



MATS SCHOOL OF INFORMATION TECHNOLOGY MATS UNIVERSITY, RAIPUR



MS Office Automations Workshop

Three-day workshop was organized by School of Information Technology, MATS University Raipur (C.G.) on “*MS Office Automations*” from **19-21 December 2016**. *Mr. Bipul Kumar Gupta* (Trainer from **Blue Banyan, Raipur**) covered various topics of MS Office including MS Word, MS Excel, MS PowerPoint and internet Concepts. Students of first year participated and got the chance of learning MS Office tools covering the topics like letter drafting, formatting, printing, mail merge along with operations performed on excel and how to make effective power point presentations.

Students benefitted a lot and got additional insight with the seminar and extended their appreciations with the expectation that the workshop like this will be conducted in future too.

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HOD

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