

Workshop on MS Office for Smt. B Seetha Polytechnic College

Date: 23-11-2023 to 29-11-2023

The Computer Science faculty from B V Raju College conducted a comprehensive workshop on Microsoft Office for the teaching and non-teaching staff of Smt. B Seetha Polytechnic College. The workshop aimed to enhance the participants' proficiency in MS Word, MS Excel, and MS PowerPoint, providing them with essential skills for both personal and professional use.

Teaching Staff Sessions:

1. **B Naresh - MS Word:** Mr. B Naresh led an engaging session on MS Word, covering fundamental features such as document creation, formatting, and collaboration. Participants gained insights into advanced tools and techniques to optimize their document creation process.



2. **M N Ravindra - MS Excel:** Mr. M N Ravindra focused on MS Excel, imparting knowledge on spreadsheet creation, data analysis, and visualization. The session included hands-on exercises to ensure participants could apply their skills in real-world scenarios.



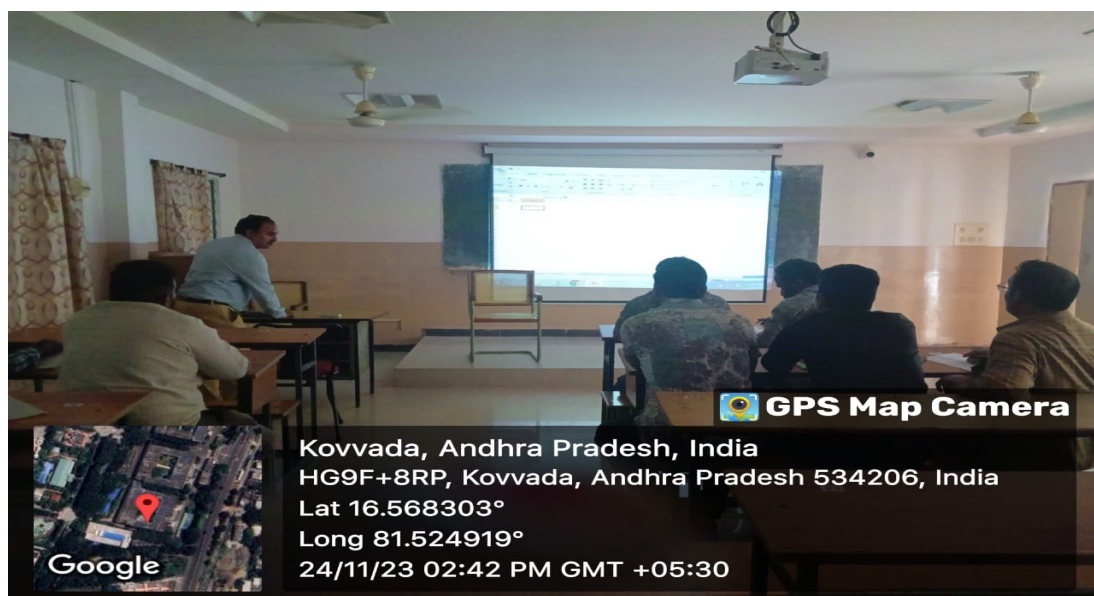
3. **A Satya Vamsi Kumar - MS PowerPoint:** Mr. A Satya Vamsi Kumar conducted a dynamic session on MS PowerPoint, guiding participants through the art of creating impactful presentations. Topics included slide design, multimedia integration, and effective delivery techniques.

Non-Teaching Staff Sessions:

1. **V Neelima - MS Word:** Ms. V Neelima led the non-teaching staff through an informative session on MS Word, emphasizing practical applications in administrative tasks. Participants gained proficiency in document creation, formatting, and collaboration features.



2. **G Chakradara Rao - MS Excel:** Mr. G Chakradara Rao conducted a hands-on session on MS Excel tailored for the needs of non-teaching staff. Topics covered included spreadsheet creation, data organization, and basic data analysis.



3. **G Ganga Bhavani - MS PowerPoint:** Ms. G Ganga Bhavani delivered an insightful session on MS PowerPoint, focusing on creating visually appealing presentations. The non-teaching staff learned to effectively communicate information through slides and engage their audience.



The workshop provided a structured and comprehensive learning experience, allowing participants to enhance their MS Office skills. The hands-on approach, coupled with individual attention from the experienced faculty, ensured that both teaching and non-teaching staff gained practical insights into the applications of MS Word, MS Excel, and MS PowerPoint.

The MS Office workshop was a resounding success, equipping the participants with valuable skills that will contribute to their professional development. The Computer Science faculty from B V Raju College is committed to fostering ongoing learning opportunities and looks forward to future collaborations with Smt. B Seetha Polytechnic College.

Smt. B. Seetha Polytechnic, Vishnupur, Bhimavaram

Three Days Workshop for Teaching Faculty on "Microsoft Office Word Document,
Microsoft Office Excel Worksheet & Microsoft Office Power Point Presentation"

Day Wise Schedule

Day - 1 (23/11/2023 - Thursday)			
Timings	Topic(s) Covered	Name of the Resource Person with Designation and Department	Mobile No
3.30 PM - 4.30 PM	Microsoft Office Word Document	B. Suresh Asst. prof Computer Science	94949 9810850
Day - 2 (24/11/2023 - Friday)			
3.30 PM - 4.30 PM	Microsoft Office Excel Worksheet	M. P. Pavindra Baby Asst. prof Computer Science	84660 26467
Day - 3 (25/11/2023 - Saturday)			
3.30 PM - 4.30 PM	Microsoft Office Powerpoint Presentation	A. S. Vanni Kumar Asst. prof Computer Science	81437 82468

