



## **MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES**

(A unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University

Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution

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### **Session on "Getting along with MS Office"**

**20<sup>th</sup> December 2017**

Maharaja Agrasen Institute of Management Studies organized 3-hour Special Lecture on "Getting Along with MS Office" on 20<sup>th</sup> December 2017. For students as well as Faculties, the session turned out to be a refresher class for all the basics of MS Office one must know. The session was taken by the IT Faculties of the Institute including, Ms. Kamna Vaid, Ms. Rashi Aggarwal and Ms. Meenakshi Gupta.

Major focus was given to MS Word, MS Excel and PowerPoint. The session was attended by 100 participants. Live query handling and interaction helped the participants gain clarity over basics. All the participants were given Certificate of Participation as well as further courses were suggested so as to brush up the advanced levels in the field.

