An Autonomous College

Approved by : AICTE, Ministry of Education, Govt. of INDIA Affiliated to : AKTU, Lucknow & MGKVP, Varanasi

Date: 16-11-2024

NOTICE

This is to inform all the students of BBA – Ist Semester that a Workshop on "Microsoft Office Essentials & Beyond" has been scheduled from 22nd November to 29th November, 2024.

Date	Day	Section	Workshop Timings - 08:30 AM - 3:30 PM		
			08:30 AM - 11:30 AM		12:30 PM - 03:30 PM
22-11-2024	Saturday	A	Working With Documents - MS Word	LUNCH BREAK	Working With Spreadsheet - MS PowerPoint
23-11-2024	Sunday	A	Working With Spreadsheets - MS Excel Basics		Advanced Functions MS Excel Advanced
24-11-2024	Monday	В	Working With Documents - MS Word		Working With Spreadsheet - MS PowerPoint
25-11-2024	Tuesday	В	Working With Spreadsheets - MS Excel Basics		Advanced Functions MS Excel Advanced
26-11-2024	Wednesday	C	Working With Documents - MS Word		Working With Spreadsheet - MS PowerPoint
27-11-2024	Thursday	C	Working With Spreadsheets - MS Excel Basics		Advanced Functions MS Excel Advanced
28-11-2024	Friday	D	Working With Documents - MS Word		Working With Spreadsheet - MS PowerPoint
29-11-2024	Saturday	D	Working With Spreadsheets - MS Excel Basics		Advanced Functions MS Excel Advanced

Note: It is mandatory for all Students to attend the workshop.

(Director)

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