



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

Nov 17-Jan 2018

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





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.


Director
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Sec - 22, Rohini, Delhi-86



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


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MAIMS

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Value Added Course on: Business Applications of MS Word

Batch 1

Batch 1																								
S.NO	NAME OF THE STUDENT	Enrolment number	Date 20.11 .17	Date 22.1 1.17	Date 27.1 1.17	Date 29.1 1.17	Date 1.12. 17	Date 4.12. 17	Date 6.12. 17	Date 8.12. 17	Date 11.1 2.17	Date 13.1 2.17	Date 15.1 2.17	Date 18.1 2.17	Date 22.1 2.17	Date 29.1 2.17	Date 3.1.1 8	Date 8.1.1 8	Date 10.1. 18	Date 12.1. 18	Date 24.1. 18	Date 31.1. 18		
1	AANCHAL SURYAN	00161101716	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
2	AARUSHI DHAWAN	42814701716	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
3	AASHIMA CHAWLA	41061188817	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
4	AAYUSH SINGHAL	40514788816	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
5	AAYUSH SINGHI	00261101716	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
6	ABDULLAH UZAIF KHAN	00361101716	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
7	ABHAAS SHARMA	41161188817	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
8	ABHISHEK BANSAL	00461101716	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
9	ADIT KHOSLA	40414788816	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
10	ADITYA MALHOTRA	42714701716	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
11	ADITYA RAJ CHAUHAN	00561101716	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
12	ADITYA SHARMA	00661101716	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
13	ADITYA SINGHAL	00761101716	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
14	AKASH SOLANKI	00861101716	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
15	AKHIL GUPTA	00961101716	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
16	AKSHAY AHUJA	01061101716	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
17	AKSHIT DHINGRA	40314788816	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
18	ANGAD MEHTA	01161101716	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
19	ANKIT GHUTA	01261101716	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
20	ANKITA BANSAL	01361101716	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
21	ANSHUL JAIN	42114701716	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
22	ANUBHAV JAIN	01414701715	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
23	ANUSHKA GOEL	01614701715	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
24	ANVAY ASHUTOSH MISHRA	01714701715	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		

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Batch 2

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			21.1 1.17	23.1 1.17	28.1 1.17	30.1 1.17	5.12. 17	5.12. 17	12.1 2.17	14.1 2.17	19.1 2.17	21.1 1.18	23.1 1.17	2.1.1 8	4.1.1 8	9.1.1 8	11.1. 18	16.1. 18	18.1. 18	23.1. 18	25.1. 18	30.1. 18
1	KUNAL AGGARWAL	04314701717	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku
2	KUNAL GUPTA	04414701717	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku
3	LAKSHAY CHAUDHARY	04514701717	Lak	Lak	Lak	Lak	Lak	Lak	Lak	Lak	Lak	Lak	Lak	Lak	Lak	Lak	Lak	Lak	Lak	Lak	Lak	Lak
4	MANVI JAIN	04614701717	Man	Man	Man	Man	Man	Man	Man	Man	Man	Man	Man	Man	Man	Man	Man	Man	Man	Man	Man	Man
5	MEHAK GUPTA	05814701716	Me	Me	Me	Me	Me	Me	Me	Me	Me	Me	Me	Me	Me	Me	Me	Me	Me	Me	Me	Me
6	MEHUL TAYAL	05914701716	Meh	Meh	Meh	Meh	Meh	Meh	Meh	Meh	Meh	Meh	Meh	Meh	Meh	Meh	Meh	Meh	Meh	Meh	Meh	Meh
7	MIRZA KAUM BEG	40714788816	Beg	Beg	Beg	Beg	Beg	Beg	Beg	Beg	Beg	Beg	Beg	Beg	Beg	Beg	Beg	Beg	Beg	Beg	Beg	Beg
8	MOHAMMAD AMAAN SUHAIL	06014701716	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh
9	MOHIT SHARMA	60261101716	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh	Moh
10	MUSKAN SURANA	06114701716	Mus	Mus	Mus	Mus	Mus	Mus	Mus	Mus	Mus	Mus	Mus	Mus	Mus	Mus	Mus	Mus	Mus	Mus	Mus	Mus
11	NAMAN KANOJIA	04714701717	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam
12	NIKHIL NIMBEKAR	04814701717	Nik	Nik	Nik	Nik	Nik	Nik	Nik	Nik	Nik	Nik	Nik	Nik	Nik	Nik	Nik	Nik	Nik	Nik	Nik	Nik
13	NITIKA GULIA	06314701716	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit
14	NITYA BANSAL	06414701716	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit	Nit
15	NUPUR GARG	42614701716	Nup	Nup	Nup	Nup	Nup	Nup	Nup	Nup	Nup	Nup	Nup	Nup	Nup	Nup	Nup	Nup	Nup	Nup	Nup	Nup
16	PARAS EACHPILANI	08861101715	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par
17	PARSHAV AGGARWAL	06514701716	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par
18	PARTH GULATI	40861188817	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par
19	Parth Hans	02614712417	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par
20	PARUL KAUSHIK	06614701716	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par	Par
21	PRABAL JAIN	06714701716	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr
22	PRAKSHAL JAIN	40614788816	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr
23	PRANAV KAKKAR	05561101717	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr
24	PRANJAL KOSTA	05661101717	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr

