

PIMPRI CHINCHWAD EDUCATION TRUST'S  
S. B. PATIL INSTITUTE OF MANAGEMENT

Date: 23/4/2019

**NOTICE**

All the students of MBA Semester - II are hereby informed that Certification program named 908 - MOA (Microsoft Office Automation Certification Program : 2018-19) by Dr. Amarish Padma will be conducted .

Date : 15 to 27 May 2019

Time : 9:00 am – 12:00 noon

Venue : Computer lab

Note: Attendance for all students is compulsory



Dr. Daniel Penkar

Director, SBPIM



**Schedule :Microsoft Office Automation Certification Program 2018 - 19**

Sr. No.	Lesson No.	Lesson	Date	No. of Hours
1	1	Introduction to Microsoft Word	15/05/2019	1
2	2	Working with Documents and the Keyboard	15/05/2019	1
3	5	Text Formatting	15/05/2019	1
4	6	Paragraph Formatting	17/05/2019	1
Assignment				2
5	7	Style Formatting	17/05/2019	1
6	9	Templates	17/05/2019	1
7	10	Working With Graphics and Pictures	20/05/2019	1
8	11	Tables	20/05/2019	1
Assignment				3
9	1	Introduction to MS Excel	20/05/2019	1
10	3	Worksheets and Workbooks	21/05/2019	1
11	4	Templates	21/05/2019	1
12	5	Introduction to Formulas and Calculations	21/05/2019	1
Assignment				3
13	6	Working with Formulas and Functions - 1	22/05/2019	2
14	7	Working with Formulas and Functions - 2	22/05/2019	2
Assignment 20/05/2017				4
15	8	Adding Images and Graphics	22/05/2019	1
16	9	Charts and Diagrams	23/05/2019	1
Assignment 20/05/2017				3
17	1	Introduction to MS Power Point	23/05/2019	1
18	2	Navigating Power Point & Templates	23/05/2019	1
19	3	Create new presentations from scratch	25/05/2019	1
20	4	Add text, pictures, sounds, movies, and charts,Add special effects to slide transitions	25/05/2019	1
21	5	Work with Master Slides	25/05/2019	1
22	6	Result Declaration	27/05/2019	1
23	7	Certificate Distribution	27/05/2019	1
<b>TOTAL HRS.</b>				<b>40</b>

