## LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING

(AUTONOMOUS)

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Approved by AICTE, New Delhi and Affiliated to INTUK, Kakinada

L.B.Reddy Nagar, Mylavaram-521230, Krishna Dist, Andhra Pradesh, India

## **DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

## **SUMMARY REPORT**

Event Name: "A Two day workshop on "Fundamentals of MS-Office"

Type of Event: Workshop

Dates:24-11-2017&25-11-2017

**Resource Persons:** 

Mr.G.Nageswara Rao

Mr.T.Suresh

Mr.N.Srinivasa Rao

Mr.Sk.Johny Basha

**About the event:**CSE &IT departments in association with IQAC conducted a two day worksshop on MS-Office for supporting staff of all the departments of LBRCE and covered the following topics.

- MS-WORD
- MS-POWERPOINT
- MS-EXCEL
- Introduction to computer peripherals and components and their functionality
- Hardware trouble shooting

**Total Participation:** 71 supporting staff from all the departments of LBRCE participated for the workshop.

## Feedback:

- 1) Highly relevant content that can be put into practice at work.
- 2) The content was very relevant and on point. Very motivating and empowering.
- 3) Thanks for a great couple of days!



**Event banner** 



Supporting staff hands-on session



Principal addressing the gathering



Certificate distribution by honourable principal

