



Pimpri Chinchwad Education Trust's  
**S. B. PATIL INSTITUTE OF MANAGEMENT**

*AICTE Approved | Permanently Affiliated to SPPU, Pune*

*NBA Accredited | NAAC Accredited |*

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## EVENT REPORT

Name of the Event / Activity: - **Microsoft Office Automation**

Committee / Cell: - **Student Development**

Date : - **11/06/2023 To 19/06/2023**

Time : - **Everyday 9.00 AM To 6.00 PM**

Venue: - **Computer Lab (SBPIM)**

Name of the Faculty Coordinator: - **Dr. Anishkumar Karia**

Name of the Student Coordinator: - **NA**

Number of Students Participated: - **205**

### **Brief Information of the Event: -**

#### **Introduction:**

The Microsoft Office Automation was conducted for MBA I Semester II student from 11<sup>th</sup> June 2023 to 19<sup>th</sup> June 2023. The training was conducted by UltraSage, a Microsoft Partner Network a Kolkatta based firm.

#### **Objective:**

This objective was training was to provide skills and knowledge which will allow the students to Learn MS Office including MS Word, MS Power Point and MS Excel.





#### **Summary of Session:**

The training was exclusively arranged for semester II students keeping in mind summer internship and their specialization needs. In all 196 students completed 30 hours training during the period from 11<sup>th</sup> June 2023 to 19<sup>th</sup> June 2023. The syllabus was designed by S. B. Patil Institute of Management and UltraSage by taking into consideration industry requirement.

The UltraSage arranged two trainers from their organization. Mr. Writaparna Mukharjee and Mr. Angshuman Ray both Certified Microsoft Office Trainer conducted training of students into four batches during the entire period. The complete training programme used hands-on training methodology. Students were shared with the different datasets catering varied input and output. Trainers taught them how to present data, formatting process data, how to use various functions and formulas and how to

generate and analyses output. Trainers paid attention to each and every students and tried to solve all queries of the students.

The students were satisfied with contents of training and way trainers deliver the contents. A hands-on assessment will be taken and completion certificate will be provided to the students.

	
<p><i>Hands on Learning &amp; Experience of Students</i></p>	<p><i>Hands on Learning &amp; Experience of Students</i></p>
	
<p><i>Training by Mr. Writaparna Mukharjee</i></p>	<p><i>Training by Mr. Angshuman Ray</i></p>



**Dr. Anishkumar Karia**  
Coordinator




**Dr. Kirti Dharwadkar**  
Director