



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Annamalai University, Chidambaram || An ISO 9001:2015 Certified Institution
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

2021 -2022



23/07/2021

From

Mrs.R.Sakthidevi
Head, Computer Department,
Raak Arts and Science College,
Perambai.

To

The Principal,
Raak Arts and Science College,
Perambai.

Subject: Request for Permission to Conduct Microsoft PowerPoint Workshop
Respected Sir/Madam,

I am writing to request your permission to organize a workshop on the "Fundamentals of Microsoft PowerPoint" on 5th August 2021. The workshop aims to equip our students with essential skills in creating effective presentations, which will benefit them academically and professionally.

Details:

- Title: Fundamentals of Microsoft PowerPoint
- Date: 5th August 2021
- Duration: 10:00 AM to 1:00 PM
- Audience: All students
- Trainer: Skill persons from MicroSoft Training, Puducherry.

Your approval for this event would be greatly appreciated.

Thank you.

Yours sincerely,

Mrs.R. Sakthidevi

Head, Computer Department,
RAAK Arts and Science College



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



RAAK ARTS AND SCIENCE COLLEGE

Approved by the Government of Tamil Nadu
Established in 1984 under the Tamil Nadu
Education Act 1967

25/07/2021

From

Mrs.R.Sakthidevi
Head, Computer Department,
Raak Arts and Science College,
Perambai.

To,

The Managing Director,
Microsoft Training,
Puducherry

Through

The Principal,
Raak Arts and Science College,
Perambai.

Subject: Invitation to be Chief Guest for Microsoft PowerPoint Workshop

Dear Sir,,

I hope this letter finds you well. On behalf of RAAK Arts and Science College, I am delighted to invite you as the chief guest for our "Fundamentals of Microsoft PowerPoint" workshop on 5th August 2021.

Event Details:

- Date: 5th August 2021
- Time: 10:00 AM to 1:00 PM
- Mode: Online

Your presence would greatly inspire our students. Please confirm your availability at your earliest convenience.

Thank you for considering our invitation.

Warm regards,

Mrs.R.Sakthidevi

Head, Computer Department,
Raak Arts and Science College,
Perambai.



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VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE
Approved & Established by the Government of Tamil Nadu
The College is situated at Villianur Post, Perambal District, Tamil Nadu

RAAK/PRINCIPAL/CIR/AUG 2021 - 22 /023

01.08.2021

CIRCULAR

It is hereby informed that, in our college, we are organizing a **FUNDAMENTALS OF MICROSOFT POWERPOINT** workshop on **05.08.2021**. The interested students are requested to participate and learn to develop the skills.

A. M. Harish No 2.

PRINCIPAL

COPY TO:

- Chairman
- Principal
- All Department Head
- Notice Board



Jm.

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



RAAK ARTS AND SCIENCE COLLEGE

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



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

Join Us For The

MICROSOFT POWERPOINT WORKSHOP

05/08/2021

EXPLORE YOUR KNOWLEDGE

TIME : 10.00 AM



J. M.

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RAAK ARTS AND SCIENCE COLLEGE

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WEBINAR CONDUCTED FOR POWERPOINT WORKSHOP-05/08/2021



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



Summary Report on the Successful Completion of the Microsoft PowerPoint Workshop

Date: 5th August 2021

Time: 10:00 AM to 2:00 PM

Introduction:

On behalf of ICT of RAAK Arts and Science College successfully organized a workshop on the "Fundamentals of Microsoft PowerPoint" on 5th August 2021. The workshop aimed to equip students with essential skills in creating effective presentations, which are crucial for both academic and professional success.

Objectives:

- To introduce students to the basic and advanced features of Microsoft PowerPoint.
- To enhance students' presentation skills.
- To provide hands-on experience in creating professional presentations.

Event Summary: The workshop commenced at 10:00 AM with the registration of participants and a welcome address by the Placement Officer. The event was formally inaugurated with a lighting of the lamp ceremony, followed by a welcome speech and the introduction of the chief guest.

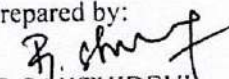
Participants were given the opportunity to apply what they learned during a hands-on practice session. This interactive segment allowed students to create their own presentations and ask questions, which were addressed by the trainer.

Feedback: The workshop concluded with a feedback session, where participants expressed their satisfaction and appreciation for the valuable insights and practical knowledge gained. The overall response was overwhelmingly positive, with many students expressing interest in more such workshops in the future.

Conclusion: The Microsoft PowerPoint workshop was a resounding success, achieving its objectives of enhancing students' presentation skills and providing them with practical experience.

Acknowledgements: We would like to extend our gratitude to the Principal for granting permission to conduct the workshop, and to all the staff members who assisted in the organization and smooth execution of the event.

Prepared by:


Mrs. R. SAKTHIDEVI.

ICT INCHARGE

RAAK Arts and Science College





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