TRAINING PROGRAMME ON MS-EXCEL

A training programme on MS-Excel was organised for 10 Non-teaching staff of our college for twenty hours in November, 2019. Dr. Jayasaundari, Librarian and Ms. Jesintha Mary, Coordinator of Extension Services Department served as resource persons. As an initiative of e-governance, the administrative staff were trained in using computers for effective data management and data sharing.

The features in Ms-excel such as format, alignment, using formulas for operations, creating links between cells, protecting worksheets, computing income tax, preparation of time table were taught to the non-teaching staff of our college. Creating folders, labelling and sharing options through the internet were the important areas in which the administrative staff were trained.