



REPORT
on
A ONE-WEEK SHORT-TERM TRAINING PROGRAMME
on
“Fundamentals of MS Office: With Hands-On Session for Supporting Staff”
(09th – 16th June 2020)

Lakireddy Bali Reddy College of Engineering (A) has organized A One Week Short-Term Training Programme on “Fundamentals of MS Office: With Hands-On Session for Supporting Staff” from 09th – 16th June 2020. This training program was organized by **Department of CSE** and have received an overwhelming response with more than 100 registrations from all the departments of our college. Out of them, we have shortlisted only 38 participants by giving more preference to the Record Assistants and Lab Assistants.

Date: 09/06/2020

Inauguration:

STTP was inaugurated on 09/06/2020 by **Dr. D. Veeraiah, Professor and HOD, CSE Department and Convener of STTP** along with the **Resource Persons, Mr. Sk. Johny Basha, Mr. K. Sundee Saradhi, Mr. R. Sridhar** and **Coordinators of STTP, Mr. Shaik Johny Basha, Assistant Professor, CSE Department, Mr. S. Srinivasa Reddy, Assistant Professor, CSE Department, Mr. J. Nageswara Rao, Sr. Assistant Professor, CSE Department.**

Mr. S. Srinivasa Reddy, Coordinator of STTP, has welcomed all the delegates and participants to the STTP. In his speech, Mr. Reddy has highlighted the main objective and importance of this Short-Term Training Programme. Along with this, he gave a brief intro about how the selection process has done and why we have given preference to the record assistants and lab assistants.

In his Inaugural Speech, **our HOD, Dr. D. Veeraiah**, gave his insights about the MS Office Tool. And, he added that the technology has been evolved from Manual Documents to

the Automated Documents using MS Word, Excel and PowerPoint. So, everyone should get knowledge on this to manage the documents in the departments easily and effectively.

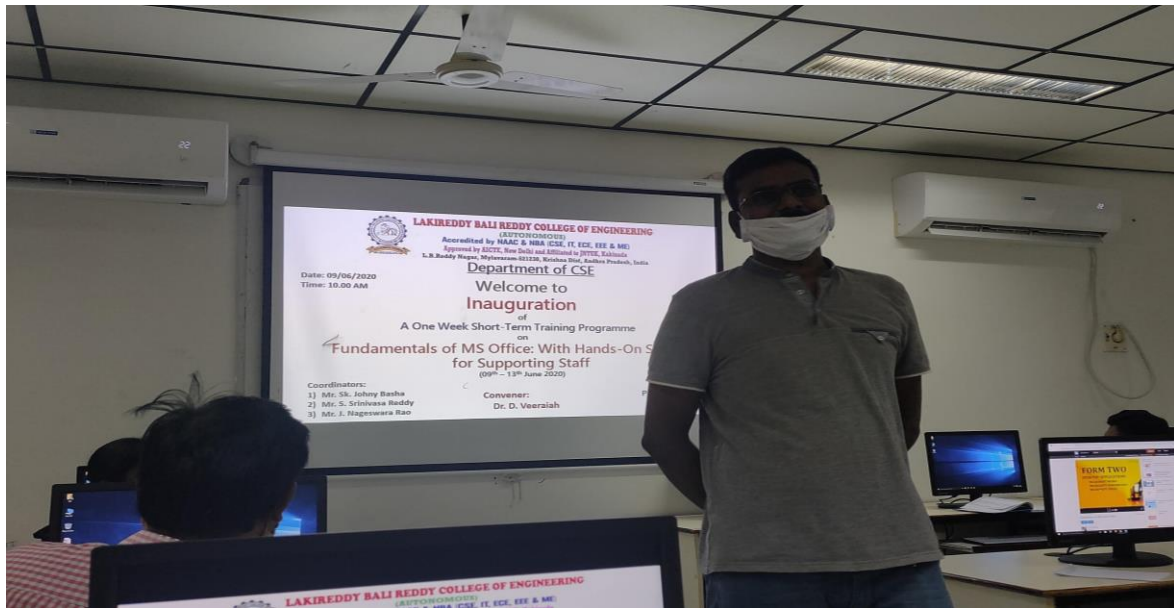


Fig. 1: 09/06/2020 - Inaugural Speech by our HOD Dr. D. Veeraiiah



Fig. 2: 09/06/2020 - Inaugural Speech by our HOD Dr. D. Veeraiiah

Day 1: 09/06/2020

Topic: Concepts of MS Word

Resource Person: Mr. Shaik Johny Basha, CSE Department, LBRCE

Our Resource Person, **Mr. Shaik Johny Basha**, started his lecture by giving clear insights on how the documents are useful in the department. Then he started his session by giving clear lecture on basics and advanced concepts of document writing. Also, he stated the graphics such as images, 3D Shapes insertions, etc in the Word.



Fig. 3: 09/06/2020 – Session by Mr. Sk. Johny Basha on Concepts of MS-Word

Day 2: 10/06/2020

Topic: Basics of MS Excel

Resource Person: Mr. K. Sundeep Saradhi, CSE Department, LBRCE

Our Resource Person, **Mr. K. Sundeep Saradhi**, started his lecture by giving clear insights on the usage of Excel in the Departments. Then he started his lecture by giving insights on the basics of Excel and the different concepts such as formatting, conditions, filters, sorting etc.



