Report on Three-day Hands-on Workshop on "Office Automation Tools for Non - Teaching staff" Organized by Department of Computer Applications from 19-06-2025 to 21-06-2025

Report submitted By: Dr. Srinivasan J, Assistant Professor, Department of Computer Applications & Dr. C. Sivaraj, Assistant Professor, Department of Computer Applications.

Resource Person Details: Ms. Roopa, Assistant Professor, Department of Computer Applications; Dr. Sivaraj, Associate Professor, Department of Computer Applications; Ms. Kavitha, Assistant professor, Department of Computer Applications.
Venue : KKB LAB 003
Total Participants: 44
Mode of Conduct: Offline
Report Received on 23.06.2025.
Summary of the Workshop:

The Department of Computer Applications organized a **three-day Office Automation Tools Workshop** focused on **Microsoft Word and Excel** for the non-teaching staff of the institution. The workshop aimed to enhance digital literacy and empower the participants with essential skills required for daily office tasks and academic administration.

The session commenced with a warm welcome by **Dr. Srinivasan J**, followed by an inspiring address from the **Guest of Honor, Dr. C. Yuvaraj**, Principal of MITS. The **inaugural address** was delivered by **Dr. N. Naveen Kumar**, Head of the Department of Computer Applications, who highlighted the importance of Office Automation Tools in modern work environments.

Day One (19-06-2025)

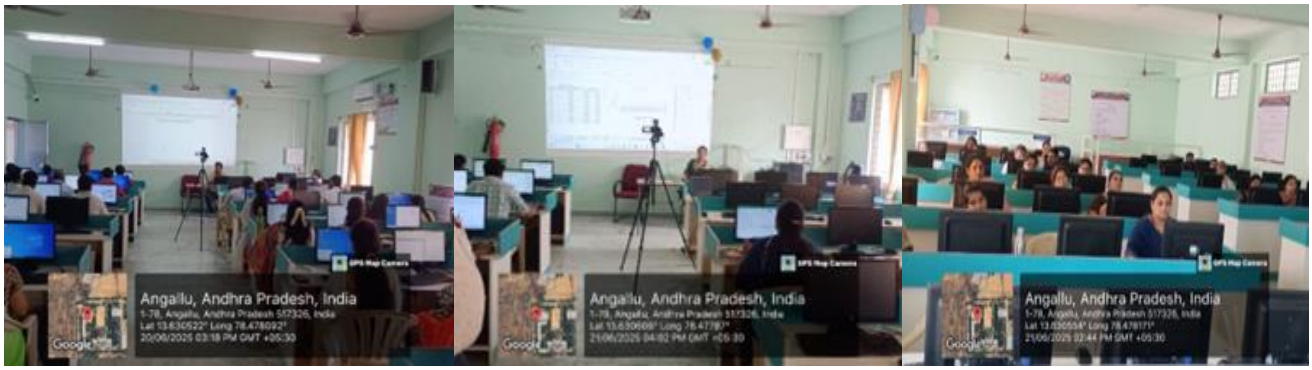
Venue: KKB LAB 003

The first day of the *Office Automation Tools Workshop* commenced with an interactive session on **Microsoft Word**, led by **Ms. Roopa**, Assistant Professor from the Department of Computer Applications. She began by introducing the basic features and interface of MS Word, followed by a detailed explanation of commonly used tools such as Formatting text and paragraphs, inserting tables and page layout and mail merge concept. The session was hands-on, and each participant had the opportunity to **practice directly** on a system. Ms. Roopa guided them step-by-step; Participants were also encouraged to ask questions and clarify doubts during the session.

Day Two (20-06-2025)

Venue: KKB 003

The second day of the *Office Automation Tools Workshop*, a practical training session on Microsoft Excel was conducted by Dr. Sivaraj, Associate Professor, Department of Computer Applications. The session focused on the fundamentals of Excel and its application in everyday office tasks. He started with explaining the Excel interface, cell structure and demonstrate the key topic of Entering and formatting data in cells, Basic formulas and functions and Sorting and filtering data. The session was highly interactive, with live demonstrations and hands-on exercises. Dr. Sivaraj ensured that every concept was explained clearly and encouraged participants to try tasks individually, offering guidance wherever need.



Day Three: 21-06-2025

Venue: KKB Lab 003

On the **third day** of the *Office Automation Tools Workshop*, **Ms. Kavitha**, Assistant professor, Department of Computer Applications, delivered a practical session focused on **creating and formatting various types of charts** in Microsoft Excel. She began the session by explaining the importance of data visualization and how charts can effectively represent numerical data for better understanding and decision-making. The session included **hands-on practice**, where participants created their own charts using sample data sets. Ms. Kavitha provided step-by-step guidance to ensure each participant was able to follow and implement the concepts.

Conclusion:

The workshop concluded with a **vote of thanks delivered by Dr. Sivaraj**, Associate professor, Department of computer Applications, acknowledging the contributions of all resource persons, the support of the management, and the enthusiastic participation of the attendees.

Overall, the workshop successfully met its objective of enhancing digital skills among the non-teaching staff. The positive feedback received from participants reflects their interest in similar future programs, particularly in areas such as Google tools, and advanced Excel features.

Outcomes of the Workshop:

- Participants gained hands-on experience in creating and formatting documents, preparing spreadsheets, and presenting data visually using charts.
- The interactive sessions helped participants become more comfortable and confident in applying MS Office tools to their daily administrative tasks.
- Staff members learned to prepare official letters, reports, data sheets, and basic calculations relevant to their work.