

## V.V. VANNIAPERUMAL COLLEGE FOR WOMEN

(Belonging to Virudhunagar Hindu Nadars)

An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai

Re-accredited with 'A' Grade (3<sup>rd</sup> Cycle) by NAAC

VIRUDHUNAGAR - 626 001

Date: 07.10.2020

### CIRCULAR

The Internal Quality Assurance Cell & Department of Computer Applications(UG & PG) of our college jointly organize A Five-Day Workshop on "Expand your Office Skills through Excel" for the supporting staff of our college from 12.10.2020 to 16.10.2020 at 2.30 pm in Maths Lab.

The supporting staff members enclosed in the list are asked to attend the workshop without fail.

Mrs. M.Rajakumari

Mrs. R. Nancy Beulah

Mrs. R. Umaselvi

Staff-in-Charge

Mrs. N. Santhi

Mrs. J.Porkodi

Heads of the Departments

Dr. R. Barani

IQAC Co-ordinator

S. M. Meena Ravi

Dr. S.M. Meena Rani

Principal

Encl. : Participants list.

## WORKSHOP SCHEDULE

Date	Topics
<b>Day I</b> 12.10..2020 2.30 p.m. to 3.30 p.m.	Introduction to Excel – Work Book, Work Sheet, Renaming Work Sheet. <b>HOME TAB</b> <ul style="list-style-type: none"> <li>➤ Clipboard - Cut, Copy, Paste,</li> <li>➤ Font - Font type, Font size, Fill color and Font color</li> <li>➤ Alignment</li> <li>➤ Numbers</li> <li>➤ Cells – Insert, Delete and Formatting</li> <li>➤ Styles – Conditional Formatting</li> <li>➤ Find &amp; Replace</li> </ul>
<b>Day II</b> 13.10..2020 2.30 p.m. to 3.30 p.m.	<b>INSERT TAB</b> <ul style="list-style-type: none"> <li>➤ Table</li> <li>➤ Chart – Line, Bar, Pie</li> <li>➤ Text - Text Box, Header &amp; Footer, Word Art and Symbol.</li> </ul> <b>FORMULA TAB</b> <ul style="list-style-type: none"> <li>➤ Function Library – Auto Sum, Logical, Date &amp; Time, Important Mathematical Functions.</li> </ul>
<b>Day III</b> 14.10..2020 2.30 p.m. to 3.30 p.m.	<b>PAGE LAYOUT TAB</b> <ul style="list-style-type: none"> <li>➤ Page Setup – Margins, Orientation, Size, Print Area, Breaks.</li> <li>➤ Scale to Fit – Width , Height, Scale</li> <li>➤ Sheet option – Gridlines, Headings</li> <li>➤ Arrange – Bring to front, Send to Back, Selection Pane, Align.</li> </ul>
<b>Day IV</b> 15.10..2020 2.30 p.m. to 3.30 p.m.	<b>DATA TAB</b> <ul style="list-style-type: none"> <li>➤ Sort &amp; Filter</li> <li>➤ Data Tools – Text to Columns, Remove Duplicate, Data Validation.</li> <li>➤ Outline – Group, Ungroup, subtotal.</li> </ul> <b>VIEW TAB</b> <ul style="list-style-type: none"> <li>➤ Workbook views, Zoom</li> </ul>
<b>Day V</b> 16.10..2020 2.30 p.m. to 3.30 p.m.	<ul style="list-style-type: none"> <li>➤ Work sheet protection</li> <li>➤ Working with Google sheet</li> </ul>



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VIRUDHUNAGAR



### Report on Five-Day workshop Expand your office skills through Excel

The Internal Quality Assurance Cell of our college in collaboration with Computer application organized Five -Day workshop on Expand your office skills through Excel for support staff of our college from 12.10.2020 to 16.10.202. Mrs. R. Nancy Beaula, MCA., M.Phil., and Mrs. R. Umaselvi, MCA.,M.Phil., Assistant Professors, Department of Computer Application, V.V.Vanniaperumal College for Women, Virudhunagar acted as a resource persons. Nearly 48 participants were participated. From the workshop participants learnt about Formatting Excel sheets, Different categories of formula, Printing options, Data filtering from large datasets, Google sheets, Datasheet protection in Excel. Finally they have given positive feedback about the workshop.

