

Report on Training Program on OFFICE AUTOMATION

Topic- Training program on Office automation

Date- 22-28 December 2018

Venue- MSIT Department, MATS University

knowledge of MS office is for the individual whose job responsibilities include working with heavily related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance. The students of BCA, BSc, or MSc courses, were learn MS Office training. This is important for many job profiles in small and multinational companies. MSIT department of MATS university provided opportunity to students of BSc I and BCA I to learn basics and advances of Office automation. In this training program students studied MS office, Excel and different packages of Microsoft. This 4 days training program was divided into different levels. Office automation training is provided to Bsc I and BCA I students by Bipul Kumar Gupta, Blue Banyan. Mr. Vipul kumar discussed working of MS office, PowerPoint and MS excel with the students. This training program was very useful to first year students and students learned a lot from this training program. This training program ended with certification of students followed by an examination.



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