



**INTEGRAL
UNIVERSITY**



SCHOOL OF PHARMACEUTICAL SCIENCES

WORKSHOP

**'ESSENTIAL MS Office Skills
One Week Workshop'**

September 18 to 23, 2024

REGISTRATION FEE RS. 100/-

<https://www.iul.ac.in/FrmAdvProgramReg.aspx>

Venue : Seminar Hall, 2nd Floor, U-Block,
Faculty of Pharmacy, Integral University



WORKSHOP

“Essential MS Office Skills: One Week Workshop”

Duration: 5 Days, 1 hour per day

Total Sessions: 5 Sessions

Eligible: Diploma in Pharmacy Students

Day 1 (Wednesday, 18 September, 2024; 3pm to 4pm): Microsoft Word

Resource Person: Mr. Anas Islam, Lecturer, School of Pharmaceutical Sciences

Objective: Students will be equipped with basic skills to create and format documents.

Session 1: Introduction to MS Word (1 hour)

- Overview of MS Office suite and MS Word interface
- Creating, saving, and opening documents
- Basic text formatting: fonts, paragraphs, and alignment
- Inserting and formatting images and tables
- Creating and managing headers, footers, and page numbers

Day 2 (Thursday, 19 September, 2024; 11:30 am to 12:30 pm): Microsoft Excel

Resource Person: Mr. Mohammad Arif Ali Usmani, Assistant Professor, Computer Application, Integral University

Objective: Students will be able to manage data and perform basic calculations.

Session 3: Introduction to MS Excel (1 hour)

- Overview of Excel interface and workbook structure
- Entering data and basic cell formatting
- Simple calculations and formulas (SUM, AVERAGE)
- Creating basic charts and graphs for data visualization
- Introduction to sorting and filtering data

Day 3 (Friday, 20 September, 2024; 1:30pm to 2:30pm): Microsoft PowerPoint

Resource Person: Ms. Ambareen Fatima, Lecturer, School of Pharmaceutical Sciences

Objective: Students will be able to create engaging presentations.

Session 2: Introduction to MS PowerPoint (1 hour)

- Understanding the PowerPoint interface
- Creating and designing slides
- Adding and formatting text, images, and shapes
- Applying slide transitions and basic animations
- Best practices for creating professional presentations

Day 4 (Saturday, 21 September, 2024; 10 am to 11am): Microsoft Access

Resource Person: Dr. Farooq Ahmad, Assistant Professor, Department of Computer Application, Integral University

Objective: Students will be educated to basic database management and operations using Access.

Session 4: Introduction to MS Access (1 hour)

- Overview of Microsoft Access and its interface
- Understanding databases, tables, and relationships
- Creating and managing a simple database
- Inputting data into tables and running basic queries
- Introduction to forms and reports for data presentation

Day 5 (Monday, 23 September, 2024; 1:30pm to 4:00pm): Review and Practical Application

Resource Person: Mr. Imran Ahmad Siddiqui & Ms. Sameena Hasan, Faculty of Pharmacy, Integral University

Objective: Reinforce learned skills and apply them in practical scenarios.

Session 5: Review and Practical Application (1 hour)

- Quick recap of key features in Word, Excel, PowerPoint, Access
- Hands-on practice with mini-projects
- Q&A session to address any remaining questions

Supplementary Materials:

Workshop kit

Reference materials (digital)

Evaluation:

Daily assignments.

Feedback of participants through Google Form.

Certification:

Certificate of completion for students who attend all sessions and complete daily assignments.

Accommodation: Not Available

Dr. Irfan Aziz
(Organizing Chair)

Ms. Widhilika Singh
(Convener)