

Notice

Date – 08-08-2020

All Non teaching staff of ZIMCA has been informed that A half day workshop is arranged for the non- teaching members of ZIMCA. The session will be conducted by Dr. Rahul More an expert faculty of ZIBACAR, in Excel. The timing of the workshop will be from 10.00 am to 1.00 pm . All Non teaching staff are instructed to gather at ZIMCA Digital Lab , Attendance is Mandatory.



I/C Director,

**A
REPORT**

**On
MS-EXCL Training-2020**

**Date: 10th Aug. 2020
Time: 10:00 am - 1:00 pm**

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1. EVENT DETAILS

Event Category:	College Level
Event Name	Training for Non-Teaching employees in ZIMCA
Event Type & Mode	Extra-Curricular
Description	Provide training to non-teaching employees for enhancement of efficiency in day to day work in office
Speakers/ Guest Speakers	Dr.Rahul More , faculty Member of ZIBACAR
Venue & Date,	ZIMCA, Seminar Hall, "F" Building, ZES, Campus. 10/8/2020

2. CONCEPTION OF THE PROGRAMME

In the normal day to day life it has been observed that non-teaching faculty need to work more on M.S Excel, were they were that expert so it use to take much more time than required, so institute decided to train non-teaching staff to provide them hands on training in the form of practical base training which will help them to save more time in working hours, utilize that extra time for some other work of office.

3. OBJECTIVES

- a) To enhance efficiency of non-teaching staff in M.S excel
- b) To make them aware about short cut methods in MS excel operations.

4. RESOURCE PERSONS

Dr. Rahul More, faculty Member of ZIBACAR, well worse with computer operations, awarded about short cut methods.

5. PARTICIPANTS

Non-Teaching employees in ZIMCA

6. EXECUTIVE SUMMARY

This training is planned for providing hands on training to non-teaching staff with this intension various short cut commands like "H" look up, "V" Look up, Mail merge etc.

Also some short cut keys control + V, Control+X, Controls+S etc.

This training followed by hands on training which give more edge to non-teaching staff in future.

Attendance for the training program scheduled at 10/8/2020 time 10:00 A.M to 01:00

P.M

Sr. No	Name	Sign	Date
1	Mr. Shivaj Mahanvar		10/8/2020
2	Mr. Sachin Hadole		10/8/2020