



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



RAAK ARTS AND SCIENCE COLLEGE

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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:** 07.2.2020
- **Time:** 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



PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



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RAAK ARTS AND SCIENCE COLLEGE

XXXX
XXXX

EXCEL FOUNDATION WORKSHOP


Master Strategies, Boost
Engagement, and Elevate
Your Presence

10.00 AM - 2:00 PM
07 FEBRUARY 2020
VENUE: H4 HALL

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PRESENTED BY
MRS.R.SANTHIDEVI,
HEAD, DEPARTMENT OF COMPUTER SCIENCE

ORGANISED BY ICT



J. S.

PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
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PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Attended by Government of Tamil Nadu, Villianur
Established under Section 20 of the U.G. Act, 1956

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.

A. M. Harish No 2.

PRINCIPAL

COPY TO:

- Chairman
- Principal
- All Department Head
- Notice Board



Jm.

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VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

WILLIAMSON COLLEGE
VILLIANUR POST - 605 110 PERAMBAL

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



Jas.

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RAAK ARTS AND SCIENCE COLLEGE

Allotted to Thiruvalluvar University, Vellore
14-09-2018 (Date when RAAK started its work)



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



Jm

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VILLIANUR POST-605 110
PERAMBAL.



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



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