



**MAIMS**

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: 4<sup>th</sup> Oct 2019**



**Microsoft®  
Word 2019**

**Cash Prizes for Top Performers**

### **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](http://www.maims.ac.in)

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



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## 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, 4<sup>th</sup> October 2019

## Contents of the Course

<u>Lecture No.</u>	<u>Topics</u>
1-2	<b>Word Screen Elements</b>
3-4	<b>Essential Formatting Knowledge – the Home Ribbon</b>
5-6	<b>The File Ribbon</b>
7-8	<b>The View Ribbon</b>
9-10	<b>Intermediate Formatting Knowledge – the Insert Ribbon</b>
11-12	<b>Essential Page Layout Ribbon</b>
13-14	<b>Mailings Ribbon</b>
15-16	<b>References Ribbon &amp; Custom Styles</b>
17-18	<b>Review Ribbon</b>
19	<b>MS Word Collaboration</b>
20	<b>Revision and Q &amp; A</b>
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 External Participants	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)