

# KIET SCHOOL OF MANAGEMENT



**Organizes**

**WINTER SCHOOL**

**ON**

**‘Microsoft Office’**

**23<sup>th</sup>\_ 26<sup>th</sup> December 2016**

# KIET School of Management

## Schedule

Winter School on 'Microsoft Office'

(23<sup>th</sup> Dec. to 26<sup>th</sup> Dec, 2016)

Day/Date	Time	Topic
<b>DAY-1<sup>st</sup></b> <b>23.12.2016</b> <b>(Friday)</b>	09:30 – 10:15 AM	Inaugural Session
	10:15– 10:30 AM	Tea Break
	10:30 – 11:30 AM	Getting Started with Word
	11:30 – 12:40 PM	Editing & Formatting Documents
	12:40 – 13:20 PM	Lunch
	13:20 – 16:30 PM	Working with Tables & Mail Merge
<b>DAY-2<sup>nd</sup></b> <b>24.12.2016</b> <b>(Saturday)</b>	9:30 – 11:00 AM	Getting Started with Excel
	11:00– 11:10 AM	Tea Break
	11:10 – 12:40 PM	Excel Formulas
	12:40 – 13:20 PM	Lunch
	13:20 – 16:30 PM	Excel Functions working with Tables
<b>DAY-3<sup>rd</sup></b> <b>25.12.2016</b> <b>(Sunday)</b>	9:30 – 11:00 AM	Getting Started with PowerPoint
	11:00– 11:10 AM	Tea Break
	11:10 – 12:40 PM	Creating a Presentation
	12:40 – 13:20 PM	Lunch
	13:20 – 16:30 PM	Animation in Presentation
<b>DAY-4<sup>th</sup></b> <b>26.12.2016</b> <b>(Monday)</b>	9:30 – 12:30 PM	Practical Examination
	12:30– 13:30 PM	Lunch
	13:30 – 15:00 PM	Evaluation & Discussion
	15:00 – 16:00 PM	Valedictory Session
	16:00 – 16:30 PM	Tea