

One day Workshop
On
“Microsoft Training Session for Faculty-0365 & MS Tools”
Workshop Report

One Day workshop on “Microsoft Training Session for Faculty-0365 & MS Tools” was organized by IQAC, Sponsored by Microsoft on 9th April 2018.

• **Inaugural Function and Technical Session:**

Inaugural session of the workshop chaired by Prin.Dr. Bhor L. D (Principal C. D. Jain College of Commerce, Shrirampur.) The Chief guest Hon.Sahil M Siddique (Microsoft learning Consultant) .

Session Started with the brief introduction of the workshop by Prof. Chandratre Y.V (Head, Computer Department).He introduce that the tolls that tutor teach today was an amazing facility which is very helpful to the onwards to paperless office.

Chief Guest as well as tutor of the workshop mention in his address that in this 21st century the paperless work was demanding by the University as well as from the Students also wants online notes, notices etc.

Chairperson Prin.Dr. Bhor L.D mention in his key address that it is most important workshop for all of us & He compulsion to every staff to attend and listen each and every micro point of the workshop and implement in their regular days.

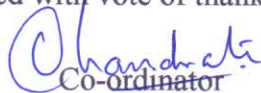
Prof. Vivek More moved vote of thanks.

Immediately after vote of thanks Mr. Sahil Siddique started his technical session in which he teach Office 0365 in detail. In that he Focus the main aspects of office 365 Outlook, OneDrive, MS-Word, Ms-Excel, one note, Share Point, Teams, Class Notebook, Sway, Forms and Office Mix.

• **Valedictory Function:**

Valedictory Session began with an introductory speech by the Prof. Vivek More (Head, Library C. D. Jain College of Commerce, Shrirampur.) Prof. Chandratre Y. V gave welcome speech. Hon.Principal C.D. Jain College of Commerce Dr. Bhor L. D Chaired the session. Hon. Sahil Siddique (Microsoft learning Consultant) was present as chief guest. All Staff members id the C.D.Jain College was present to the workshop.

Session ended with vote of thanks moved by Prof. Duggal S.A.


Co-ordinator

Prof. Chandratre Y.V
(Head, Computer Department)




Principal

Dr.Bhor L.D
(Prin. C .D. Jain College Of Commerce,
Shrirampur)

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