

Tenth Short-Term Capacity Building Programme on 'Microsoft Suite Essentials for Office Administration'

The Academic and Administrative Centre of Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore, organized the Tenth Short-Term Capacity Building Programme from December 14 to December 16, 2023, in online mode. The program aimed to empower non-teaching staff from higher education institutions across the country and focused on providing essential skills and knowledge to navigate the Microsoft Suite, recognizing its significance in the rapidly evolving technological landscape.

Dr. K. Ramya, Nodal Officer of AIU-AI-AADC, warmly welcomed non-teaching staff participants from diverse universities, highlighting the program's goal of skill enhancement, collaboration, and Microsoft suite proficiency. Stressing the pivotal role of administrative officers, Dr. Ramya underlined the curriculum's strategic design to streamline daily operations. Encouraging active participation, she expressed gratitude for management's support and emphasized a culture of shared learning. Wishing participants a rewarding experience, Dr. Ramya outlined the three-day agenda, beginning with Microsoft Word. The program's structure sets the foundation for a collaborative, knowledge-driven environment, fostering success in participating institutions.

On Day 1, Mrs. Priyanka, a skilled Technical Facilitator and Guest Lecturer, conducted a comprehensive Microsoft Word training session as part of a three-day capacity-building program organized by Avinashilingam Institute for Home Science and Higher Education for Women in Coimbatore. With a diverse educational background and extensive experience, Mrs. Priyanka covered essential topics, starting with an interface overview, Quick Access Toolbar customization, understanding tabs and ribbons, and file tab functions.

The training progressed to cover document formatting, text operations, and practical demonstrations within the software. Mrs. Priyanka focused on advanced features like headers, footers, page numbers, and spell check functionalities. Participants actively engaged in hands-on learning, and interactive elements allowed for questions and clarifications.

In subsequent sessions, Mrs. Priyanka delved into advanced document creation features, including formatting, table manipulation, and spell-check functionalities. The training included insights on templates, document properties, page breaks, and the insertion of tables, illustrations, symbols, and equations. Mrs. Priyanka emphasized the importance of signatures, SmartArt, mail merge, and page layout.

The concluding sessions covered additional features such as page borders, watermarks, side-by-side views, page layout, password protection, and converting Word to PDF. Mrs. Priyanka shared valuable shortcuts and practical examples of creating documents like Curriculum Vitae and Appointment letters. The training received positive feedback, with participants expressing enthusiasm and gratitude. Dr. K. Ramya highlighted the practicality of Microsoft Word in various professional roles, emphasizing the importance of continued engagement in the capacity-building program. Overall, the Microsoft Word session set a positive tone, fostering active participation and a commitment to upskilling among the participants.

The second day of the "Microsoft Suite Essentials for Office Administration" training program, conducted by Bishakha Anand, Project Coordinator cum Technical Trainer at Quadrasystems.net, offered an enlightening experience for participants. Bishakha commenced the session with a comprehensive introduction to Microsoft Excel, emphasizing its pivotal role in data recording, manipulation, and storage. The versatility of Excel, adaptable to diverse industries, was highlighted, emphasizing its customization capabilities to suit user preferences.

The training covered various aspects of Excel functionality, starting with a focus on cell formatting and keyboard shortcuts. Bishakha demonstrated the application of Flash Fill for pattern-based data manipulation and provided practical examples, emphasizing the importance of caution and consistency. Special attention was given to alignment options, merge cells, and effective utilization of formatting requirements.

Participants actively engaged with the trainer, seeking clarification on fractions, date calculations, and text case conversions. Bishakha addressed queries and emphasized the significance of the OK button for confirming changes. The session concluded with a demonstration of applying a specific format to multiple sheets, streamlining formatting for large datasets.

The subsequent sessions delved into data formatting and alignment features, including advanced options like shrink to fit, wrap text, merge cells, text direction, and font adjustments. Bishakha explored grouping sheets and sheet customization, actively addressing participant questions on various formatting aspects.

