

# **Shri Shivaji Science College Amravati**

**Department of Mathematics**

## **Outreach Activity Report On Advanced Excel and MS Office Training For B.Sc. Part I Students**

Date of Activity: 13/03/2026

Venue: Vimal Computer Institute (Under the guidance of Mr. Anil Kadu)

Class: B.Sc. Part I

### **1. Introduction**

The Department of Mathematics, Shri Shivaji Science College, Amravati organized an outreach activity for B.Sc. Part I students to enhance their practical and technical competencies in computer applications. The program focused on Advanced Microsoft Excel and MS Office tools.

### **2. Objectives of the Activity**

- To impart practical knowledge of Advanced Microsoft Excel
- To strengthen students' skills in MS Office
- To enhance data analysis and management skills
- To develop presentation and documentation skills

### **3. Organization and Execution**

The activity was conducted at Vimal Computer Institute under expert guidance. The training included advanced Excel functions, data analysis, MS Word documentation, and PowerPoint presentations with hands-on practice.

### **4. Participation**

All B.Sc. Part I students actively participated with enthusiasm and benefited from interactive sessions.

## 5. Outcomes

- Improved Excel and MS Office skills
- Better data analysis ability
- Increased confidence in practical applications

## 6. Conclusion

The activity successfully achieved its objectives and helped bridge the gap between theoretical and practical knowledge.

## 7. Acknowledgement

The college expresses gratitude to Mr. Anil Kadam and Vimal Computer Institute for their support.




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