

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	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	B	Working With Documents - MS Word	Working With Spreadsheet - MS PowerPoint
25-11-2024	Tuesday	B	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

**LUNCH
BREAK**

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


(Director)