



Maharaja Agrasen Institute of Management Studies

Affiliated to GGSIP University; Recognized u/s 2(f) of UGC

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

Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi – 110086, INDIA www.maims.ac.in

Skill Enhancement Course on Business Applications of MS Word

October – November 2019

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Director
Maharaja Agrasen Institute
of Management Studies
Sector 22, Rohini, Delhi-86





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: 4th 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

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(A Unit of Maharaja Agrasen Technical Education Society)

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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

[Signature]

Director

**Maharaja Agrasen Institute
of Management Studies
Sector-22, Rohini, Delhi-86**



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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, 4th October 2019

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.


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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 th September 2019	₹2000/-	₹200/-
After 30 th 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.


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Sector 22, Rohini, Delhi-86



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)


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Value Added Course: Business Applications of MS Word

BATCH 1

BATCH 1																											
S.N.	Name of Student	Enrollment No.	4/10/2019	11/10/2019	18/10/2019	25/10/2019	31/10/2019	7/11/2019	14/11/2019	21/11/2019	28/11/2019	5/12/2019	12/12/2019	19/12/2019	26/12/2019	2/1/2020	9/1/2020	16/1/2020	23/1/2020	30/1/2020	6/2/2020	13/2/2020	20/2/2020	27/2/2020	6/3/2020	13/3/2020	
1	DASHMESH SINGH	2214701719	P	P	A.B	P	P	P	P	P	P	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	P	A.B	P
2	RIVA JAIN	2514701719	P	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P
3	KEVIN KAPOOR	2414701719	P	P	P	P	P	A.B	P	P	P	P	A.B	P	P	P	P	P	P	P	A.B	P	P	P	P	P	P
4	BHAVYA TNAOJ	2514701719	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	RETIK GOYAL	2614701719	P	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	A.B	P	P	P	P	P	P
6	PRANJAL SHARMA	2714701719	P	P	A.B	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	TANMAY BATRA	2814701719	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P
8	LAKSHAY TALKEJA	2914701719	P	A.B	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A.B	P	P
9	VIKASH SINGH	3014701719	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	A.B	P	P	P	A.B	P	P	P	P	P	P
10	MAYANK GARG	3114701719	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	P	P	P	A.B	P	P	P	P	A.B	P
11	VISHESH VATHI	3214701719	P	P	P	P	P	P	A.B	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	P	A.B	P
12	ANIRUDEH GOEL	3314701719	P	P	P	P	P	A.B	P	P	P	P	A.B	P	P	P	P	P	P	P	A.B	P	P	P	P	P	P
13	AESHAAT GUPTA	3414701719	P	P	A.B	P	P	P	A.B	P	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P

14	ADITYA MEHRA	0514701719	P	P	P	P	A.B	P	P	P	P	P	A.B	P	P	P	P	A.B	P	P	P	P
15	KIZIL TIWARI	0614701719	P	P	P	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	A.B	P	P
16	PARTH ABORA	0714701719	P	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P
17	PARY MITTAL	0814701719	P	P	A.B	P	P	P	P	P	P	P	P	P	P	P	A.B	P	A.B	P	P	P
18	SHRUTI AGGARWAL	0914701719	P	A.B	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	P	P
19	CHANCHAL	1014701719	P	P	P	P	A.B	P	P	P	P	A.B	P	P	P	P	P	P	P	A.B	P	P
20	HAMEZ HUSSAIN	1114701719	P	P	P	P	P	P	A.B	P	P	P	P	P	A.B	P	P	P	P	P	P	P
21	SPARSH GUPTA	1214701719	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	P	A.B	P	P	P	P	P
22	RAUNAQ SINGH BAKSHI	1314701719	P	P	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P
23	ADITI GOEL	1414701719	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	A.B	P	P	P	P	A.B
24	VANSHIKA MITTAL	1514701719	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	A.B	P	P	P
25	DHIRVI VOHRA	1614701719	P	P	P	P	A.B	P	P	P	A.B	P	P	P	P	P	A.B	P	P	P	A.B	P
26	ABHINAV KUMAR DUBEY	1714701719	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	A.B	P	P	P
27	SIRJAN SINGH KATHURIA	1814701719	P	P	P	P	P	P	A.B	P	P	P	A.B	P	P	P	A.B	P	P	P	P	P
28	VASU SINGHAL	1914701719	P	P	P	P	P	P	P	A.B	P	P	P	P	A.B	P	P	P	A.B	P	P	P
29	ADITYA DHAMA	2014701719	P	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P
30	SOMMOL BANERJEE	2114701719	P	P	P	P	A.B	P	P	P	A.B	P	P	P	P	A.B	P	P	P	P	P	P
31	NIKHIL KUMAR	2214701719	P	P	P	P	P	A.B	P	P	P	P	P	A.B	P	P	P	P	A.B	P	P	P
32	VISHAL LOUHRIA	2314701719	P	P	P	A.B	P	P	P	A.B	P	P	P	P	P	P	P	P	P	A.B	P	P

