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ONLINE WORKSHOP ON EFFECTIVE USE OF MS OFFICE

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Government, State Governments, Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

An online workshop on **Effective Use of MS Office** is being organized by NAHRD from **05.12.2024 to 06.12.2024**.

Knowledge and Usage of Microsoft Office lies in its ability to enhance productivity, facilitate collaboration, maintain professional standards, support data analysis and decision-making, and develop essential skills that are highly valued in the workplace. Whereas Effective use of MS Office means not just knowing how to use the basic functions of each application but mastering the full range of features available. It involves creating professional documents, managing data efficiently, communicating effectively, and collaborating seamlessly. By doing so, users can significantly boost their productivity and contribute more effectively to their organization's goals

Therefore, Training on the effective use of MS Office is a valuable investment for both individuals and organizations. It enhances productivity, improves professional skills, boosts collaboration, and ensures that users can fully leverage the powerful tools available in the MS Office suite. This training is essential for maintaining competitiveness and efficiency in today's technology-driven world. This training is essential for several reasons, especially considering its widespread use in business, education, and personal productivity.

The workshop is designed for the officers and managers who are decision makers in Government, Semi Government, Autonomous Bodies, Public Sector Undertakings etc. They will also get to know the different tools which are being used in the market and its pros and cons. The workshop would give a general understanding and the fundamentals of Setting up and managing teams and channels Chat and meeting features File sharing and collaboration Integrating with other MS Office applications and how to use it to understand & leverage market dynamics. Things like types of data, their storage technologies and analysis tools and visualization of data. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Introduction to MS Office Suite
- Key applications: Word, Excel, PowerPoint, Outlook, Teams
- MS Word: Enhancing Document Creation includes Formatting and styles, Advanced editing tools & Collaboration features etc
- MS Excel: Boosting Data Management includes Advanced Excel and its application,
- MS PowerPoint: Creating Impactful Presentations
- MS Outlook: Efficient Email and Calendar Management
- Future technologies and application in market prediction

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, etc

Faculty

Dr. Kingshuk Srivastava earned his Ph. D in Computer Science Engineering from University of Petroleum and Energy Services, Dehradun. His field of research is AI, Data Warehousing, Data Science and NOSQL databases. He was the topper and Silver Medallist in M. Tech. from UPES. After a short stint in the industry with “Planman Technology”, Dr. Kingshuk is presently working as a faculty for the last eight years in UPES at the “School of Computer Science Engineering”. He has conducted workshops on Big Data Hadoop, AI and Machine Learning under Management Development Program. He has supervised and mentored Three PhD & several projects under Business Analytics, Business Intelligence and Big Data IoT. His other areas of interest consist of Big Data, Business Analytics, Business Intelligence, Storage Technology, Oil & Gas sector and Data Warehousing.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to Ministry of Agriculture, Ministry of Road Transport & Highways, Ministry of Commerce & Industry, LIC of India, Reserve Bank of India (RBI), Securities & Exchange Board of India (SEBI), Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, State Bank of India, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export- Inspection Council of India, Spices Board, Rail Land Development Authority, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Bharat Dynamics Ltd. and many more.

Participation Fee: Rs. 8,000/- plus GST @ 18% per participant

Date & Timings:

05.12.2024: Thursday (10:00 to 13:15 hours)

06.12.2024: Friday (10:00 to 13:15 hours)

Relevant link for registration will be sent to all the participants 2 days before the workshop. Participants will also be awarded with digitally signed certificate after successful completion of the workshop.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID. Kindly also provide GSTIN of your organization at the time of nomination. Please note that participation fee is to be paid at the time of nomination. For making payment through NEFT, details are as under:

Bank: Kotak Mahindra Bank. A/c No. 8912179265. CA. IFSC Code. KKBK0004620

PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

For further information or clarification kindly contact:

Rohit Agarwal

Vivek Manchanda

Email- rohit@nahr.in

Email-vivek@nahr.in

Phone- +91 9873057803

Phone-+91 9650745789

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nomination participant(s) is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable. Limited seats available for the present workshop and hence the nominations will be accepted on first-cum-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date of accepting nominations is 02.12.2024.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards



For NAHRD