*B. Subay Lin*

*M. Pappan*

*R. N. Subay Lin*

**Staff-in-charge**

*[Signature]*

**Head of the Department**

*[Signature]*

**IQAC-Coordinator**



## Internal Quality Assurance Cell

Five-Day workshop  
on

"Expand your office skills through Excel"

Date : 12-10-2020 to 16-10-2020

Time : 2-30 PM

Venue : Maths Lab.

Participants : Supporting staff on College  
Resource Persons : Mrs. R. Nancy Beulah, MCA, M.Phil.,  
Mrs. P. Umasevi, MCA, M.Phil.,  
Assistant Professors of Computer Applications

S.No.	Name of Participants	Designation	Signature				
			12-10-2020	13-10-2020	14-10-2020	15-10-2020	16-10-2020
1.	Tmt. P. Kalaiselvi	office staff	P. Kalaiselvi	P. Kalaiselvi	P. Kalaiselvi	P. Kalaiselvi	P. Kalaiselvi
2.	Tmt. P. Vasuki DCP	" "	P. Vasuki	P. Vasuki	P. Vasuki	P. Vasuki	P. Vasuki
3.	Tmt. K. Sumathi Bcom	" "	K. Sumathi	K. Sumathi	K. Sumathi	K. Sumathi	K. Sumathi
4.	Tmt. R. Usha Devi, MA	" "	R. Usha Devi	R. Usha Devi	R. Usha Devi	R. Usha Devi	R. Usha Devi
5.	Tmt. K. Kavitha, B.A	" "	K. Kavitha	K. Kavitha	K. Kavitha	K. Kavitha	K. Kavitha
6.	Tmt. C. Lilly Rose, MA	" "	C. Lilly Rose	C. Lilly Rose	C. Lilly Rose	C. Lilly Rose	C. Lilly Rose
7.	Tmt. S.K. Kavitha, DCP, Bcom, MLISc	" "	S.K. Kavitha	S.K. Kavitha	S.K. Kavitha	S.K. Kavitha	S.K. Kavitha
8.	Selvi A. Bharathi, DECE	" "	Selvi A. Bharathi	Selvi A. Bharathi	Selvi A. Bharathi	Selvi A. Bharathi	Selvi A. Bharathi
9.	Tmt. B. Thozharkani, B.COM	" "	B. Thozharkani	B. Thozharkani	B. Thozharkani	B. Thozharkani	B. Thozharkani
10.	Tmt. I. Uma Devi	" "	I. Uma Devi	I. Uma Devi	I. Uma Devi	I. Uma Devi	I. Uma Devi
11.	Tmt. A. Shanthi, DCDDM, M.A	" "	A. Shanthi	A. Shanthi	A. Shanthi	A. Shanthi	A. Shanthi
12.	Tmt. N. Mahalakshmi, B.A	" "	N. Mahalakshmi	N. Mahalakshmi	N. Mahalakshmi	N. Mahalakshmi	N. Mahalakshmi
13.	Tmt. G. Kanagavalli	" "	G. Kanagavalli	G. Kanagavalli	G. Kanagavalli	G. Kanagavalli	G. Kanagavalli
14.	Tmt. R. Yogamathi, M.D.C.A	" "	R. Yogamathi	R. Yogamathi	R. Yogamathi	R. Yogamathi	R. Yogamathi
15.	Tmt. C. Hema, B.Sc	" "	C. Hema	C. Hema	C. Hema	C. Hema	C. Hema
16.	Selvi M. Sujitha,	" "	Selvi M. Sujitha	Selvi M. Sujitha	Selvi M. Sujitha	Selvi M. Sujitha	Selvi M. Sujitha
17.	Tmt. N. Sumathi, M.Sc, PGDCA	office staff	N. Sumathi	N. Sumathi	N. Sumathi	N. Sumathi	N. Sumathi
18.	Tmt. K. Selva Parvathi, DCP, B-com	DTP staff	K. Selva Parvathi	K. Selva Parvathi	K. Selva Parvathi	K. Selva Parvathi	K. Selva Parvathi

