



# MATS SCHOOL OF INFORMATION TECHNOLOGY MATS UNIVERSITY, RAIPUR



## MS Office Automations

Three-day workshop was organized by MATS School of Information Technology, MATS University Raipur (C.G.) on the title “*MS Office Automations*” from 9 January 2016 to 10<sup>th</sup> of January 2016. *Mr. Bipul Kumar Gupta, Technical Trainer from Blue Banyan* conducted the work shop and addressed with more than 100 students of graduation.

Students got an extra exposure and a fast learning platform to explore more on office automation tool for smooth office operation that includes, drafting letter, setting page with its layout, document formatting, printer setting.

Workshop also provided the extra attention for working on excel, implementing formula, cell referencing modes, functions and chart along with how to make your own PowerPoint presentation with slide transition and animation.

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HOD

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