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Batch 3

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1	RISHABH GARG	60461101716	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs
2	RITIKA SHARMA	06461101717	Riti	Riti	Riti	Riti	Riti	Riti	Riti	Riti	Riti	Riti	Riti	Riti	Riti	Riti	Riti	Riti	Riti	Riti	Riti	Riti
3	RITVIK SETH	01514788817	Rit	Rit	Rit	Rit	Rit	Rit	Rit	Rit	Rit	Rit	Rit	Rit	Rit	Rit	Rit	Rit	Rit	Rit	Rit	Rit
4	ROHAN BHOLA	06561101717	Ro	Ro	Ro	Ro	Ro	Ro	Ro	Ro	Ro	Ro	Ro	Ro	Ro	Ro	Ro	Ro	Ro	Ro	Ro	Ro
5	RUHI SALHOTRA	01614788817	Ru	Ru	Ru	Ru	Ru	Ru	Ru	Ru	Ru	Ru	Ru	Ru	Ru	Ru	Ru	Ru	Ru	Ru	Ru	Ru
6	SAGAR RATHI	01714788817	Sag	Sag	Sag	Sag	Sag	Sag	Sag	Sag	Sag	Sag	Sag	Sag	Sag	Sag	Sag	Sag	Sag	Sag	Sag	Sag
7	SAHIL BANSAL	01814788817	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
8	Sahil Verma	03214712417	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
9	SAKSHAM AGGARWAL	60761101716	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak
10	Saksham Patel	03314712417	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak	Sak
11	SAMARTH MEHROTRA	41461188817	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam
12	SAMBHAV LAKHANPAL	41614701716	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam
13	SAMYAK JAIN	43214701716	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam	Sam
14	Sanchit Jain	03414712417	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San
15	SANDEEP KUMAR	01914788817	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San
16	Sangat Singh Saran	03514712417	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
17	SANJIT SIKKA	06661101717	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
18	Sanskriti Girotra	03614712417	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San
19	SANYAM GUPTA	42014701716	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San
20	SARTHAK CHANDRA	41714701716	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San
21	SARTHAK MALHOTRA	06761101717	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San
22	SARTHAK SHUKLA	06861101717	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San
23	SARVESH GUPTA	43114701716	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San
24	SHAGUN GARG	06961101717	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh

