

RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore. Recognized under section 2(f) of the UGC Act, 1956.

5.1.2 Capacity building and skill enhancement initiatives taken by the institution

ICT/COMPUTING SKILLS

ACADEMIC YEAR 2019 -2020



30/01/2020

From

Mrs.R.SAKTHIDEVI HEAD, Department of Computer Science RAAK Arts and Science College, Perambai.

To,

The Principal, RAAK Arts and Science College, Perambai.

Subject: Request for Permission to Conduct Excel Foundation Workshop Respected Sir,

I am writing to request permission to conduct an Excel Foundation Workshop for our college students, organized by the Computer Science Department and led by Mrs.R.Sakthidevi, HOD of Computer Science.

Details:

• Workshop Title: Excel Foundation Workshop

Date: 07.2.2020Time: 10.00

• Venue: RAAK Arts and Science College

This workshop aims to equip students with essential Excel skills for academic and career readiness. Your approval for this initiative would be greatly appreciated. Thank you for considering this request.

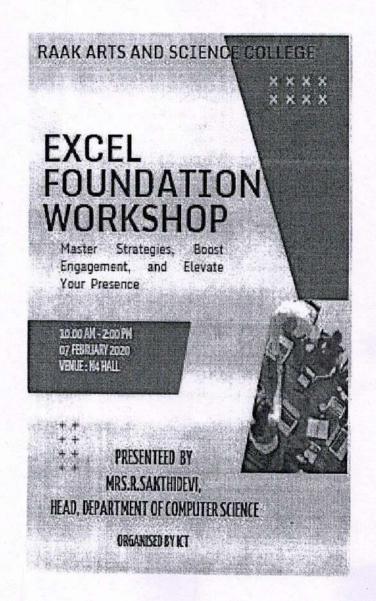
Best regards,

Mrs.R.SAKTHIDEVI

HEAD, Department of Computer Science, RAAK Arts and Science College Perambai

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PRINCIPAL



RAAK/PRINCIPAL/CIR/FEB 2019 - 20/019

CIRCULAR

01.02.2020

It is hereby informed that, in our college, we are organizing a "EXCEL FOUNDATION" workshop on 07.02.2020. The interested students are requested to participate and learn to develop the skills. Venue of the Workshop at N4 Hall.

PRINCIPAL

COPY TO:

- Chairman
- Principal
- All Department Head
- Notice Board

SCIENCY COLLAR



Workshop Agenda

Date: 07.02.2020

Venue: RAAK Arts and Science College

9:00 AM - 9:30 AM: Registration and Welcome Remarks

9:30 AM - 10:00 AM: Introduction to Microsoft Excel and Its Importance

10:00 AM - 11:00 AM: Basic Excel Functions and Formulas

11:00 AM - 11:15 AM: Tea/Coffee Break

11:15 AM - 12:15 PM: Data Entry and Management Techniques 12:15 PM - 1:00 PM: Formatting and Customizing Worksheets

1:00 PM - 1:15 PM: Q&A Session and Closing Remarks







THIS SEMINAR WAS CONDUCTED FOR EXCEL FOUNDATION - 07/02/2020



Summary Report

The Excel Foundation Workshop, conducted on 07.02.2020, was successfully completed at RAAK Arts and Science College, organized by the Computer Science Department. The workshop aimed to equip students with foundational skills in Microsoft Excel, essential for effective data management and analysis.

The workshop commenced with registration and welcome remarks, followed by an introductory session highlighting the importance of Excel in academic and professional contexts. Mrs.R.Sakthidevi, Head, Computer Science Department, led the session, covering basic Excel functions and formulas.

Participants engaged actively in practical exercises focused on data entry, management techniques, and formatting worksheets. They learned essential tools and techniques that are crucial for organizing data effectively and enhancing productivity.

The workshop concluded with a dynamic Q&A session, where participants clarified doubts and received personalized guidance from Mrs.R.Sakthidevi. Closing remarks emphasized the significance of Excel skills in enhancing academic performance and career prospects.

Feedback from participants was positive, with many expressing appreciation for the practical knowledge gained. They noted improved confidence in using Excel for academic projects and future professional endeavors.

In conclusion, the Excel Foundation Workshop achieved its objectives of equipping students with fundamental Excel skills. We extend our gratitude to Ms. Sakthidevi for her valuable guidance and support in making this workshop a success.

Best regards.

Mrs.R.SAKTHIDEVI

HEAD, Department of Computer Science, RAAK Arts and Science College,

Perambai

