

Bunts Sangha's
S.M. Shetty College of Science, Commerce & Management Studies, Powai
IMC RBNQ Certificate of Merit 2019
ISO 21001:2018 Certified

SESSION ON BASICS IN EXCEL, POWERPOINT, WORD, POSTERS AND CANVAS



NSS Programme Officer



NSS Programme Officer

Criterion 3 - Research, Innovations and Extension



PRINCIPAL

Bunts Sangha's S.M. Shetty College
of Science, Commerce & Management Studies
Powai, Mumbai-400 076.
Tel. 022-6132 7352
Email: college@smshettyinstitute.org

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Approval Form – BASICS IN EXCEL, POWERPOINT, WORD, POSTERS AND CANVAS

Department: NSS UNIT

Program: BASICS IN EXCEL, POWERPOINT, WORD, POSTERS AND CANVAS

Objectives: The main objective of Basic in Excel, Powerpoint, Word, Posters And Canvas to give basic knowledge about the softwares to students.

Content: The NSS Unit of S.M. Shetty College has organized a hybrid mode for our NSS Volunteers.

Date: 17th & 18th February, 2022

Cost/Budget: Nil / Not Applicable

Resource Person: Ms. Avneet Kaur Mam.

Verified By: Dr. Vijay Vishwakarma & Prof. John Menezes

Date of Approval: 9th February, 2022



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Minutes of the meeting – BASICS IN EXCEL, POWERPOINT, WORD, POSTERS AND CANVAS

There was a meeting on 16th February, 2022

Meeting on 16th February, 2022

- Discussed about the event.
- Planned about the webinar.
- The leader worked on the sample message that would be sent
- All necessary information was given.



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Notice (WhatsApp Message):


Greetings to All ✨

The ***NSS UNIT*** of ***Bunts Sangha's S.M.Shetty College of Science, Commerce and Management Studies, Powai** Is organising **_BASICS IN EXCEL, POWERPOINT, WORD, POSTERS AND CANVAS**

TOPIC- BASICS IN EXCEL, POWERPOINT, WORD, POSTERS AND CANVAS

***Resource Person :Ms. Avneet kaur Mam**

 **Date:- 18th February ,2022**

 **Time:- 03:00 PM**

 **Venue:- Zoom Meeting**

*Zoom Link*  

<https://us02web.zoom.us/j/87842620235?pwd=Z2hXc3JoK2VKaFc4N2VDdBGpoc01qdz09>

Meeting ID : 878 426 20235

PaasCode: 752533

Certificate will be provided to all the participants only after attending all the Sessions 

For any queries Call:

Snehal Rai:- 9082362400

Sushant Shetty:- 7738813869



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Report

Event: BASICS IN EXCEL, POWERPOINT, WORD, POSTERS AND CANVAS

Date: 18th March, 2022

Objective: The webinar was for BASICS IN EXCEL, POWERPOINT, WORD, POSTERS AND CANVAS

Highlights: This event was organized by the NSS Unit of S.M.Shetty College Of Science, Commerce & Management Studies,Powai. The webinar started with the introduction of resource person Ms. Avneet Kaur Mam has taken a webinar on BASICS IN EXCEL, POWERPOINT, WORD, POSTERS AND CANVAS and also she is asst. prof in S.M.Shetty College Of Science, Commerce & Management Studies,Powai.

She explained us about the BASICS IN EXCEL, POWERPOINT, WORD, POSTERS AND CANVAS. The hybrid mode of BASICS IN EXCEL, POWERPOINT, WORD, POSTERS AND CANVAS is mainly to train our Volunteers and make them skilled. Also he explained the basic details about the software. And the webinar ended with a vote of thanks by our NSS volunteer. The event was on hybrid mode 26 participants on offline and 70 present in online mode total participation 96.



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Thank You Letter

SMS/

18th February, 2022

To,

Ms. Avneet kaur Mam
S M Shetty degree college.
powai.
Dear Ma'am,

It was truly a pleasure to have you with us as our Resource Persons for webinar on "BASICS IN EXCEL, POWERPOINT, WORD, POSTERS AND CANVAS" organized by NSS UNIT of our college.

On behalf of our college, we'd like to thank you for the generous gift of your time, making people aware and also giving us your precious opinion and various other information. Your time and dedication made this webinar successful.

With Regards,

Thanking you,

Yours faithfully,
Dr.Sridhara Shetty



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