Signatures

S.N <sup>o</sup>	Name of the Participants	Designation	12.10.2020	13.10.2020	14.10.2020	15.10.2020	16.10.2020
19.	Tmt. G. Sri Devi	B.A. Dean office staff					
20.	Selvi. M. Malathi	B.Sc. IAC staff	M. Malathi	M. Malathi	M. Malathi	M. Malathi	M. Malathi
21.	Tmt. N. Navamani	Canteen staff		M. Nani	M. Navani	M. Navani	M. Navani
22.	Tmt. V. Kasthuresari	B.A. Stationery Staff	V. Kasthuresari	V. Kasthuresari	V. Kasthuresari	V. Kasthuresari	V. Kasthuresari
23.	Tmt. N. Tamil Selvi	" "	N. Tamil Selvi	N. Tamil Selvi	N. Tamil Selvi	N. Tamil Selvi	N. Tamil Selvi
24.	Tmt. R. Gayathri	" "	R. Gayathri	R. Gayathri	R. Gayathri	R. Gayathri	R. Gayathri
25.	Tmt. S. Aruna	Xerox Incharge	S. Aruna	S. Aruna	S. Aruna	S. Aruna	S. Aruna
26.	Tmt. M. Uma Parvathy	" "	M. Uma Parvathy	M. Uma Parvathy	M. Uma Parvathy	M. Uma Parvathy	M. Uma Parvathy
27.	Tmt. R. Maheswari	B.A. Librarian	R. Maheswari	R. Maheswari		R. Maheswari	
28.	Tmt. V. Vijaya Lakshmi	Assistant	V. Vijaya Lakshmi		V. Vijaya Lakshmi		V. Vijaya Lakshmi
29.	Tmt. S. Prithika Latha	" "		S. Prithika Latha	S. Prithika Latha	S. Prithika Latha	S. Prithika Latha
30.	Tmt. A. Lakshmi	B.Sc. Lab Assistant	A. Lakshmi	A. Lakshmi	A. Lakshmi	A. Lakshmi	A. Lakshmi
31.	Tmt. P. Seetha	" "	P. Seetha	P. Seetha	P. Seetha	P. Seetha	P. Seetha
32.	Tmt. R. Velammal	B.Sc. " "	R. Velammal	R. Velammal	R. Velammal	R. Velammal	R. Velammal
33.	Tmt. P. Perumalakkal	PGDEA " "	P. Perumalakkal	P. Perumalakkal	P. Perumalakkal	P. Perumalakkal	P. Perumalakkal
34.	Tmt. R. Chitra	" "	R. Chitra	R. Chitra	R. Chitra	R. Chitra	R. Chitra
35.	Tmt. M. Kaliswari	" "	M. Kaliswari	M. Kaliswari	M. Kaliswari	M. Kaliswari	M. Kaliswari
36.	Selvi. G. Sundari	Mem " "	G. Sundari	G. Sundari	G. Sundari	G. Sundari	G. Sundari
37.	Tmt. S. Pandiammal	" "	S. Pandiammal	S. Pandiammal		S. Pandiammal	S. Pandiammal
38.	Tmt. M. Jeyalakshmi	" "	M. Jeyalakshmi	M. Jeyalakshmi	M. Jeyalakshmi	M. Jeyalakshmi	M. Jeyalakshmi
39.	Tmt. B. Porsevi	B.Sc. B.Sc. " "	B. Porsevi	B. Porsevi	B. Porsevi	B. Porsevi	B. Porsevi
40.	Tmt. M. Maraswari	" "	M. Maraswari	M. Maraswari	M. Maraswari	M. Maraswari	M. Maraswari
41.	Tmt. P. Sasitha	B.A. P. Sasitha " "	P. Sasitha	P. Sasitha	P. Sasitha	P. Sasitha	P. Sasitha
42.	Tmt. R. Yogeswari	D.P. " "	R. Yogeswari	R. Yogeswari	R. Yogeswari	R. Yogeswari	R. Yogeswari
43.	Tmt. A. Anulmay	D.M.T. " "	A. Anulmay	A. Anulmay	A. Anulmay	A. Anulmay	A. Anulmay
44.	Tmt. A. Geemu	D.F.N.A. " "	A. Geemu	A. Geemu	A. Geemu	A. Geemu	A. Geemu
45.	Selvi. M. Parameswari	B.Sc. " "	M. Parameswari	M. Parameswari	M. Parameswari	M. Parameswari	M. Parameswari
46.	Selvi. N. Paraj	B.Sc. " "	N. Paraj	N. Paraj	N. Paraj	N. Paraj	N. Paraj
47.	S. Niamal	B.A. Lab Asst. " "	S. Niamal	S. Niamal	S. Niamal	S. Niamal	S. Niamal
48.	N. Thilagam	B.E. B. Thilagam Assistant, B. Thilagam					

