

**Avinashilingam Institute for Home Science and Higher Education for Women
Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by
MHRD Re-accredited with 'A++' Grade by NAAC.CGPA 3.65/4,
Category I by UGC Coimbatore-641 043, Tamil Nadu, India**



**AIU – Avinashilingam Institute –
Academic and Administrative Development Centre
(AIU-AI-AADC)**

**X Short Term Capacity Building Programme
on**

“ Microsoft Suite Essentials for Office Administration ”

14.12.2023 to 16.12.2023

Mode : Online

**Hands-on Sessions
Activities
Demonstrations**

**Registration
FREE**

ABOUT THE INSTITUTE

Avinashilingam Institute for Home Science and Higher Education for Women - the epitome of higher education is one of the premier institutions in India well known for its commitment towards the empowerment of women through value based and holistic education. The institute follows educational ideals of Sri Ramakrishna, Holy Mother Sri Saradamani Devi, Swami Vivekananda and Mahatma Gandhiji. The institute is one of the significant contributions of Padma Bhushan, Dr. T. S. Avinashilingam, an illustrious educationist, freedom-fighter and Gandhian and Dr. Rajammal P. Devadas, the world-renowned nutritionist.

The Institute had its humble beginning in the year 1957 as Sri Avinashilingam Home Science College for Women and has been conferred the Deemed to be University by MHRD in 1988. Few of the recent accolades of the Institute includes: A++ with CGPA of 3.65/4 by NAAC; 84th Rank in NIRF, 5th Rank under the category of 'University & Deemed to be University (Govt. & Govt. Aided) Technical' in ARIIA – 2021.

Presently, the institution is progressing towards 'beyond-excellence' under the able guidance and leadership of Dr.T. S. K. Meenakshi Sundaram, Managing Trustee and Chancellor, Dr. V. Bharathi Harishankar, Vice Chancellor and Dr. S. Kowsalya, Registrar.

ABOUT ASSOCIATION OF INDIAN UNIVERSITIES

Association of Indian Universities (AIU) is an apex inter university representative body of universities and other higher education institutions in the country. Established in 1925 as the Inter University Board (IUB) of India, it acquired its legal status as a registered society in 1967 under the Societies Registration Act 1860 and was rechristened as Association of Indian Universities (AIU) in 1973. AIU is the second oldest university association in the world next to the Association of Commonwealth Universities which was established in 1913.

It has the distinct feature of having the largest network of universities and other HEIs under its ambit with 981 Members which includes 16 Associate Members of Foreign Countries. The membership of AIU includes all types of universities e.g., Conventional Universities, Open Universities, Deemed to be Universities, State Universities, Central Universities, Private Universities and Institutes of National Importance.

In addition to Indian Universities, Universities / Institutes from Bangladesh, Bhutan, Republic of Kazakhstan, Malaysia, Mauritius, Nepal, Thailand, United Arab Emirates and United Kingdom are its Associate Members. Since its inception AIU has played a very significant role in the development of Education in the Country.

Some of the eminent scholars and visionary leaders like Dr Sarvepalli Radhakrishnan, Dr Shyama Prasad Mukherjee, Dr Zakir Hussain, Sir. A L. Mudaliar have given leadership to AIU. During such a long journey, AIU has carved a niche for itself by serving the Ministry of Education, Govt. of India as a research-based policy advisory body. Being an apex institution, it constitutes an integral part of all major decision-making committees and commissions in the country

As an academic 'think tank' organization, AIU supports the Government as research-based policy advisory body with the wider mandate of taking up research projects on higher education policy and capacity building. It also acts as a bureau of information on higher education; liaise with international bodies and universities for internationalization of Indian higher education among many others. The Vision of AIU is to emerge as a dynamic service and apex advisory organization in India by undertaking initiatives and programmes which could strengthen and popularize Indian higher education as leading-edge system in the world and promote greater national and international collaboration in Higher Education, Research, Extension, Sports, Youth and Cultural Activities.

It is bestowed with the mission of promoting and representing the Indian Universities and other higher education institutions through strong liaison with the government and National/International organizations, sister associations world over and establish liaison between/among universities through active support, cooperation and coordination among the member universities and all its stakeholders for quality education, research and other academics and extension activities.

ABOUT THE CENTRE

AIU–Avinashilingam Institute - Academic and Administrative Development Centre (AIU-AI-AADC) has been initiated by the institute in association with Association of Indian Universities (AIU) as a step towards training the human resources of higher education institutions. The specific objectives of the centre are:

- Facilitate learning through Performance Improvement Programmes for different groups (Administrators/Teaching Faculty/Non-Teaching Research Scholars/Technical Personnel) towards progression based on their career stages.
- Enable continuous learning through rigorous need-based training sessions
- Sensitize stakeholders on recent developments in higher education system in the country and across the world.
- Equip academic / administrative / technical / information personnel with the requisite skills on ICT to handle their work effectively.
- Develop integrity and professional ethics among higher education personnel.
- Strengthen the human capital of the country with right attitude, skills, and knowledge

VISION

To facilitate value-based transition towards changing higher education ecosystem through continuous capacity building.

MISSION

To impart ICT enabled training to human resources of higher education institutions thereby preparing themselves towards Education 5.0.

