



Maharaja Agrasen Institute of Management Studies

(A Unit of Maharaja Agrasen Technical Education Society)

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

SKILL ENHANCEMENT CERTIFICATE COURSE BUSINESS APPLICATIONS OF MS WORD



November 2017 – January 2018

3.00 PM – 4.30 PM

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



MS OFFICE WORD

Course Highlights:

- 20 hours training on various MS Word functions
- Detailed learning on each tab of word document ribbon
- Basics to MS Word
- Introduction to MS Word Pro

Course Description

- **Course Name: “Business Applications of MS Word”**
- **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:** Monday, 20th November 2017

Contents of the Course

<u>Lecture No.</u>	<u>Topics</u>
1-2	Word Screen Elements
3-4	Essential Formatting Knowledge – the Home Ribbon
5-6	The File Ribbon
7-8	The View Ribbon
9-10	Intermediate Formatting Knowledge – the Insert Ribbon
11-12	Essential Page Layout Ribbon
13-14	Mailings Ribbon
15-16	References Ribbon & Custom Styles
17-18	Review Ribbon
19	MS Word Collaboration
20	Revision and Q & A
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 10 th November 2017	₹1200/-	₹150/-
After 10 th November 2017	₹1500/-	₹200/-

- **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.

Bank Account / Paytm Details for Payment

Through IMPS / NEFT		Through Paytm / UPI	
Account Holder's Name	Maharaja Agrasen Institute of Management Studies	Account Holder's Name	Maharaja Agrasen Institute of Management Studies/ Anil Kumar
Bank Name	Union Bank of India	Mob. No.	8448186940
Bank Account	394502010059876		
Account Type	Savings Account		
IFSC / NEFT	UBIN0560421		

Chief Coordinator
Prof. (Dr.) Vijay Kr. Khurana

Resource Persons

- Dr. Sangeeta Rawal, Convener (Assistant Professor, 8826020000)
- Ms. Rashi Aggarwal, Co-convener (Assistant Professor, 7838511161)
- Dr. Deepak Dagar (Assistant Professor, 9311433901)
- Dr. Sushila Gupta (Assistant Professor, 8510028666)