Seventh Short-Term Capacity Building Programme on
'Enhancing Office Productivity: Microsoft Office and G-Suite Training
for Non-Teaching Staff'

The Academic and Administrative Centre of Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore organised the Seventh Short-Term Capacity Building Programme from September 30 to October 2, 2023 in online mode. The program aimed to empower non-teaching staff from higher education institutions across the country and focused on augmenting office productivity through extensive training on Microsoft Office and G-Suite.

Day 1 - Microsoft Word and PowerPoint Training

The inaugural day featured an illuminating session by Mr. Praveen Poulose E, an Engineer from Quadrasystems.net, on Microsoft Word and PowerPoint. The session commenced with an introduction to Microsoft 365, emphasizing its cloud-based nature and accessibility across devices. Participants were guided through the historical context of Microsoft Office, its evolution into Microsoft 365, and the key applications: Word, Excel, PowerPoint, Outlook, OneDrive, and Teams.

Mr. Praveen delved into Microsoft Word's pivotal role, offering insights into its practical applications, from document creation to resumes, notes, assignments, and legal documents. The session provided a comprehensive understanding of Word's interface, covering elements from the File tab to the Quick Access Toolbar. Each tab, including Home, Insert, Design, Layout, References, Mailings, Review, View, and Help, was explored with practical examples.

The training seamlessly transitioned to Microsoft PowerPoint, emphasizing its prowess in creating impactful presentations. Five key topics were covered: navigating the interface, creating engaging presentations, managing transitions and animations, creating charts, and rehearsing timings. A live demonstration showcased various PowerPoint features, including file management, inserting images, using slide transitions, and designing slides.

Day 2 - Microsoft Excel Expertise

Mr. Thamizharasu C, Manager of Strategic Projects at Quadrasystems.Net, led an insightful session on Microsoft Excel. The session commenced with an in-depth overview of Excel's interface, highlighting the significance of the Ribbon and the Options dialogue window. Participants gained insights into the Quick Access Toolbar, Formula Bar, Ribbon, Spreadsheet Grid, and Status Bar.

The session emphasized Excel's adaptability and relevance across industries. Mr. Thamizharasu provided a comprehensive outlook of the Home tab, covering font formatting options and introducing the concept of worksheets and workbooks. Participants were introduced to vital keyboard shortcuts, enhancing efficiency in Excel operations.

The training explored various Excel features, including formatting data as a table, utilizing cell styles, inserting and deleting cells, rows, and columns. Participants learned about formatting cell size, row height, column width, and visibility options. Advanced topics such as organizing sheets, renaming them, applying tab colors, sorting, working with pivot tables, and creating charts were covered.

Mr. Thamizharasu presented fundamental approaches to calculations in Excel: Formulas and Functions. Essential Excel formulas, including SUM, AVERAGE, COUNT, and TRIM, were elucidated with real-time examples. The session concluded with a motivational emphasis on continuous learning and practice in Excel.

Day 3 - Google Workspace Mastery

The final day, led by Ms. Saraswathi P of Cloud Reign Technologies, delved into Google Workspace applications. The first session focused on Google Meet, Gmail, and Google Calendar. Participants gained hands-on experience in leveraging Google Meet for virtual events and exploring advanced features in Gmail. Ms. Saraswathi covered creating teams in Gmail, utilizing Google Snippets for efficiency, scheduling messages, and exploring various settings options.

The Google Calendar segment emphasized color-coding events, scheduling Google Meet links, enabling pop-up notifications, and scheduling meetings with unique codes. Participants learned to customize appointment schedules and set focus times for notifications.

The second session centered on Google Drive, Docs, Sheets, Slides, and Forms. Ms. Saraswathi highlighted automatic saving in Google Docs, sharing documents as PDFs, and obtaining approvals for document edits. Participants explored Google Sheets capabilities, including tracking edits and email notifications for changes.

The session introduced Google Docs' unique features, such as Explore options for inserting images and translating documents. The activity dashboard was showcased for monitoring document views and trends among team members. Ms. Saraswathi highlighted Google Sheets' capabilities and the instant meeting start feature directly from Google Docs.

Program Conclusion and Acknowledgments

Dr. K. Ramya, the Programme Coordinator, presented a comprehensive report lauding the effectiveness of the speakers and expressing gratitude for their valuable contributions. The report highlighted the program's success in enhancing participants' skills, emphasizing the importance of adapting to technological advancements in fostering efficient workflows.

The Seventh Short-Term Capacity Building Programme was deemed immensely useful and timely in contributing to the professional growth of non-teaching staff. The collaborative effort of speakers, coordinators, and participants contributed to its effectiveness. The program underscored the dynamic nature of office productivity tools and the importance of staying abreast of technological advancements.