



**Chettinad
Academy**

of Research and Education
(Deemed to be University)

ONE YEAR EXECUTIVE PROGRAM ON MICROSOFT OFFICE

5th Sep, 2019 - 4th Sep 2020 (Every Thursday) | 2:30 PM - 3:30 PM

Program Leader

MR. SATISH BATCHU

IT Head,
Chettinad Academy of Research and Education

Program Organizer

MS. MRINALINI BANERJEE

Assistant Professor,
Chettinad School of Law, CARE.

Aim : The course is designed in such a manner that it would be of great help for the training members as they need to use various aspects of Microsoft Office in their day-to-day analytics.

Objectives :

1. Word processing concepts and explore Microsoft Word environment.
2. Key Features of Microsoft Excel from basic to advanced concepts
3. New Horizons on Microsoft PowerPoint courses and training you need to help you create professional and captivating presentations.
4. Create a five-minute video on any topic using Screencast-O-Matic and upload the video on YouTube.

Course is designed for : Doctors, Faculties, Research Scholars, PG Students, Administrative Staffs, Nurses and Technicians.

Organized by : School of Law

For any further queries kindly E-mail : mrinalinibanerjee@chettinadhealthcity.com