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Sector-22, Rohini, Delhi-86

1	LEKHNA MITTAL	28/01/2019	P	P	P	A.B	P	P	P	P	P	P	P	P	P	A.B	P	P	P	A.B	P
2	ENDRICK SHARMA	28/01/2019	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	A.B
3	KEYASH TOMAR	28/01/2019	P	P	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P
4	YASH GUPTA	28/01/2019	P	A.B	P	P	P	P	P	P	A.B	P	P	P	P	P	A.B	P	P	P	P
5	IRISH CHATURVEDI	27/01/2019	P	P	P	P	A.B	P	P	P	P	P	A.B	P	P	P	P	P	P	A.B	P
6	HIMANSHU AGGARWAL	30/01/2019	A.B	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A.B	P	P
7	KARTIKY MATHER	27/01/2019	P	P	A.B	P	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P
8	RACHIN DOD	30/01/2019	P	P	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P
9	VANSHI JAIN	28/01/2019	P	P	P	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	P	P	P
10	JASMEEN AGGARWAL	30/01/2019	P	P	A.B	P	P	P	P	P	P	P	P	P	P	P	P	A.B	P	P	P
11	KARTIK AGGARWAL	30/01/2019	P	P	P	P	A.B	P	P	P	P	P	P	P	A.B	P	P	P	P	P	P
12	PRATYIKSHA BHADANI	40/07/2019	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	A.B	P	P	P	P	A.B
13	SURAJANSHI KAPOOR	47/07/2019	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	A.B	P	P
14	PRASHANT JAIN	40/07/2019	P	P	P	P	A.B	P	P	P	P	P	P	P	P	A.B	P	P	P	P	A.B
15	STITHI AGGARWAL	29/07/2019	P	A.B	P	P	P	P	P	P	P	P	P	P	A.B	P	P	P	P	P	P
16	NANDIT JINDAL	30/07/2019	A.B	P	P	P	P	P	P	P	P	P	P	P	P	P	A.B	P	P	P	P
17	ROHAN MALHOTRA	11/04/2019	P	P	P	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	P	P	P
18	KRISHNI GUPTA	22/04/2019	P	P	A.B	P	P	P	P	P	P	P	P	P	P	P	P	A.B	P	P	P
19	CHIRAG GANGULI	30/04/2019	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	A.B	P	P


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52	ABHIRAM SINGHAI	5514799919	P	P	P	P	A.B	P	P	P	P	P	A.B	P	P	P	P	P	P	A.B	P	P
53	VASHI GARGI	5514799919	P	P	A.B	P	P	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	A.B
54	KHUSHI BANSAL	5514799919	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	A.B	P	P
55	SARTHAK CHAWLA	5514799919	P	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	A.B
56	AVI	5514799919	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	A.B	P	P	P	P	P
57	KESHAV SINGH GEHLAWAT	1161188810	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	P	A.B	P	P	P	P	A.B
58	JATIN VIDYARAN	1261188810	P	P	P	P	P	P	A.B	P	P	P	P	P	A.B	P	P	P	P	P	A.B	P
59	PUSHKAR AGGARWAL	1361188810	P	P	P	P	P	P	P	P	P	A.B	P	P	P	P	A.B	P	P	P	P	P



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Value Added Course: Business Applications of MS Word

BATCH 2

			01-10-2019	08-10-2019	15-10-2019	22-10-2019	29-10-2019	05-11-2019	12-11-2019	19-11-2019	26-11-2019	03-12-2019	10-12-2019	17-12-2019	24-12-2019	31-12-2019	07-01-2020	14-01-2020	21-01-2020	28-01-2020	04-02-2020	11-02-2020
S.N.	Name of Student	Enrollment No.	P	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P
1	SHILPA SINGH	1401188819	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	TANU	1301188819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	SIDDHANT JAIN	1401188819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	GETANSHI SACHDEVIA	1701188819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	PARTH JALHOTRA	1801188819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	YASH JAIN	1901188819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	ANURAG GOEL	1801188819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	UDYAN MITTAL	1401188819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	VISHAL DOLAR	1201188819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	ANIKET SINGH	1501188819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	ARYAN TANGIA	1514788819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	DEV GOEL	1524788819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	NAMAN MITTAL	1714788819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	NEHAANT GOEL	1541478819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	GETANSHI ARORA	1301188819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	SHAMANSR BISHI	1401188819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	IPSA MADHUR LAD	1301188819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	MUSKAN DOLAR	1714788819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	ADITHYAN PRATAP TIWARI	1514788819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	SANVISHKA K.P. SINGH	1514788819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	PREYA	1514788819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	MUSKAN SHARMA	1514788819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P


