

Report

Microsoft 365 suite

The Department of Commerce of Mata Sundri College for Women, University of Delhi in collaboration with 9LEDGEPRO organised a short term online skill development program on Microsoft 365 suite. The Program commenced on 23rd Jan, 2021 on MS Teams and ended on 3rd February 2021. The duration of the course was 30 hours. The course was initiated with college prayer, followed by a welcoming note for the Principle, faculty members and the audience. It was witnessed by an innumerable audience.

Mr. Parth Shukla was the instructor for the session. He is the Co-founder of 9LEDGEPRO- Microsoft Partner Network and Google Cloud Reseller Subject Matter Expert (Application

Development and Data Analytics) and Guest Faculty in various reputed institutions across India (AKTU, GGSIPU, SSPU, Mumbai and Delhi University) . His key domain is Development and Information Security Management.

The course coordinator of the event was Dr S.Kalpna Devi, Assistant Professor of Department of Commerce.

The Program started with giving students an introduction to PowerPoint on creating a presentation. After wrapping up with presentation classes the course was then followed by sessions on MS Excel. The students were given all big and small instructions about using excel as a tool in business. After excel basics, students were briefed about IF function formulation. creating charts in performing lookups. Pivot table was the topic which got the most engagement with alot of questions. Introduction to MS Word formulating documents, sharing Word document's footnotes, citation and bibliography, inserting captions, working with SharePoint and One Note, working with Outlook Calendar and MS-Teams.

With these informative sessions, the program came to an end thereby fulfilling the objective of providing knowledge about Microsoft office 365 suite. The event was a blast as the students gave marvelous responses whether it was asking doubts or completion of a given task. Program ended by thanking all the teachers and students who brought this event all together. Definitely the course was a great success, all the participants were contented. The course concluded with a thank you note by teachers and the course instructor to all those who made the event a big success.