


**JANATHA EDUCATION SOCIETY  
VIVEKANANDA DEGREE COLLEGE  
Dr. Rajkumar Road, Rajajinagara, Bengaluru-56**

**A REPORT ON WORKSHOP (2018-2019)**

**TOPIC: ICT APPLICATION IN BUSINESS: MS OFFICE**

1. **Name of the Activity/Event:** MOU with H. B. Ramalinga & associates
2. **Activity/ Event Venue:** H. B. Ramalinga & associates, Mahalakshmi Layout, Bangalore.
3. **Nature of participants:** Students of Commerce
4. **Number of Participants:** 9
5. **Student Coordinator:** Akash. M
6. **Staff Coordinator:** Placement Officer
7. **Brief summary of the activity/event:**
  - a) **Objectives:** To provide practical exposure to students on MS Office Package and its various applications.
  - b) **Technical Description:** Experts of the institute provided technical knowledge on MS Office viz: Excel, word, outlook, power point & short cut keys.
  - c) **Outcomes:** Student got the opportunity to enhance technical knowledge regarding the applications of MS Office.

S.no	Register no.	Name of the student
1	16CUC41002	ABHISHEK K
2	16CUC41006	AJITH KUMAR M
3	16CUC41007	AKASH M
4	16CUC41010	ANIL KUMAR J
5	16CUC41011	ANIL KUMAR T C
6	16CUC41024	BINDUSHREE P
7	16CUC41025	CHAITHRA B L
8	16CUC41027	CHANDAN S
9	16CUC41044	DIVYA P C

  
**PRINCIPAL  
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BENGALURU-55**