



ASANSOL GIRLS' COLLEGE

(NAAC Accredited with 'B++' Grade)

Dr. Anjali Roy Sarani, Asansol-713304

Notice No: Agc/2026/office general/115

Date: 22.06.2026

NOTICE

This is to inform all **Non-Teaching Staff (Group C and Group D)** of Asansol Girls' College that the institution is organizing a **Two-Day Workshop on Office Management and Productivity Using MS Word & MS Excel**.

The workshop aims to enhance digital literacy, streamline administrative workflows, and improve daily office productivity. Attendance is compulsory for all designated staff members.

Workshop Details

- **Date:** 29th June & 30th June, 2026 (Monday & Tuesday)
- **Time:** 02:00 PM to 04:00 PM
- **Venue:** Department of Computer Application


22/6/26.

Principal

Asansol Girls' College

Dr. Swati Chakraborty
PRINCIPAL

Asansol Girls' College
Dr. Anjali Roy Sarani, Asansol- 713304
Dist.- Paschim Bardhaman (W.B.)



DEPARTMENT OF COMPUTER APPLICATION ASANSOL GIRLS' COLLEGE

Organizes

TWO-DAY WORKSHOP

On

OFFICE MANAGEMENT AND PRODUCTIVITY USING MS WORD & MS EXCEL



DATE
29th and 30th
June 2026

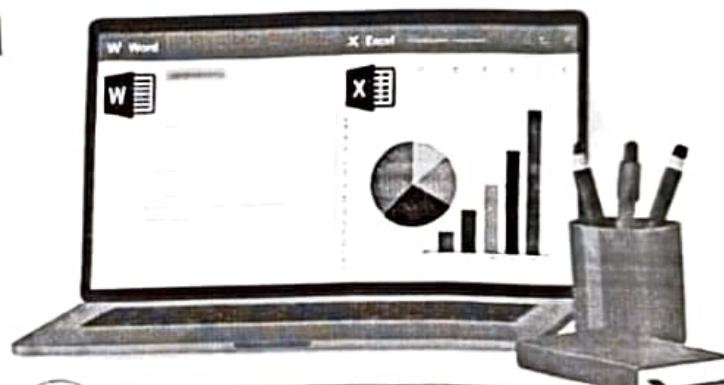


TIME
2:00 PM to 4:00 PM

LEARNING OUTCOMES

After completing the workshop, participants will be able to:

- Create professional office documents using MS Word.
- Format reports, letters, notices, and official documents.
- Manage office data efficiently using MS Excel.
- Perform calculations, data analysis, and report generation.



DAY 1: OFFICE DOCUMENTATION WITH MS WORD

- Introduction to Microsoft Office Suite
- Overview of MS Word features
- User Interface and Ribbon
- Creating, opening, saving, and printing documents
- Text selection and editing
- Copy, Cut, Paste, Undo, and Redo
- Find and Replace
- Font formatting and paragraph formatting
- Alignment, indentation, and spacing
- Bullets and numbering
- Page setup and margins
- Headers and footers
- Official letters and circulars
- Notices and meeting agendas
- Creating and formatting tables
- Sorting data in tables
- Inserting pictures, shapes, and SmartArt
- Watermarks and page borders
- Mail Merge for bulk letters and certificates



DAY 2: OFFICE DATA MANAGEMENT WITH MS EXCEL

- Excel interface and workbook structure
- Worksheets, rows, columns, and cells
- Data entry techniques
- Cell formatting
- Conditional formatting
- Sorting and filtering data
- Freeze panes
- Formula basics
- Relative and absolute references
- Mathematical functions
- Employee database management
- Attendance register
- Salary sheet preparation
- Charts and graphs
- Pivot Tables
- Data validation
- Printing and page setup
- Exporting to PDF



WHO CAN JOIN: GROUP-C AND GROUP-D STAFFS



ASSESSMENT AND CERTIFICATION

PRACTICAL ASSIGNMENT

Participants will:

1. Create an official office letter using MS Word.
2. Prepare an employee database and salary sheet using MS Excel.



CERTIFICATE REQUIREMENT

- 100% attendance
- Successful completion of practical assignments



COURSE COORDINATOR

- Subhasis Ghosh
☎ 9434155728
- Subhadip Gangopadhyay
☎ 9434444777

SCAN TO REGISTER

