuvalasa, Visakhapatnam, Andhra Pradesh 531163, India
Lat 17.920889°
Long 83.424859°
17/11/23 10:26 AM GMT +05:30





AS
 Faculty Co-ordinator
 Mrs.A.Surekha

M Rekha Sundari
 HOD, IT
 Prof.M.Rekha Sundari
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DEPARTMENT OF INFORMATION TECHNOLOGY

Three Day Skill Development Workshop for Non-Teaching Staff On MS-Office

Attendance Sheet

Date: 17-11-2023

S.No	Name of the staff	Department	Signature (10:00AM)	Signature (01:00PM)
1	N. Ganeswararao	Civil	N. Ganu	Ganu
2	N.V. Simha Chalam	Civil	N.V.S. Ch	N.V.S. Ch
3	Ch. Yellayya Reddy	Chemistry	Ch. Y. R	Ch. Y. R
4	N. Tulasi	Chemical	Tulas	Tulas
5	A. Sireesha	Chemical	A. Sire	A. Sireesha
6	R. Mounika	English	R. Mounika	R. Mounika
7	P. Ramkrishna	Civil	P. Ram	P. Ram
8	N. Mohana Rao	EEE	N. Moh	N. Moh
9	S. Venkata Ravi Kumar	EEE	S.V. Ravi	S.V. Ravi
10	N. Siva Krishna	English	N. Siva	N. Siva
11	Karasi Sravan Kumar	EEE	K. Srava	K. Srava
12	D. D. Manjy	Office	D. D. Manjy	D. D. Manjy
13	Venkata R KV Dharmani	EEE	V. R KV	V. R KV
14	Ch. Seelatha	CSM	Ch. Seel	Ch. Seel
15	R. Bhagya Lakshmi	CSE	R. Bhag	R. Bhag

Faculty Coordinator
Mrs. A. Surekha

Prof. M. Rekha Sundari
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Attendance Sheet

Title: Three Day Skill Development Workshop for Non Teaching Staff on "MS OFFICE"

Date: 18-11-2023

S.No	Name of the Staff	Department	Signature (10:00AM)	Signature (01:00PM)
1	N. MOHANARAO	EEE		
2	S. VenkataRaviKumar	EEE	S.V. Kumar	S.V. Kumar
3	K. Sivaraj Kumar	EEE	S.V. Kumar	S.V. Kumar
4	Ch. Yellayya Reddy	Chemistry	Ch. Y. M.	Ch. Y. M.
5	P. Rambabu	Civil		
6	Ganesh N	Civil	Ganesh	Ganesh
7	N.V. Simha Chohan	Civil	Simha	Simha
8	P. Mounika	Eng	Mounika	Mounika
9	N. Siva Krishna	Eng		
10	Ch. Sri Latha	CSM		
11	D.V. Murthy	IT	D.V.	D.V.
12	B. Bhadrachari	CSE	Bhadrachari	Bhadrachari
13	N. PAVAN	CHEM	Pavan	Pavan
14	N. Tulasi	Chemical		
15				
16				
17				
18				
19				

Faculty Coordinator
 Mrs. A. Surekha

HoD, IT
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Attendance Sheet

Title: Three Day Skill Development Workshop for Non Teaching Staff on "MS OFFICE"

Date: 25-11-2023

S.No	Name of the Staff	Department	Signature (10:00AM)	Signature (01:00PM)
1	P. Rambabu	civil		
2	N. Ganesh	BCivil		
3	N.V. Simbhalam	Civil		
4	P. mounika	Eng		
5	Ch. Yellayya Reddy	chemistry		
6	N. MOHANA RAO	EEE		
7	S. Venkata Ravikumar	EEE		
8	K. Sravan Kumar	EEF		
9	N. Piva Koushika	Eng		
10	Ch. Sai Latha	CSM		
11	R. Bhagelaxmi	CSE		
12	A. Simisha	Chemical		
13	N. Tulani	Chemical		
14	V. PAVAN	CHEM		
15				
16				
17				
18				
19				

Faculty Coordinator
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