

# UNIVERSITY DEPARTMENT OF MATHEMATICS

Babasaheb Bhimrao Ambedkar Bihar University, MUZAFFARPUR-842001, BIHAR (INDIA)

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Ref. HOD/Maths/02

Date...17.12.2018

## Notice

The Department of Mathematics at B.R.A. Bihar University, Muzaffarpur is going to organize a transformative 7-day program titled **"Awareness & Hands on Training Program of Microsoft Office"** from **07 January to 12 January, 2019**.

All the interested students are required to register their names in the department office.

We look forward to your enthusiastic participation.

Head

(Prof. B. P. Singh)

**Prof. & Head.**

University Deptt. of Mathematics  
B.R.A. Bihar University  
MUZAFFARPUR-842001

**Awareness & Hands on Training Program of Microsoft Office (M.S. Word, M.S. Excel & M.S. Powerpoint)**

Trainer: Dr. Pankaj Kumar, Faculty Member, MCA Course

Date: 07-01-2019 to 12-01-2019

No. of students: 40

**Training Details**

S.No.	Date	Topics
1	07-01-2019	<b>MS Word:</b> Typing the text, Alignment of text Editing Text: Cut, Copy, Paste, Select All, Clear Find & Replace New, Open, Close, Save, Save As Formatting Text: Font Size, Font Style Font Color, Use the Bold, Italic, and Underline
2	08-01-2019	<b>MS Word:</b> Change the Text Case Line spacing, Paragraph spacing Shading text and paragraph Working with Tabs and Indents Inserting custom Header and Footer Inserting objects in the header and footer
3	09-01-2019	<b>MS Excel:</b> Introduction to Excel interface Understanding rows and columns, Naming Cells Working with excel workbook and sheets New, Open, Close, Save, Save As
4	10-01-2019	<b>MS Excel:</b> Currency, Accounting and other formats Modifying Columns, Rows & Cells Creating Simple Formulas Date and Time Functions, Financial Functions Logical Functions, Lookup and Reference Functions Mathematical Functions
5	11-01-2019	<b>MS Excel:</b> Sorting and filtering data Using number filter, Text filter Custom filtering Removing filters from columns Conditional formatting
6	12-01-2019	<b>MS Power Point:</b> New, Open, Close, Save, Save As Typing the text, Alignment of text Formatting Text: Font Size, Font Style Inserting new slide Changing layout of slides Copying and pasting slide
7	13-01-2019	<b>MS Power Point:</b> Slide background Formatting slide background Using slide views Multilevel numbering and Bulleting Creating List

Attendance Sheet:

S. No.	Name	Signature
1	Abhishek Kumar	Akumar
2	Gita Kumari	Gita Kumari
3	Smriti Kumari	Smriti Kumari
4	Ananya	Ananya
5	Mohan Kumar	Mohan Kumar
6	Md. Adil	Md. Adil
7	Muskan	Muskan
8	Nitish Kumar	Nitish Kumar
9	Rahul Kumar	Rahul Kumar
10	Alim	Alim
11	Usha Shankar Kumar	Usha Shankar Kumar
12	Puja Kumari	Puja Kumari
13	Ramendra Kumar	Ramendra Kumar
14	Sanjeev Mohan	Sanjeev Mohan
15	Somesh Kumar	Somesh Kumar
16	Saumya Kumari	Saumya Kumari
17	Md. Nadim	
18	Swati Kumari	Swati Kumari
19	Chandani Kumari	Chandani Kumari
20	Ground Kumar	
21	Sujeet Kumar	Sujeet Kumar
22	Nisha Kumari	Nisha Kumari
23	Anu Priya	Anu Priya
24	Suman Kumari	Suman Kumari
25	Aditya Kumar	Aditya Kumar
26	Neha Kumari	Neha Kumari
27	Kalyan Kumar	Kalyan Kumar
28	Radhha Mohan	Radhha Mohan
29	Seema Kumari	Seema Kumari
30	Sazida Anjum	Sazida Anjum
31	Aparna Kumari	Aparna Kumari
32	Ravi Kumar	Ravi Kumar
33	Bablu Kumar	Bablu Kumar
34	Sonali Kumari	Sonali Kumari
35	Madhu Kumar	Madhu Kumar
36	Sushil Kumar	Sushil Kumar
37	Pappu Kumar	Pappu Kumar
38	Reeta Kumari	Reeta Kumari
39	Gyan Kumar	Gyan Kumar
40	Gyan Prakash	Gyan Prakash

Prof. & Head  
 University Deptt. of Mathematics  
 B.R.A. Bihar University  
 Head of Department

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## B.R.A.BIHAR UNIVERSITY, MUZAFFARPUR

Awarness & Hands on Training Program of Microsoft Office (M.S. Word,M.S.Excel,M.S.Powerpoint) organised on 07.01.2019 To 13.01.2019

