



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	<b>“Microsoft Office Automation”</b>
Name of the Guest Speaker (if any)	<b>Mr. Writaparna Mukharjee, Mr. Angshuman Ray and Mr. Dhananjay Bhavsar</b>
Committee / Cell (if any)	<b>Student Development</b>
Faculty Coordinator Name	<b>Dr. Anishkumar Karia</b>
Student Coordinator Name	-
Day & Date	<b>23/12/2023 To 30/12/2023</b>
Venue	<b>Computer Lab (SBPIM) &amp; Central Computer Lab (PCCoE)</b>
Number of Participants	<b>272</b>
Nature of the Activity (Curricular / Co-Curricular / Extra-Curricular)	<b>Co-Curricular</b>

#### **Brief Information of the Activity:**

**Topic of the Activity:** - “Microsoft Office Automation”

#### **Objectives :-**

This objective was training was to provide skills and knowledge which will allow the students to Learn MS Office tools, Including MS Word, MS Powerpoint and MS Excel.

#### **Outcome: -**

Students are able to use Microsoft Office tools and techniques in their various professional activities.

#### **Brief Report :-**

The Microsoft Office Automation Certification Training was conducted for MBA I Semester I student from 23rd December to 30th December 2023. The training was conducted by UltraSage, a Microsoft Partner Network a Kolkatta based firm.

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

The training was exclusively arranged for semester II students keeping in mind summer internship and their specialization needs. In all 272 students completed 30 hours excel and advance excel training during the period from 23rd December to 30th December 2023. The syllabus was designed by S. B. Patil Institute of Management and UltraSage by taking into consideration industry requirement.

The UltraSage arranged three trainers from their organization. Mr. Writaparna Mukharjee, Mr. Angshuman Ray and Mr. Dhanjay Bhavsar all are Certified Microsoft Office Trainer conducted training of students into six 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 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.

**Geo-tag Photos : -**





**Training by Mr. Dhananjay Bhavsar**



**Hands on Learning & Experience of Students**



**Hands on Learning & Experience of Students**



**Hands on Learning & Experience of Students**

*Anish*

**Dr. Anishkumar Karia**  
Event Coordinator

*Amarish*

**Dr. Amarish Padma**  
IQAC Coordinator

*Kirti*

**Dr. Kirti Dharwadkar**  
Director