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25	SHAILESH SHANKAR	07061101717	S	S	S	S	S	S	S	S	S	S	S	S		S	S	S	S	S	S
26	SHIVAM TANWAR	40961188817	H	H	H	H	H	H	H	H	H	H	H	H		H	H	H	H	H	H
27	SHIVANI GUPTA	07161101717	Sh	Sh	Sh		Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh		Sh	Sh	Sh	Sh	Sh	Sh
28	SHLOK JINDAL	07261101717	Shlok		Shlok	Shlok	Shlok	Shlok	Shlok	Shlok	Shlok		Shlok	Shlok	Shlok	Shlok	Shlok	Shlok	Shlok	Shlok	Shlok
29	SHUBHAM GUPTA	41814701716	B	B	B	B	B	B	B	B	B	B	B	B		B	B	B	B	B	B
30	SHUBHAM KUMAR	07361101717	Ku	Ku	Ku		Ku	Ku	Ku	Ku	Ku	Ku	Ku	Ku		Ku	Ku	Ku	Ku	Ku	Ku
31	SHUBHAM LAKHOTIA	43614701716	Sh		Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh		Sh	Sh	Sh	Sh	Sh	Sh
32	SIDDHANT KUMAR	02014788817	Sid	Sid	Sid	Sid		Sid	Sid	Sid	Sid		Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid
33	SIMRAN GAUR	07461101717	S	S	S		S	S	S	S	S	S	S	S		S	S	S	S	S	S
34	SOUMYA AGGARWAL	07561101717	Sim	Sim	Sim		Sim	Sim	Sim	Sim	Sim	Sim	Sim	Sim		Sim	Sim	Sim	Sim	Sim	Sim
35	SPARSH GAUR	02114788817	Sp	Sp		Sp	Sp	Sp	Sp	Sp	Sp	Sp	Sp	Sp		Sp	Sp	Sp	Sp	Sp	Sp
36	SRIшти ARORA	07661101717	A	A	A	A	A	A	A	A	A	A	A	A		A	A	A	A	A	A
37	SRIшти GUPTA	07761101717	G	G	G	G	G	G	G	G	G	G	G	G		G	G	G	G	G	G
38	SUGAM MANOCHA	07861101717	Cy	Cy	Cy	Cy	Cy	Cy	Cy	Cy	Cy	Cy	Cy	Cy		Cy	Cy	Cy	Cy	Cy	Cy
39	SUGANDHA ARORA	07961101717	Cy	Cy	San	Sy		Sy	Sy	Sy	Sy	Sy	Sy	Sy		Sy	Sy	Sy	Sy	Sy	Sy
40	SUMIT VATS	40761188817	Sumit	Sumit	Sumit	Sumit	Sumit		Sumit	Sumit	Sumit	Sumit	Sumit	Sumit		Sumit	Sumit	Sumit	Sumit	Sumit	Sumit
41	TANAAYA SHARMA	08061101717	Tan	Tan	Tan	Tan	Tan	Tan	Tan	Tan	Tan	Tan	Tan	Tan		Tan	Tan	Tan	Tan	Tan	Tan
42	TANUJ SAKUJA	43014701716	Tan	Tan	Tan	Tan		Tan	Tan	Tan	Tan	Tan	Tan	Tan		Tan	Tan	Tan	Tan	Tan	Tan
43	TUSHAR SINGHAL	60161101716	Tu	Tu	Tu	Tu	Tu	Tu	Tu	Tu	Tu	Tu	Tu	Tu		Tu	Tu	Tu	Tu	Tu	Tu
44	UJJWAL GOSWAMI	08161101717	Uj	Uj	Uj	Uj	Uj	Uj	Uj	Uj	Uj	Uj	Uj	Uj		Uj	Uj	Uj	Uj	Uj	Uj
45	VANIKA MANGLA	42414701716	Vai	Vai	Vai	Vai	Vai		Vai	Vai	Vai		Vai	Vai	Vai	Vai	Vai	Vai	Vai	Vai	Vai
46	VANSHIKA GARG	41261188817	Va	Va	Va	Va	Va	Va	Va	Va	Va	Va	Va	Va		Va	Va	Va	Va	Va	Va
47	VANSHIKA JAIN	08261101717	Va	Va	Va	Va	Va	Va	Va	Va	Va	Va	Va	Va		Va	Va	Va	Va	Va	Va
48	VATSAL MAHESHWARI	41361188817	Vat	Vat	Vat	Vat	Vat		Vat	Vat	Vat	Vat	Vat	Vat		Vat	Vat	Vat	Vat	Vat	Vat
49	VIDHANT RELHAN	08361101717	Ved	Ved	Ved	Ved	Ved		Ved	Ved	Ved	Ved	Ved	Ved		Ved	Ved	Ved	Ved	Ved	Ved
50	VIDIT THUKRAL	08461101717	Vidit	Vidit	Vidit		Vidit	Vidit	Vidit	Vidit	Vidit	Vidit	Vidit	Vidit		Vidit	Vidit	Vidit	Vidit	Vidit	Vidit

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Skill Enhancement Certificate Course “Business Applications of MS Word”

Academic Year: 2017-18 Course Duration: 20 November 2017 – 31 January 2018

Total Participants: 150 (Three Batches)

Mode: Offline

Venue: Lab 1 for Batch 1 and 2 and Lab 2 for Batch 3

Time: 3:00 PM-4:30 PM

REPORT

MS Word is one of the most widely used document applications to document all information across the various 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 in-depth coverage and teaching various tabs on the Microsoft word document. The details of 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.

Multiple batches of students were formed to provide them more attention for each session. The course was divided into multiple sessions and each session was taken by different faculty member. 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.

It was a great learning experience for the students as well as for the faculty. Session 1 was taken by Ms. Rashi Aggarwal, Session 2 by Dr. Sushila Gupta, Session 3 was taken by Dr. Sangeeta Rawal, and Session 4 by Dr. Deepak Dagar. Certificates were given only to such students who successfully qualified all the four parameters, namely, attendance, feedback forms, assignments and Quizzes. Total 150 students across the country have registered for this course and it is worth mentioning that all have qualified all the above stated parameters.

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





MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

(A unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University

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The List of toppers of the course are

1. Preeti 02714712417
2. Sahil Verma 03214712417
3. Anshul Jain 42114701716

The credit for this initiative goes to the able guidance of Prof. (Dr.) M. K. Bhat, Director, MAIMS. His constant support and encouragement helped in the successful accomplishment of this course.

Dr. Sangeeta Rawal, Assistant Professor

Convenor


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



Sample Certificate:

**Skill Enhancement Certificate Course “Business Applications of MS Word”
November 2017 – January 2018**




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