The advanced Excel features session introduced additional formatting options, such as Shrink to Fit, Wrap Text, Merge Cells, Text Direction, Font Options, Grouping Sheets, and Sheet Customization. Bishakha provided hands-on insights, cautioning about potential formatting issues when using merged cells.

The following sessions covered sorting and filtering data, conditional formatting, and customizing the ribbon. Bishakha explained the importance of keeping data in table format, benefits of conditional formatting, and customization of the Excel ribbon. Participants gained practical insights into visually analyzing and interpreting data through these features.

Bishakha's afternoon session covered converting text case, basic mathematical formulas, and practical tips for efficient data manipulation. The subsequent sessions explored concatenate in Excel, pivot tables, and the VLOOKUP function. Participants interacted actively, seeking clarification on various Excel-related topics.

In summary, the training equipped participants with valuable skills in Excel's diverse functionalities. The interactive and practical approach ensured a comprehensive understanding, laying a solid foundation for utilizing Excel's powerful capabilities in professional settings.

On Day 3, Bishakha Anand, Project Coordinator cum Technical Trainer at Quadrasystems.net (India) Private Limited, conducted a comprehensive series of PowerPoint training sessions. In the initial sessions, she covered fundamental skills such as opening and saving presentations, navigating the ribbon and tabs, designing slides, and utilizing SmartArt. Bishakha effectively engaged participants, ensuring clarity on each step.

Subsequent sessions focused on enhancing participants' skills in creating engaging slides, covering topics like inserting text, pictures, and utilizing slideshow features. Participants actively practiced the demonstrated techniques, expressing satisfaction with Bishakha's clear explanations and hands-on approach.

As the sessions progressed, Bishakha delved into advanced PowerPoint features, including multimedia integration, image formatting, and file insertion. Participants learned to insert videos, create charts, and efficiently manage Excel files within presentations. Bishakha emphasized engaging transitions, animations, and practical tips for impactful presentations.

The final sessions covered advanced chart creation, custom slideshows, printing options, and Excel functionalities like the "split" option. Bishakha's hands-on demonstrations empowered participants to create dynamic and tailored presentations. The training successfully equipped participants with the skills needed to elevate their PowerPoint presentations, making them more impactful and visually appealing.

Mr. Praveen Poulouse, an Engineer at Quadrasystems.net, conducted a comprehensive training session covering Microsoft Teams and OneDrive. He introduced Microsoft 365 as a cloud-based platform with applications such as Word, Excel, PowerPoint, Teams, and OneDrive, emphasizing the shift from offline to cloud-based productivity. The Microsoft Teams demonstration covered

installation, group and channel creation, member permissions, analytics, tagging, messaging, file sharing, collaboration, version history, notes, apps, live meetings, and settings.

The session highlighted the importance of efficient collaboration and demonstrated practical aspects such as message pinning, saving, marking as unread, and file synchronization with OneDrive. Praveen also explored member permissions, analytics, tagging, message creation, broadcasting, and additional options like pinning and saving messages.

The OneDrive segment delved into file syncing, sharing, permissions, local storage options, file management, and disconnecting from OneDrive. Praveen emphasized optimizing synchronization, secure sharing, and version control for efficient file management.

In the comparison between Microsoft Teams and Google Meet, Praveen recommended Microsoft Teams for its centralized control and bundled software. The OneDrive training equipped participants with practical skills for file management, synchronization, secure sharing, and version control, enhancing productivity. The overall sessions provided a comprehensive understanding of leveraging Microsoft Teams and OneDrive for effective collaboration and file management, empowering participants to optimize their workflow.

Dr. K. Ramya, the Programme Coordinator and nodal officer for AIU - AI - AADC, delivered a comprehensive report lauding the speakers and expressing gratitude for their invaluable contributions. The report emphasized the program's triumph in skill enhancement and its adeptness in embracing technological advancements for streamlined workflows. Participants were encouraged to seek clarifications, resulting in a flood of appreciations in the chat box—a clear affirmation of the program's success. Dr. K. Ramya formally extended thanks to Praveen for his insightful weekend sessions, reciprocated by Praveen acknowledging the unwavering support from the management. This professional exchange mirrors the program's profound impact and collaborative ethos.