

E.M.GOPALAKRISHNA KONE YADAVA WOMEN'S COLLEGE



DEPARTMENT : COMPUTER APPLICATIONS

ACTIVITY : EXTENSION SERVICE

YEAR : 2018-2019

DEPARTMENT OF COMPUTER APPLICATIONS

DATE	TIME	VENUE
01.02.2019	10:30 a.m. to 12:00 noon	XI - Standard, Sri Gopalakrishna Higher Secondary School, Madurai
Theme	Service to Public	
Nature of the Activity	Extension Service	
Title	Microsoft Office	
Convener	Dr.(Mrs.) S.Vijayasankari Head & Assistant Professor of Computer Applications EMGYWC	
Resource Person	Mrs. B.Prasanna Assistant Professor of Computer Applications EMGYWC	
Collaborating Institution	Sri Gopalakrishna Higher Secondary School, Madurai.	
Participants	Students - 25	

EXTENSION SERVICE ON "MICROSOFT OFFICE"

Objectives:

Microsoft Office is an essential productivity suite widely used in both professional and personal settings. This programme aims to equip participants with practical skills to efficiently use MS Office tools for a variety of tasks such as creating and formatting documents, composing and managing emails, and developing organized spreadsheets. These skills are valuable for workplace productivity as well as everyday personal use.

Programme Outcome:

- Gain proficiency in using core Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook.
- Acquire the ability to create, format, and manage professional-quality documents suitable for printing and digital sharing.

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- Develop skills to efficiently organize data using spreadsheets and communicate effectively through well-structured emails and presentations.

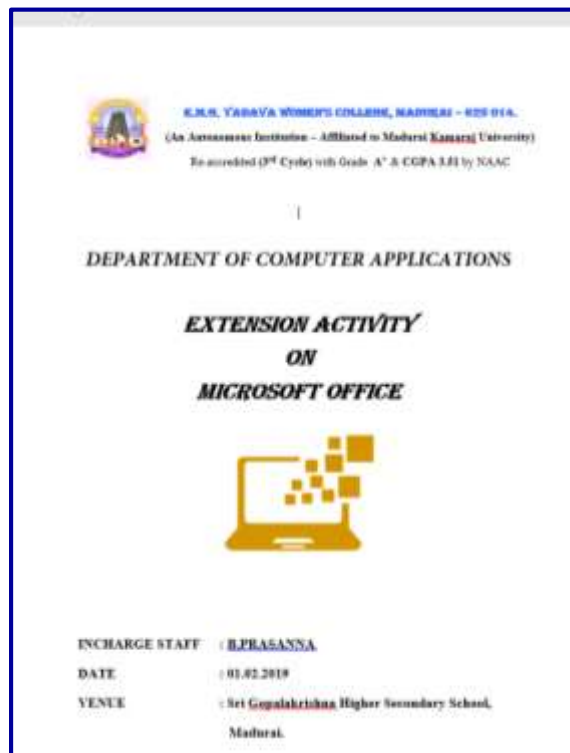
Photograph:



Extension Service entitled "Microsoft Office" - 01.02.2019

Enclosures:

a. Invitation:



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Participants from Sri Gopalakrishna Higher Secondary School:

Extension Service entitled "Microsoft Office" - 01.02.2019			
S.No.	NAME	ORGANIZATION	PLACE
1.	R.Dinesh	Sri Gopalakrishna Higher Secondary School	Madurai
2.	K.Karthi	Sri Gopalakrishna Higher Secondary School	Madurai
3.	P.Sridhar	Sri Gopalakrishna Higher Secondary School	Madurai
4.	R.Abishek	Sri Gopalakrishna Higher Secondary School	Madurai
5.	P.Charulatha	Sri Gopalakrishna Higher Secondary School	Madurai
6.	K.Krishnaveni	Sri Gopalakrishna Higher Secondary School	Madurai
7.	R.Keerthana	Sri Gopalakrishna Higher Secondary School	Madurai
8.	M.Nivetha	Sri Gopalakrishna Higher Secondary School	Madurai
9.	M.Karthiyaini	Sri Gopalakrishna Higher Secondary School	Madurai
10.	S.Priya	Sri Gopalakrishna Higher Secondary School	Madurai
11.	M.Suba	Sri Gopalakrishna Higher Secondary School	Madurai
12.	R.Lakshmi	Sri Gopalakrishna Higher Secondary School	Madurai
13.	D.nithish	Sri Gopalakrishna Higher Secondary School	Madurai
14.	T.Deepa	Sri Gopalakrishna Higher Secondary School	Madurai
15.	S.Thivesh	Sri Gopalakrishna Higher Secondary School	Madurai
16.	R.Rajeshwari	Sri Gopalakrishna Higher Secondary School	Madurai
17.	S.Suganya	Sri Gopalakrishna Higher Secondary School	Madurai
18.	S.Sumathi	Sri Gopalakrishna Higher Secondary School	Madurai
19.	R.Priya	Sri Gopalakrishna Higher Secondary School	Madurai
20.	T.Dharashini	Sri Gopalakrishna Higher Secondary School	Madurai
21.	E.Hema	Sri Gopalakrishna Higher Secondary School	Madurai
22.	S.Vani	Sri Gopalakrishna Higher Secondary School	Madurai
23.	G. Sri Gayu	Sri Gopalakrishna Higher Secondary School	Madurai
24.	S.Sneha	Sri Gopalakrishna Higher Secondary School	Madurai
25.	R.Mahalakshmi	Sri Gopalakrishna Higher Secondary School	Madurai