

**Pimpri Chinchwad Education Trust's
S. B. Patil Institute of Management**

908 – Microsoft Office Automation: Report

Date: June 02, 2020

S. B. Patil Institute of Management (SBPIM) strives to deliver additional inputs to students for holistic development. Use of ICT Tools are inevitable in today's business environment. Keeping this in view SBPIM conducted a **"Certification Course in Microsoft Office Automation"** for the MBA I students.

This course covers various tools under the MS Office Package primarily MS Word, MS PowerPoint and MS Excel. The Course was designed to integrate modules used interlined in 3 different software. 178 students from MBA I have registered to the course. The certification program was conducted for 30 hours. Mr. Mayur Deshmukh from Addskills Trainers and Consultants was a resource person to the course. He delivered session with practical case lets with databases and learning use of various tricks and formulas to get desired output with results in quick time. Students have shown great interest in learning tricks.

The course was conducted through MS Teams from May 13 to May 29, 2020. The students have gone through with evaluation and small tasks during the certification course. The students were satisfied with the contest and highly praised the resource person for his efforts and attention to students query. Total 175 students have successfully completed the course and were awarded with Certification of Completion.



**Dr. Anishkumar Karia
Coordinator**