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14	PALHI RANJANA	714712417	P	P	AB	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P
15	ANAND K. WATRA	714712417	P	P	P	P	AB	P	P	P	P	AB	P	P	P	P	P	P	P	AB	P
16	ADARSH KUSHI	714712417	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P
17	DEWANA LAJWANT	714712417	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P	AB	P
18	SHARMA AGRAWAL	714712417	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P
19	SHARMA RISHI	714712417	P	P	AB	P	P	P	P	P	AB	P	P	P	P	P	AB	P	P	P	P



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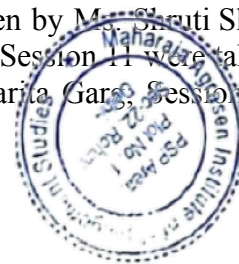
**Skill Enhancement Certificate Course
“Business Applications of MS Word ”
4th October – 30th November 2019
REPORT**

MS Word is one of the most widely used document applications to document all information across the various and commercial, business, and domestic activities of human life. Its increasing use in several management functional areas is generally recognized. This dynamic tool provides several options for not only making the task easier, but also for record keeping. This is the motivation behind the creation of this skill enhancement certification course, keeping in mind its importance, effectiveness, and utility to the masses, including students, faculty, and other stakeholders in the academia.

This Certificate Course was the initiative taken for undergraduate students. The prime objective of the course was to introduce students to basic commands, useful functions, and capabilities of Microsoft Word used in business and various professional purposes. The course focused on the in-depth coverage and teaching various tabs on the Microsoft word document. The details of the all the functions and features of each tab were covered with the special focus on the practical application and relevance of each one of it, followed by the hands-on practice. The various topics which were covered in the course were File Ribbon, Mailings Ribbon, Review Ribbon etc. The convenor of the Course are Dr. Sangeeta Rawal. Two batch of students were formed to provide them more attention for each session. The classes of 1st Batch were conducted on Monday, Wednesday and Friday and the classes of 2nd Batch were conducted on Tuesday, Thursday and Saturday. All the classes were offline. The timing of the classes was 3:30 pm to 5:00 pm. The registration for course started from 30th September 2019. The classes began from 4th October 2019 which ended on 18th November 2019. The feedback forms were filled by students following every session. At the end of each session there was a quiz to assess the understanding level of the students. And, after completion of all sessions a combined final quiz was conducted from all sessions. The course was divided into multiple sessions and each session was taken by different faculty members. The valedictory of the course was conducted on 30th November 2019.

It was a great learning experience for the students as well as for the faculty. Session 1 to Session 3 was taken by Ms. Meenakshi Gupta, Session 4 to Session 6 was taken by Ms. Shruti Sharma; Session 7 to Session 9 were taken by Dr. Sushita Gupta; Session 10 to Session 11 were taken by Dr. Sangeeta Rawal, Session 12 to Session 13 were taken by Ms. Sarita Garg, Session 14 to

Director
Maharaja Agrasen Institute
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Sector - 22, Rohini, Delhi-86





MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

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Session 16 were taken by Dr. Deepak Dagar; Session 17 to Session 18 were taken by Ms. Rashi Aggarwal and Session 19 to Session 20 were taken by Ms. Neetu Agarwal. Total 118 students across the country have registered for this course and it is worth mentioning that all have qualified all the above stated parameters. Certificates were given only to such students who successfully qualified all the four parameters, namely, attendance, feedback forms, assignments and Quizzes. The top three positions were occupied by the following students:-

Position 1: HIMANSHU AGGARWAL, 65261101717

Position 2: NAMAN MITTAL, 35314788818

Position 3: VANSHIKA KAUSHIK, 2914702419

After completing the course the students were able to understand and utilize the various functions of MS Word and will be able to become proficient in their respective workplace.

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Sample Certificate:

Skill Enhancement Course on Business and Professional Application on MS Word




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