Fig. 4: 10/06/2020 – Session by Mr. K. Sundeep Saradhi on Basics of MS Excel

Day 3: 11/06/2020

Topic: Advanced Concepts of MS Excel Part-1

Resource Person: Mr. Shaik Johny Basha, CSE Department, LBRCE

Our Resource Person, **Mr. Shaik Johny Basha**, started his lecture by giving clear insights on the previous day topic. Then he started his session by giving clear lecture on advanced concepts of Excel for performing different mathematical operations, searching, sorting etc. Also, he stated the graphics such as images, 3D Shapes insertions, etc in the Excel.

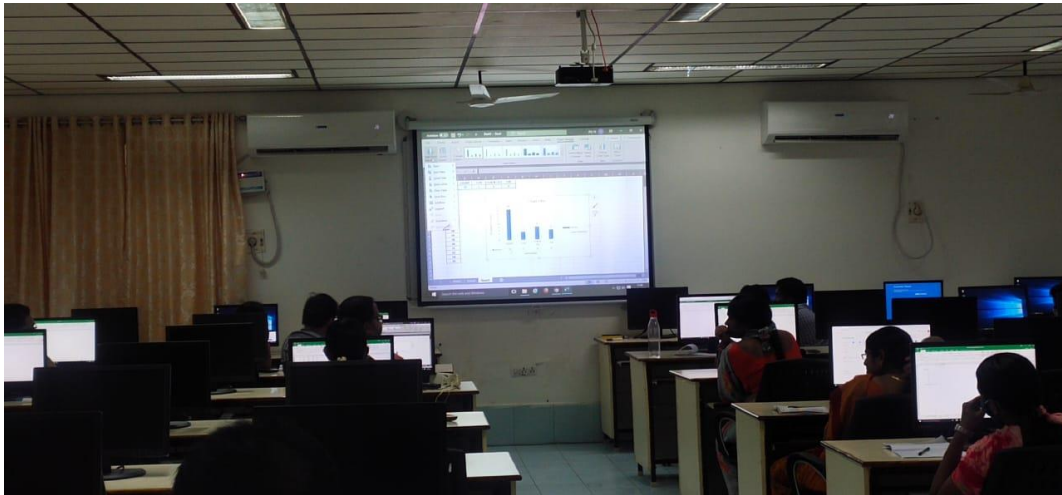


Fig. 5: 11/06/2020 – Session by Mr. Sk. Basha on Advanced Concepts of MS-Excel

Day 4: 12/06/2020

Topic: Advanced Concepts of MS Excel Part-2

Resource Person: Mr. K. Sundeep Saradhi, CSE Department, LBRCE

Our Resource Person, **Mr. Shaik Johny Basha**, started his lecture by giving clear insights on the previous day topic. Then he started his session by giving clear lecture on advanced concepts of Excel for performing important operations such as VLOOKUP, LOOKUP, Data Transfer between Sheets, Forms Creation, Security etc.



Fig. 6: 12/06/2020 – Session by Mr. K. Saradhi on Advanced Concepts of MS-Excel

Day 5: 15/06/2020

Topic: Concepts of MS PowerPoint

Resource Person: Mr. K. Sundeep Saradhi, CSE Department, LBRCE

Our Resource Person, **Mr. K. Sundeep Saradhi**, started his lecture by giving clear insights on the MS PowerPoint. Then he started his session by giving clear lecture on how the presentation must prepare, slides should be organized, videos can be added, animations to the content etc. has been delivered.



Fig. 7: 15/06/2020 – Session by Mr. K. Saradhi on MS PowerPoint

Day 6: 16/06/2020

Topic: Document Automation using G Suite

Resource Person: Mr. Shaik Johny Basha, CSE Department, LBRCE

Our Resource Person, **Mr. Shaik Johny Basha**, started his lecture by giving clear insights on the importance of Document Automation. Then he started his lecture and gave insights on Google Forms, collecting and sharing the data using Google Sheets, OneDrive usage for file transfer and sharing.



Fig. 8: 16/06/2020 – Session by Mr. Sk. Basha on Document Automation using G-Suite

Date: 16/06/2020

Valedictory Session:

On the Valedictory Session, **our Principal, Dr. K. Appa Rao**, joined the session as a Chief Guest along with **Dr. D. Veeraiah, Professor and HOD, CSE Department and Convener of STTP** and the **Resource Persons, Mr. Sk. Johny Basha, Mr. K. Sundeep Saradhi, Mr. R. Sridhar** and **Coordinators of STTP, Mr. Shaik Johny Basha, Assistant Professor, CSE Department, Mr. S. Srinivasa Reddy, Assistant Professor, CSE Department, Mr. J. Nageswara Rao, Sr. Assistant Professor, CSE Department.**

Dr. K. Appa Rao, Principal, LBRCE(A), in his valedictory addressing, thanked every participant of STTP and he thanked our Resource Persons, Mr. Basha, Mr. Saradhi and Mr. Sridhar for taking their 6 days of time to our STTP and congratulated the Program Convener Dr. D. Veeraiah and Coordinator Mr. Shaik Johny Basha for organizing the STTP in a successful manner. Further, he appreciated all the Teaching and Non-Teaching Staff Members of CSE Department for promoting such kind of development programme for the supporting staff.

