



GOVERNMENT OF KARNATAKA
DEPARTMENT OF COLLEGIATE EDUCATION
GOVERNMENT FIRST GRADE COLLEGE SHIKARIPURA

DEPARTMENT OF COMPUTER SCIENCE

HANDS ON SESSION ON MICROSOFT EXCEL FOR NON TEACHING STAFF

Organized by

DEPARTMENT OF COMPUTER SCIENCE

Date: 20 -09-2019



HANDS ON SESSION ON MICROSOFT EXCEL FOR NON-TEACHING STAFF

The Department of Computer Science conducted a hands on session on MS Excell for all the Non-Teaching staff of the college on 20th September 2019.

The chief Resource person Mrs. Geetha M, Lecturer, Government First Grade college Shikaripura

The training was inaugurated by Dr. G R Hegde, principal of GFGC Shikaripura. In his inaugural speech, Dr. G R Hegde urged the participants to make use of the training on MS Excel and he explained how the MS Excel is useful nowadays as all the works related to admisitration is doing on Excel.





The following topics taught by Miss. Sheela during the session.

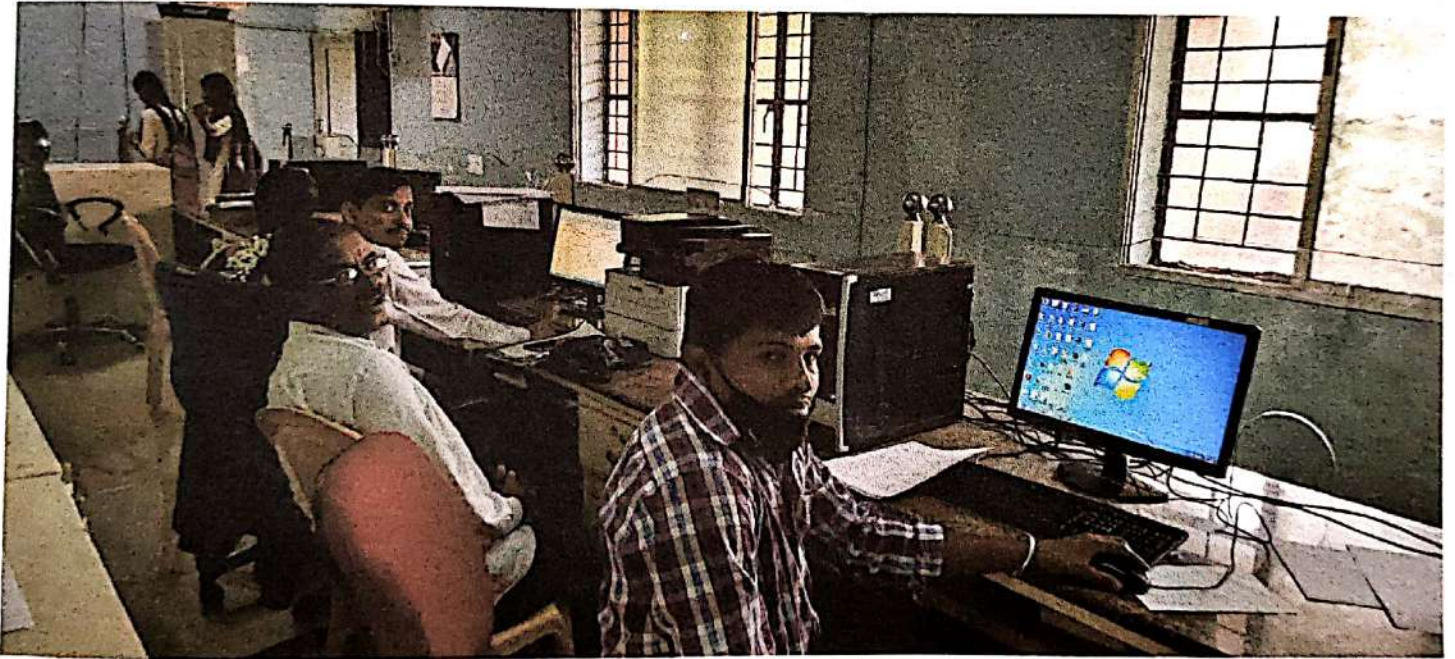
1. Basics of computer operation
2. MS office packages
3. Creating Work book and spread sheets
4. Creating and managing tables
5. Different functions and formulas of Excel
6. Creating different types of Charts

