LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING (AUTONOMOUS)

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Approved by AICET, New Delhi. Accredited by NBA & Certified by ISO 9001:2008

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DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

Date: 27/11/2017

WORKSHOP REPORT

We CSE & IT Departments in association with IQAC conducted a Two day workshop on **Fundamentals of MS-Office** for Supporting Staff of all the departments of LBRCE from 24-11-2017 to 25-11-2017. A total of 70 members are participated in this workshop.

The topics covered in this workshop are

1. MS-WORD
2. MS-POWERPOINT
3. MS-EXCEL
4. INTRODUCTION TO COMPUTER PERIPHERALS AND COMPONENTS AND THEIR FUNCTIONS.
5. HARDWARE TROUBLESHOOTING

On 24.11.2017 morning session from 9:00am to 12:00am, Introduction to Computer Peripherals and their functions and hardware troubleshooting taught by Mr.G.Nageswara Rao, CSE Department, LBRCE.

On 24.11.2017 afternoon session from 1:10pm to 4:00pm, Introduction to MS-WORD and its applications taught by Mr.N.Srinivasa Rao, CSE Department, LBRCE.

On 25.11.2017 morning session from 9:00am to 12:00am, Introduction to MS-Excel and its applications taught by Mr.SK.Johny Basha., CSE Department, LBRCE.

On 25.11.2017 afternoon session from 1:10pm to 4:00pm, Introduction to MS-PowerPoint and its applications taught by Mr.T.Suresh, IT Department, LBRCE.

All the faculty members of CSE & IT departments cooperated for complete the event successfully as mentioned above.

The Principal, Coordinator of IQAC, Convenor of this workshop awarded the certificates to all the participants at the end of the event.

27/11/2017

Head of the Department