ABOUT THE PROGRAMME

In an ever-evolving digital landscape, proficiency in Microsoft Suite has become indispensable for efficient office administration. The workshop, titled "Microsoft Suite Essentials for Office Administration," is crafted to empower office professionals with the fundamental skills needed to navigate the core applications – Word, Excel, PowerPoint, Teams, and OneDrive. Over the course of the workshop, participants will delve into practical insights and hands-on training, ensuring they are equipped with the essential knowledge to streamline office operations.

The journey begins with Microsoft Word, where participants will grasp document creation, formatting, and collaborative editing, laying the foundation for effective communication. Excel essentials follow, unraveling the power of spreadsheets, formulas, and data analysis techniques, fostering data-driven decision-making. The PowerPoint segment focuses on crafting engaging presentations with impactful visuals, enhancing communication and presentation skills.

The workshop then transitions to collaborative tools, delving into Microsoft Teams, where participants learn effective communication, file sharing, and collaboration in a virtual workspace. Finally, OneDrive takes center stage, enlightening participants on cloud-based storage, file organization, and seamless access to documents from any device.

This comprehensive workshop is designed to elevate office administration by instilling confidence in Microsoft Suite essentials, ensuring that participants are well-versed in these indispensable tools for modern workplace efficiency and collaboration.

OBJECTIVES

- Learn document creation and formatting in Microsoft Word for effective communication.
- Acquire fundamental Excel skills for data organization and analysis.
- Create engaging presentations with impactful visuals using PowerPoint.
- Engage in hands-on exercises for immediate skill application.
- Streamline office tasks with Microsoft Suite for enhanced efficiency.
- Explore virtual collaboration features for effective teamwork and communication.
- Master OneDrive for seamless document storage and access from any device.
- Prepare for the digital workplace with essential modern office tools.

PROGRAMME SCHEDULE

Day 1: Document Creation

Session 1: Microsoft Word Basics

- Introduction to Microsoft Word Interface
- Creating and Saving Documents
- Ribbon Interface, Quick Access Toolbar, Customising Status Bar, Search Bar

Session 2: Document Formatting and Styles

- Text Formatting: Text Selection, Fonts, Colors, and Sizes, Advanced Text Effects
- Paragraph Formatting: Alignment, Line Spacing, and Indents
- Introduction to Styles for Consistent Document Formatting

Session 3: Creating Professional Documents

- Working with Headers and Footers
- Page Layout and Sections, Tables and Graphics for Visual Appeal
- Print Preview and Printing Documents

Session 4: Collaboration and Productivity Tools

- Track Changes and Comments, Collaborative Editing and Review
- Mail Merge for Efficient Bulk Document Creation
- Time-Saving Shortcuts and Tips, Automation with Macros, Document Templates

Day 2: Spreadsheet Applications

Session 1: Navigation of the Excel Interface

- Introduction to Excel Tab Interface, Excel Workbook Screen
- Ribbon interface, Quick Access Toolbar, Status Bar
- Dialogue Boxes, Essential Keyboard Shortcuts

Session 2: Tables and Conditional Formatting

- Understanding Lists, Sorting and Filtering Data
- Creating, Modifying, Deleting Table, , Sorting Data in a Table
- Conditional Formatting, Creating Custom Rules, Highlighting Cells, Using Top and Bottom Rules,
- Using Data Bars, Using Colour Scales, Using Icon Sets

Session 3: Using Formulas and Creating Pivot Tables

- Using Sparklines, Using Formulas in Excel
- Using Functions in Excel, Insert Function Button, Working with Names and Ranges
- Creating PivotTables, Refresh Data/Change Data Source, VLOOKUP

Session 4: Collaboration and Productivity Boosters

- Collaborative Editing and Sharing
- Excel Automation with Macros
- Power Query, Short-cuts and tips for enhancing productivity

Day 3: PowerPoint Design and Collaboration

Session 1: Creating Impactful Presentations

- PowerPoint Interface and Navigation
- Design Principles for Effective Presentations
- Incorporating Multimedia and SmartArt

Session 2: Advanced PowerPoint Features

- Animation and Transition Effects
- Slide Master and Customization
- Tips for Engaging Presentations

Session 3: Collaboration with Microsoft Teams

- Introduction to Microsoft Teams
- Team Collaboration and Communication
- Integrating Teams with Office Applications

Session 4: Managing Documents with OneDrive

- Overview of OneDrive for Business
- File Storage and Sharing
- Version Control and Document Collaboration

TARGET PARTICIPANTS

Support Staff (non-teaching staff) of Higher Education Institutions

Mode of delivery : Online

Duration : 14.12.2023 to 16.12.2023 (3 Days Programme)

REGISTRATION

REGISTRATION LINK : <https://forms.gle/kBvTWXJXnacVj96x6>

FEE : FREE

AI ADVISORS

Dr. T. S. K. MEENAKSHISUNDARAM, Managing Trustee & Chancellor

Dr. V. BHARATHI HARISHANKAR, Vice Chancellor

Dr. S. KOWSALYA, Registrar

AIU ADVISORS

Dr. PANKAJ MITTAL, Secretary General, AIU

Dr. AMARENDRA PANI, Joint Director & Head, Research Division, AIU

PROGRAMME COORDINATOR

Dr. K. RAMYA,

Nodal Officer

AIU - Avinashilingam Institute- Academic & Administrative Development Centre
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