LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING
(AUTONOMOUS)
Accredited by NAAC with 'A' Grade, ISO 9001:2015 Certified Institution
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L.B.Reddy Nagar, Mylavaram-521230, Krishna Dist, Andhra Pradesh, India

Report on Three-day Training and Certification Program on "Microsoft Office Specialist" for Students

Event Type	**:** Training and Certification
Date(s)	**:** 09-01-2017 to 11-01-2017
Name of the Coordinator	**:** Mr. M. Naveen
Target Audience	**:** I B.Tech CSE Students
Resource Person	**:** From Devmen IT Ltd

Objective:

The objective of the Training is to bring awareness to students about Microsoft Office environments in practical manner. The Training includes discussion about various Microsoft tools likeMicrosoft Word, Power Point etc. The students were given guidance to create their own Profile using various options.

Total Participation: 120

Feedback:

- Students requested department to organize such Training Programs in future also to improve their awareness about tools.
- Students said they got more awareness about various Microsoft features because throughout the training the speaker showed various features and explained how those can be utilized by students for various activities.

Director Dr.E.V.Prasad Addressing the students

Resource Person Addressing the students

Resource Person Taking the session to students