



Maharaja Agrasen Institute of Management Studies

Affiliated to GGSIP University; NAAC A++ Accredited; 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



Department of Business Administration

18th February, 2025

Notice

Event	MS Office Workshop for Non-Teaching Staff
Objective of the event	To enhance the productivity and efficiency of non-teaching staff by providing essential MS Office skills to manage tasks effectively.
Target Audience	Non-teaching staff, including administrative, clerical, and support staff.
Duration	5 days (1 hours per day).
Proposed Dates and timings	20th February 2025 to 27th February 2025. Timings: 2:30 PM to 3:30 PM
Venue	Computer Lab 934 (Offline).
Topics to Be Covered	<ol style="list-style-type: none"> 1. MS Word: Basics, templates, tables, images, and collaboration tools. 2. MS Excel: Formulas, data organization, charts, and pivot tables. 3. MS PowerPoint: Slide design, animations, and impactful presentations.
Facilitators	Ms. Rashi Aggarwal, Dr. Manish Sharma, Mr. Ayush Goel, Dr. Arpita Manchanda and Ms. Neha Aggarwal.
Expected Outcomes	Participants will gain confidence in handling MS Office applications and improve their efficiency in managing tasks.
Approval & Participation	All non-teaching staff members are encouraged to participate. Kindly seek approval from your department head and confirm your attendance with the faculty coordinators.
Key Points	Faculty coordinators will ensure documentation/report preparation for academic purposes.


Prof. (Dr.) Rajni Malhotra Dhingra
 Director, MAIMS

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Prof. (Dr.) Manoj Verma
 Head of BBA dept