

### ABOUT VTU, BELAGAVI

**Visvesvaraya Technological University** is a collegiate public state university in Karnataka State, India. It was established by the Government of Karnataka. The university is named after **M. Visvesvaraya** from Karnataka, the only engineer to be awarded a "**Bharat Ratna**", the highest civilian award in India. Jnana Sangama, Belagavi is the headquarters of VTU. Additionally, the university has three regional centers in Bangalore, Gulbarga and Mysore. VTU is one of the largest universities in India with 212 colleges affiliated to it with an intake capacity of over 467,100 undergraduate students and 12,666 postgraduate students. The university encompasses technical and management fields which offer 30 undergraduate and 71 postgraduate courses. It has around 1800 PhD candidates. VTU has 13 QIP centers and 17 extension centers in its affiliated colleges offering postgraduate courses. It has around 2,305 departments recognized as research centers which are spread across its affiliated institutions in cities of Karnataka.

### AIET, MOODBIDRI

**Alva's Education Foundation (AEF)** established in 1995 with the vision of our Chairman **Dr. M. Mohan Alva** has succeeded in making Moodbidri, an Educational hub in the South Canara Region, with more than 25000 students pursuing various courses ranging from primary school to post-graduate courses in social sciences, pure sciences, engineering and management. There are 21 institutions functioning under the Alva's Education Foundation.

Alva's Institute of Engineering and Technology, Moodbidri is a Premier Engineering Institute of Alva's Education Foundation, established in the year 2008. The college is certified to the ISO 9001: 2008 standards. The institute offers top quality education in five undergraduate programs in Engineering- Computer Science, Civil, Electronics & Communications, Information Science, and Mechanical Engineering- Three Post Graduate programs- Master of Technology in Thermal Power Engineering, Computer Science & Engineering, VLSI Design Embedded System and Master of Business Administration.

### DEPARTMENT OF MBA

The department was established in the year 2009. Known for understanding the dynamism in the business world, the department conducted a variety of Innovative programmes this year. The programmes were chalked out in such a manner that they not only proved beneficial for students in their academics, a new horizon of knowledge opened up for the students.

The department offers three specializations, Human Resources, Marketing and Finance. Students can also enroll in value-added certification courses of the three specializations. For the overall development of the students, there are classes in Soft-skills, Aptitude Training, English Enhancement, Newspaper Analysis, Computers and grooming- etiquette sessions. The main aim of these courses is to transform theory into reality.

### ABOUT Microsoft Office 2013 COURSE

After the completion of course students will be able To create and Manage

Professional Documents Using Word 2013.

Present and Manage Data Effectively Using Excel 2013

Create and Manage Presentations Using office PowerPoint 2013

Communicate and manage tasks, contacts and Appointments using outlook 2013

### COURSE CONTENT

1. Creating professional documents using Word 2013
2. Management and archival of documents
3. Working with an Excel 2013 worksheet
4. Modifying and formatting a worksheet
5. Performing calculations using Excel 2013
6. Developing a workbook and printing workbook contents
7. Presenting data using charts
8. Creating and managing presentation using Power Point 2013
9. Communicate and manage tasks, contacts and appointments using Outlook 2013

### Modules:-

Working with Microsoft Word  
Working with Microsoft Excel  
Working with Microsoft Power Point  
Working with Microsoft Outlook



**ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY**

**A Unit of Alva's Education Foundation(R), Moodubidire**

**(Affiliated to VTU, Belgaum, Approved by AICTE, New Delhi, Recognized by Govt. of Karnataka)**

**DEPARTMENT OF BUSINESS ADMINISTRATION**

**Presents**

***Certification Course on***  
***WORKING WITH MICROSOFT OFFICE 2013***

**Date: - 12<sup>TH</sup> OCTOBER 2014 TO 23 MARCH 2015**

**RESOURCE PERSON**

- 1. SNEHA S ACHARYA**  
**TRAINER, NIIT, MANGALORE**
- 2. CHAITRA ACHARYA**  
**TRAINER NIIT, MANGALORE**