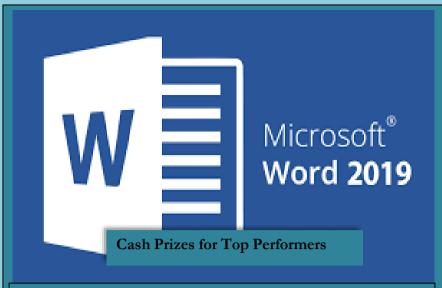


**Organizes** 

Skill Enhancement Certificate Course on **Business and Professional Applications of MS Word 2019** 

October - November 2019 3:30 PM - 5:00PM

Date of Commencement: 4th Oct 2019



# Highlights:

20 hours training on various MS Word functions

Introduction to the new feature of using the Microsoft Translator

Using Digital Pen for Writing and Drawing

Basics to MS Word Introduction to MS Word Pro

# Maharaja Agrasen Institute of Management Studies

(A Unit of Maharaja Agrasen Technical Education Society) Affiliated to GGSIP University, Delhi

Recognized U/s 2(f) of UGC & Bar Council of India

ISO 9001:2015 Certified Institution

Campus: Maharaja Agrasen Chowk, Sector-22,

Rohini, Delhi-110086 India (Est. 2003)

Office Phone: 8448186950

www.maims.ac.in

Courses offered: BBA, B Com(H), BA(H) Economics, BAJMC, BALLB, BBALLB













### **Course Description**

- Course Name: "Business and Professional Applications of MS Word 2019"
- Course Objectives: This MS Word certificate course has been designed to introduce students to the basic commands, functions, and capabilities of Microsoft Word used in business and professions. This course will help students to understand and utilize the various functions of MS Word and enable the students to become more efficient in the workplace. This course is very practical and interactive. During the session, each student will work through exercises and practice using the various MS Word features covered during the course.
- Commencement Date: Friday, 4th October 2019

### **Contents of the Course**

<u>Lecture No.</u>	<u>Topics</u>		
4.0	THE TOTAL CONTRACTOR OF THE TOTAL CONTRACTOR OT THE TOTAL CONTRACTOR OF THE TOTAL CONTRACTOR OT THE TOTAL CONTRACTOR OF THE TO		
1-2	Word Screen Elements		
3-4	Essential Formatting Knowledge - the Home Ribbon		
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F.C	ml mil - mil mil		
5-6	The File Ribbon		
7-8	The View Ribbon		
9-10	Intermediate Formatting Knowledge - the Insert Ribbon		
9-10	intermediate rormatting knowledge - the insert kibbon		
11-12	Essential Page Layout Ribbon		
13-14	Mailings Ribbon		
15-16	References Ribbon & Custom Styles		
15-10	References Ribbon & Custom Styles		
1= 10			
17-18	Review Ribbon		
19	MS Word Collaboration		
20	Revision and Q & A		
Total No. of Lectures : 20			
Total No. of Lectures . 20			

#### Who can attend?

This Skill Enhancement Certificate Course would be beneficial for students/any individuals for enhancing their word document skills.

# **Requirements for Issue of Certificate**

- 80% or more attendance.
- Submission of solutions/answers of all assignments.
- Submission of all weekly feedbacks
- Good performance in all MCQ based tests.

### **Registration & Certifications**

- Number of Seats: Limited seats are available on first cum first served basis.
- Registration Fees Non-Refundable (per person):

Dates		For Internal Participants
Upto 30 <sup>th</sup> September 2019	₹2000/-	₹200/-
After 30 <sup>th</sup> September 2019	₹2500/-	₹250/-

- **Cash Prizes of** ₹500/- each shall be given to top 3 performers.
- **Certificate of Merit** will be issued to top 5 Performers.
- **Certificate of Completion** will be issued to the participants who successfully complete the course.

## **Payment Details**

Through Paytm		
Account Holder's Name	Dr. Sangeeta Rawal	
Mobile No.	8826020000	

## Requirements for Issue of Certificate

- Regular and high attendance.
- Submission of solutions/ answers of all assignments.
- Submission of all weekly feedbacks
- Good performance in all MCQ based tests.

#### **Patrons**

Prof. (Dr.) S. K. Garg Director General, MAIMS Prof. (Dr.) G. P. Govil Advisor, MATES Prof. R. K. Gupta Vice-Chancellor, MAU

Prof. M.K Bhat
Director, Maharaja Agrasen Institute of Management Studies

Prof. (Dr.) Vishal Kumar Dean Research & Director, PCJ School of Management, MAU

### **Chief Coordinator**

Prof. (Dr.) Vijay Kr. Khurana

#### **Conveners**

Dr. Sangeeta Rawal
M: 8826020000
Assistant Professor
Department of Business Administration

Ms. Rashi Aggarwal
M: 7838511161
Assistant Professor
Department of Business Administration

### **Resource Persons**

- Dr. Sangeeta Rawal, Convener (Assistant Professor, 8826020000)
- Ms. Rashi Aggarwal, Co-convener (Assistant Professor, 7838511161)
- Ms. Neetu Agarwal (Assistant Professor, 9999727887)
- Ms. Sarita Bansal Garg (Assistant Professor, 9811418667)
- Dr. Deepak Dagar (Assistant Professor, 9311433901)
- Dr. Sushila Gupta (Assistant Professor, 8510028666)
- Ms. Shruti Sharma (Assistant Professor, 9958057111)
- Ms. Meenakshi Gupta (Assistant Professor, 9312403594)