IOAC of our college in collaboration with Computer Applications organized Five-Day workshop on "Expand your office skills through Excel" to our college Support Staff members from 12.10.2020 to 16.10.2020. Nearly 18 Support Staff members participated. They learnt about formatting in Excel, different categories of form printing options, Data filtering from large datasets, Google sheets, DataSheet protection in Excel. Finally they have given positive feedback about the workshop.

R. Anu  
16/10/2020

IOAC Coordinator.

  
Principal.



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**Internal Quality Assurance Cell & Computer Applications (UG & PG)**  
**A Five-Day Workshop (12.10.2020 – 16.10.2020)**

FEED BACK

Date: 16.10.2020

**Resource Persons:** Mrs. R. Nancy Beulah, MCA., M.Phil.,  
Mrs. R. Umaselvi, MCA., M.Phil.,  
Assistant Professors of Computer Applications

**Topic :** Expand your Office Skills through Excel

S. No	Questionnaire	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
1.	The topics covered were relevant and informative.		✓			
2.	The materials distributed were helpful.	✓				
3.	The workshop experience will help to do my office work efficiently.	✓				
4.	The Resource Persons were knowledgeable about the subject matter.		✓			
5.	The days and time allotted for the workshop were sufficient.		✓			
	Suggest any specific topic on which you wish to attend Workshop in future : Photoshop Corel Draw .H.S. office					

S. Naimalithi B. A.  
Signature of the participant

(Department of Home Science)



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## Internal Quality Assurance Cell & Computer Applications (UG & PG)

A Five-Day Workshop (12.10.2020 – 16.10.2020)

### FEED BACK

Date: 16.10.2020

Resource Persons: Mrs. R. Nancy Beaulah, MCA., M.Phil.,

Mrs. R. Umaselvi, MCA., M.Phil.,

Assistant Professors of Computer Applications

Topic : Expand your Office Skills through Excel

S. No	Questionnaire	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
1.	The topics covered were relevant and informative.		✓			
2.	The materials distributed were helpful.	✓				
3.	The workshop experience will help to do my office work efficiently.		✓			
4.	The Resource Persons were knowledgeable about the subject matter.	✓				
5.	The days and time allotted for the workshop were sufficient.		✓			
Suggest any specific topic on which you wish to attend Workshop in future :						
IFHRMS - Payroll - Oracle Basic						

C. Lily Rose  
16-10-20  
Signature of the participant

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**Internal Quality Assurance Cell & Computer Applications  
A FIVE-DAY WORKSHOP(12.10.2020 - 16.10.2020)**

**FEED BACK**

Date: 16.10.2020

Resource Persons : Mrs. R. Nancy Beulah, MCA., M.Phil.,  
Mrs. R. Umaselvi, MCA., M.Phil.,  
Assistant Professors Computer Applications

Topic : Expand your Office Skills through Excel

S.No.	Questionnaire	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
1.	The topics covered were relevant and informative.	22	20			
2.	The materials distributed were helpful.	21	19	2		
3.	The workshop experience will help to do my office work efficiently.	21	16	4	1	
4.	The Resource Persons were knowledgeable about the subject matter.	25	17			
5.	The days and time allotted for the workshop were sufficient.	22	16	3	1	
	Suggest any specific topic on which you wish to attend Workshop in future:					

## Five day Workshop- Feedback Analysis