Smt. B. Seetha Polytechnic, Vishnupur, Bhimavaram
Three Days Workshop for Supporting Faculty on "Microsoft Office Word
Document, Microsoft Office Excel Worksheet & Microsoft Office Power Point
Presentation"

Day Wise Schedule

Day - 1 (27/11/2023 - Monday)			
Timings	Topic(s) Covered	Name of the Resource Person with Designation and Department	Mobile No
3.30 PM - 4.30 PM	Microsoft Office Word Document	V. Nedima Asst. Prof Computer Science	97049 20873
Day - 2 (28/11/2023 - Tuesday)			
3.30 PM - 4.30 PM	Microsoft Office Excel Worksheet	Chakradhar Asst. Prof Computer Science	70137 77048
Day - 3 (29/11/2023 - Wednesday)			
3.30 PM - 4.30 PM	Microsoft Office Powerpoint Presentation	G. Bhavani Asst. Prof Computer Science	99596 68551

Smt B.Seetha Polytechnic, Vishnupur, Bhimavaram

Three Days Workshop for Teaching Faculty on "Microsoft Office Word Document, Microsoft Office Excel Worksheet & Microsoft Office Power Point Presentation"

TEACHING STAFF (23-11-2023 to 25-11-2023)

S.No.	Name of the Staff Member	Signature		
		23-11-2023	24-11-2023	25-11-2023
1	Mr.D.V.Subba Rao			
2	Mr.D.Venkateswara Rao	<i>dh</i>	<i>dh</i>	<i>dh</i>
3	Mr.P.Nageswara Rao	<i>PNR</i>	<i>PNR</i>	<i>PNR</i>
4	Mr.G. Murali Srinivas	<i>MS</i>	<i>MS</i>	<i>MS</i>
5	Mrs.S. Subhadra	<i>S</i>	<i>S</i>	<i>S</i>
6	Ms.M.Lalitha Kumari	<i>M</i>	<i>M</i>	<i>M</i>
7	Mrs.V.Kalyani	<i>V</i>	<i>V</i>	<i>V</i>
8	Mr.G.B.S.Kumar Raju			
9	Mrs. K.Sridevi	<i>K. Sridevi</i>	<i>K. Sridevi</i>	<i>K. Sridevi</i>
10	Mr.L.V.Ravi Kumar		<i>LVR</i>	
11	Mrs. G.Bharathi	<i>G.Bharathi</i>	<i>G.Bharathi</i>	<i>G.Bharathi</i>
12	Mrs. M. Annapurna	<i>M</i>	<i>M</i>	<i>M</i>
13	Mrs.P.Karuna	<i>P</i>	<i>P</i>	
14	Mrs.N.Lakshmi Lavanya	<i>N</i>	<i>N</i>	<i>N</i>
15	Mr.Ch.V.N.S.Kishore	<i>Kishore</i>	<i>Kishore</i>	<i>Kishore</i>
16	Mrs.P.Lakshmi	<i>P.Lakshmi</i>	<i>P.Lakshmi</i>	<i>P.Lakshmi</i>
17	Mrs.N.Lakshmi Pavani	<i>N.Lakshmi</i>	<i>N.Lakshmi</i>	
18	Mrs.V.Mohana Lakshmi Devi	<i>V.M.L. Devi</i>	<i>V.M.L. Devi</i>	
19	Mr.VDNVP Pavan Kumar	<i>Pavan</i>	<i>Pavan</i>	<i>Pavan</i>
20	Mrs.K.Sai Pavani	<i>K</i>	<i>K</i>	<i>K</i>
21	Mrs.K.Taraka Sindhu			<i>K</i>
22	Mrs.P.Prathibha		<i>P.Prathibha</i>	<i>P.Prathibha</i>
23	Ms.S.Sowjanya	<i>S</i>	<i>S</i>	<i>S</i>
24	Ms.G.Mamatha	<i>G.Mamatha</i>	<i>G.Mamatha</i>	<i>G.Mamatha</i>
25	Mrs.A.Satya Suma Priya	<i>A.Satya Suma Priya</i>	<i>A.Satya Suma Priya</i>	<i>A.Satya Suma Priya</i>
26	G.Srinivas	<i>G</i>	<i>G</i>	<i>G</i>
27	G.Pavan Kumar	<i>G</i>	<i>G</i>	<i>G</i>

Smt B.Seetha Polytechnic, Vishnupur, Bhimavaram

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NON TEACHNG STAFF (27-11-2023 to 29-11-2023)

S.No.	Name of the Staff Member	Signature		
		27-11-2023	28-11-2023	29-11-2023
1	Mr.D. Padma Raju			
2	Mr.M.Krishnam Raju	MA Raju 24/11/23	MA Raju 25/11/23	MA Raju 27/11/23
3	Mr.T.V.H.Gopal	T.V.H.Gopal 24/11/23	T.V.H.Gopal 25/11/23	T.V.H.Gopal 27/11/23
4	Mr.Y.K.Chakravarthi			
5	Mr.M.Naga Raju			
6	Mr.N.Satish			
7	Mrs.SGD Lakshmi			
8	Mr.P.Leela Prasad			
9	Mr.V.Gopi Raju			
10	Mr.M.G.Satyanarayana Murthy			
11	Mr.V.Vamsi Krishnam Raju			
12	Mr.KMD Siva Sankar			
13	Mr.P.A.Kiran Varma			
14	Mrs.K.Lakshmi Durga			