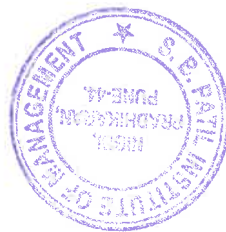


Report for Sanction

Microsoft Office Automation Certification Program:
2018 – 19

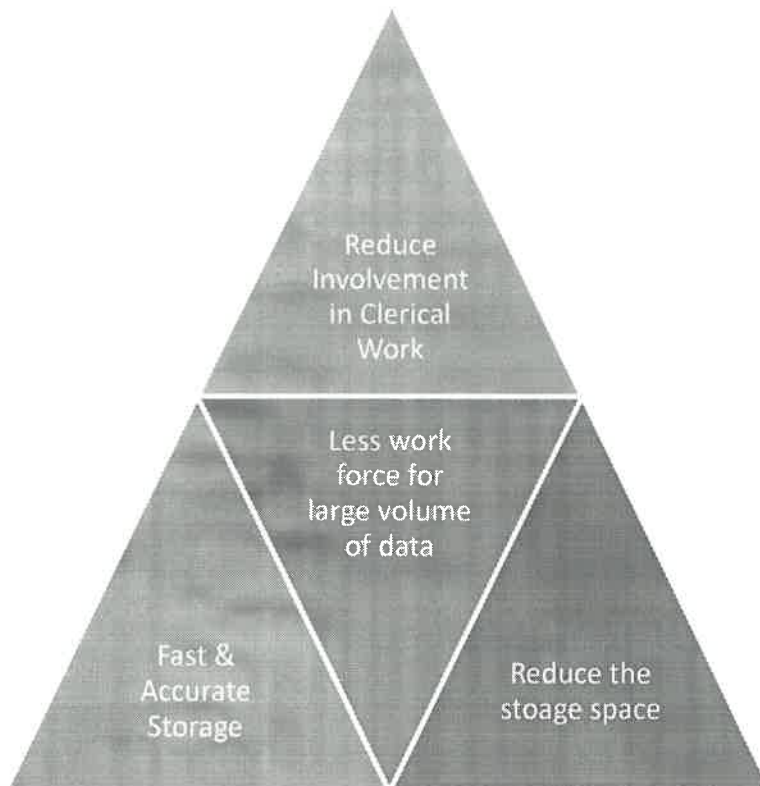


PIMPRI CHINCHWAD EDUCATION TRUST'S
S. B. PATIL INSTITUTE OF MANAGEMENT

Microsoft Office Automation Certification Program: 2018-19

REPORT FOR APPROVAL

Microsoft Office is a required skill across educational institutes & offices worldwide. Microsoft Office has powerful and flexible ways to deliver your best work at the home or at your office. Microsoft Office products help improve work efficiency with user friendly features. In tune with this SBPIM wants to develop and enhance the OA skills of Students for which this certification program has been designed.



Learning objectives –

- To give students insight of the implementation of Office Automation tools.
- This program designed for the students going for SIP at various companies will enhance and polish the Microsoft Office Automation skills of students to perform better.
- This certification program will provide better learning and grasping of all office automation tools.
- This certification program will boost confidence of students.

Participants for Program –

- The program will be exclusively for Semester II students of SBPIM.

Duration -

- This programme will start at end of semester II.
- After end of Semester II a 30+ hours certification program for all students will take place (tentatively 15 May to 25 May 2019)

Process -

- The students will be informed about the program schedule, evaluation tests and other program related information via notices and mails.
- 30+ hours sessions will be conducted.
- Evaluation test will be conducted from time to time.
- Certificates will be given to the students who fulfil the criteria of scoring at least 60% marks.
- To evaluate the benefits students will give their feedback for improvisation of the program at the end.
- On the basis of feedback analysis next year program will be designed



Syllabus for certification Program :

Part – I MS Word

Part – II MS Excel

Part – III MS Power Point

Part – I MS Word


1. Navigation in MS Word interface
2. Opening new documents and existing documents
3. Use of various templates
4. Basic text, paragraph, and document formatting
5. Inserting images, graphics, and video

Part – II MS Excel


1. Navigation in MS Excel interface
2. Opening new workbook and existing workbook
3. Use of various templates
4. Inserting Charts
5. Create formulas and functions

Part – III MS Power Point

1. Navigation in MS Power Point interface
2. Opening new presentation and existing presentation
3. Use of various templates
4. Inserting Multimedia
5. Master Control


Mr. Anishkumar Karia
Co-ordinator, 908 – MOA




Dr. Daniel Penkar
Director, SBPIM