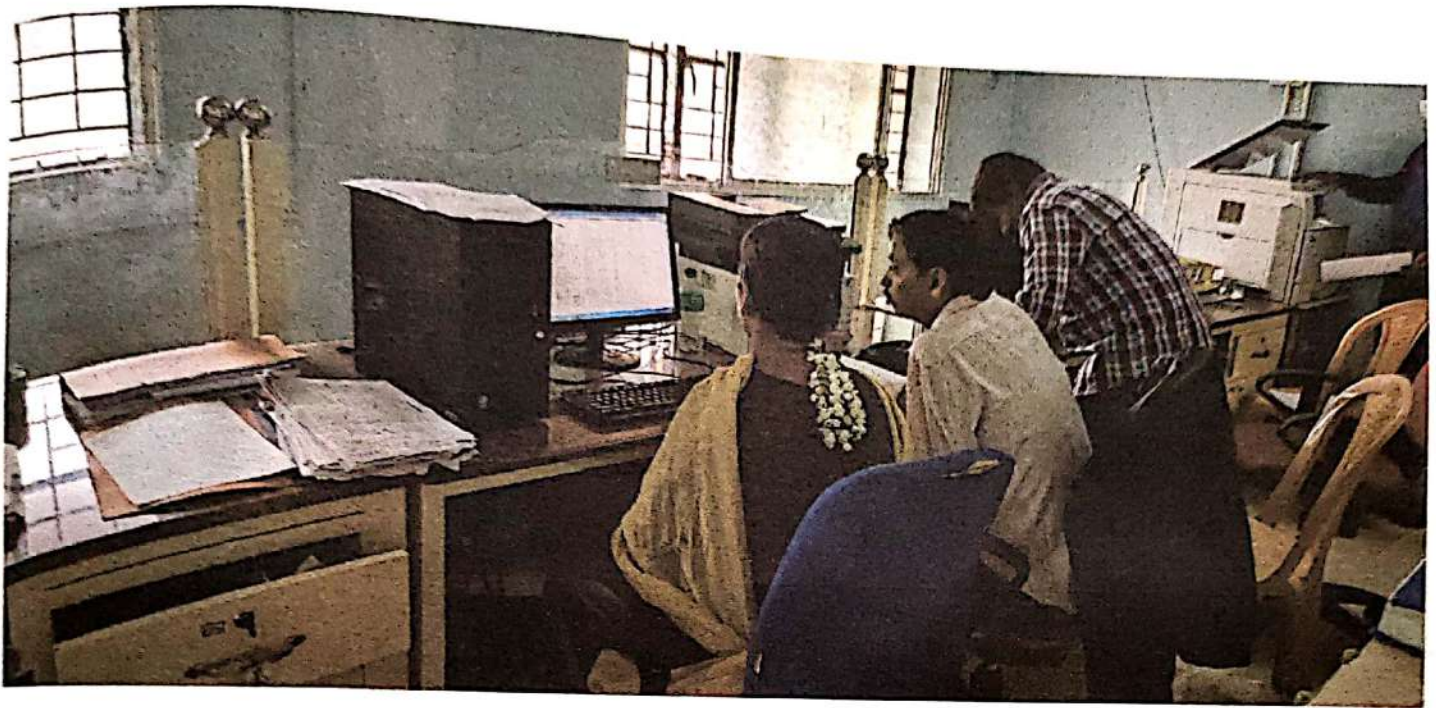
All the participants very eagerly participated in the training. The Principal congratulated both the participants and the resource person for organizing the programm successfully and requested the participants to improve their skills and competencies for their personal and professional growth. The program ended with a vote of thanks by Miss Lavanya B M.


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List of Participants

Sl. No.	Name of the Participants	Signature
1.	Mr. Sridhar	
2.	Mr. Pradeep	
3.	Mrs. Sahana	
4.	Mr. Vinod	
5.	Miss. Savitha gowda	Savitha S. Gowder.






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