

WORKSHOP ON MS OFFICE FOR BCA FRESHER BATCH



Belgaum Institute of Management Studies Degree College organized a two days workshop on “Microsoft Office” for BCA Freshers Batch.

Faculty members Mrs. Akilabanu Pathan, Ms. Savitri Purekar and Mr. Vishal Patil highlighted the concepts of Microsoft Word, Excel, and Power Point respectively.

MS Office -MS Word

Microsoft Word is the most convenient software used for creating text files. These text files can be edited and transferred from the author to others and edited by them too.

MS Office -MS Excel

MS Excel is used for processing the data that is in tabular form and then performing mathematical functions on it to analyze it. MS Excel performs the following basic functions:

MS Excel is majorly utilized for making spreadsheets.

In MS Excel, there are rows and columns. The intersection of rows and columns forms a cell.

The unique functions that MS Excel has are Formulas & Data. Users can perform the formula on data to analyze it quickly; which can be easily managed and can be applied as a replacement for paper.

MS Office -MS PowerPoint

MS PowerPoint is an application that provides the user to work with slides and runs a slideshow.

PowerPoint mainly comprises slides for making the presentation

All students actively participated in the session.