**SIES COLLEGE OF ARTS, SCIENCE AND COMMERCE-AUTONOMOUS**

**SION (WEST), MUMBAI 400 022**

**Department of Biochemistry in collaboration with Center for Excellence**

**Workshop on Basic Skills in Microsoft Office - Report**

**2019-20**

The department of Biochemistry in collaboration with Center for excellence, SIES College had organized a workshop on Basic skills in Microsoft office for TY BSc. Biochemistry (3 Units) students on 6th February and 2nd March 2020 **(**Time: 3.00-5.00

Place: Jr. IT lab).

29 students participated in the workshop. It was an introductory course on the basic functions of Microsoft Office. In this course, the participants were introduced to MS Word, MS Excel and MS PowerPoint.

At the end of this course, the participants learned to:

* Create a document in Microsoft Word with formatting
* Write functions in Microsoft Excel to perform basic calculations and prepare charts/graphs
* Create a presentation in Microsoft PowerPoint