At the end of the valedictory session, vote of thanks was given by **Mr. J. Nageswara Rao, Coordinator of the STTP** in which he has been paid his gratitude towards all the participants who has spared their valuable time for attending this STTP. He also expressed the gratitude to the Resource Persons, Principal, Head of the Department and Management for giving this valuable opportunity for our participants and sharing their knowledge to them.

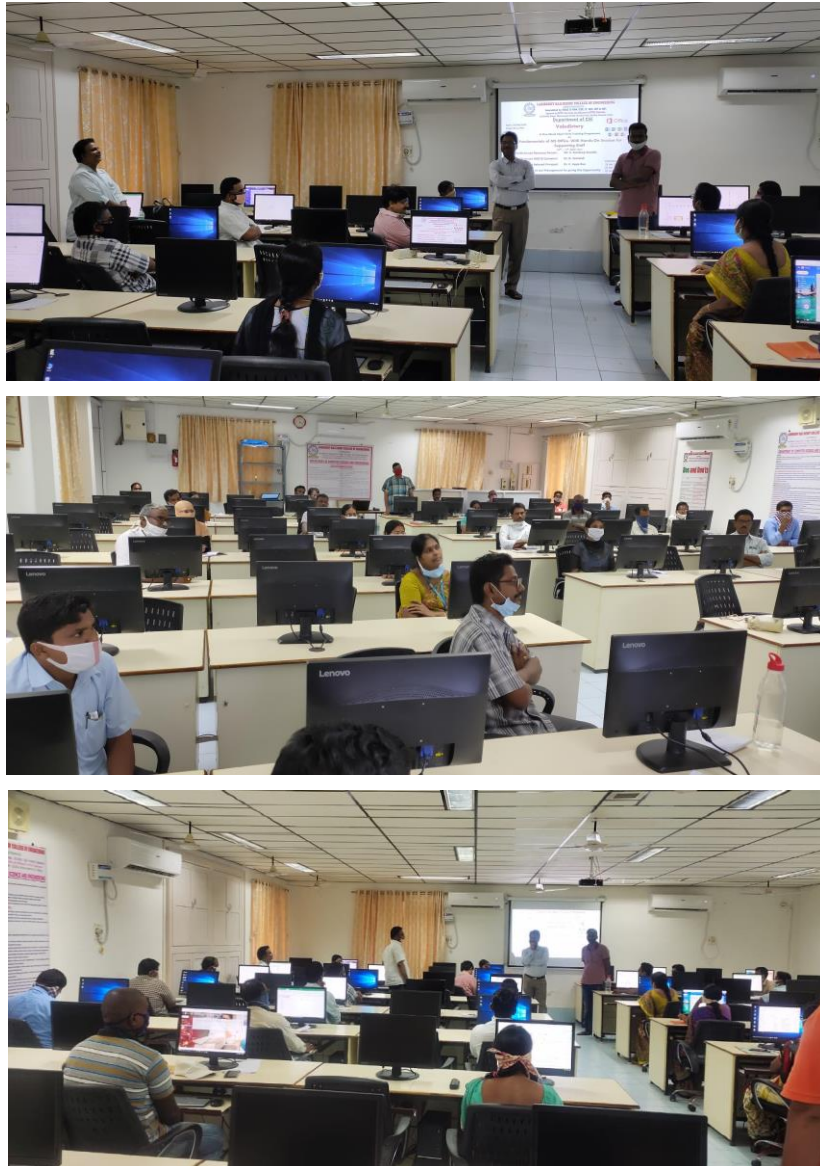
Nevertheless, he has given thanks to our Principal, Dr. K. Appa Rao and Dr. D. Veeraiah, HOD, CSE Department, “We are highly thankful to the Principal and Head of the Department for giving a chance to organize this STTP in our campus and hope we will find the support in future also for organizing such kind of activities.”




Fig. 9: 16/06/2020 – Dr. K. Appa Rao, Principal addressing the participants in Valedictory

Feedback from the Participants:


The feedback of the participants was very positive and motivational for the organizers. The participants felt very happy for conducting the STTP on MS Office which is very useful for them in Day-to-Day activities. They have learned a lot on MS Office in both theoretical and practical manner. They said that this program was very useful and helpful for them in their works and career also. All the participants appreciated the sessions by our Resource Person and the arrangements made by the organizers.



**Fig. 10, 11, 12: 16/06/2020 – Dr. K. Appa Rao, Principal, and Dr. D. Veeraiah, HOD
listening to the Feedback from Participants**


Coordinator
(Mr. Sk. Johny Basha)


Convener
(Dr. D. Veeraiah)


Principal
(Dr. K. Appa Rao)