



Late Shri. Vishnu Waman Thakur Charitable Trust's

## VIVA Institute of Technology

Approved by AICTE, New Delhi, DTE, Government of Maharashtra, Affiliated to University of Mumbai  
At- Shirgaon, Post-Virar (E.), Tal-Vasai, Dist-Palghar – 401 305.

Tel.: 777 000 2544 • Website : [www.viva-technology.org](http://www.viva-technology.org)

E-mail: [contact@viva-technology.org](mailto:contact@viva-technology.org) / [principalvit@vivacollege.org](mailto:principalvit@vivacollege.org)

### Department of Mechanical Engineering

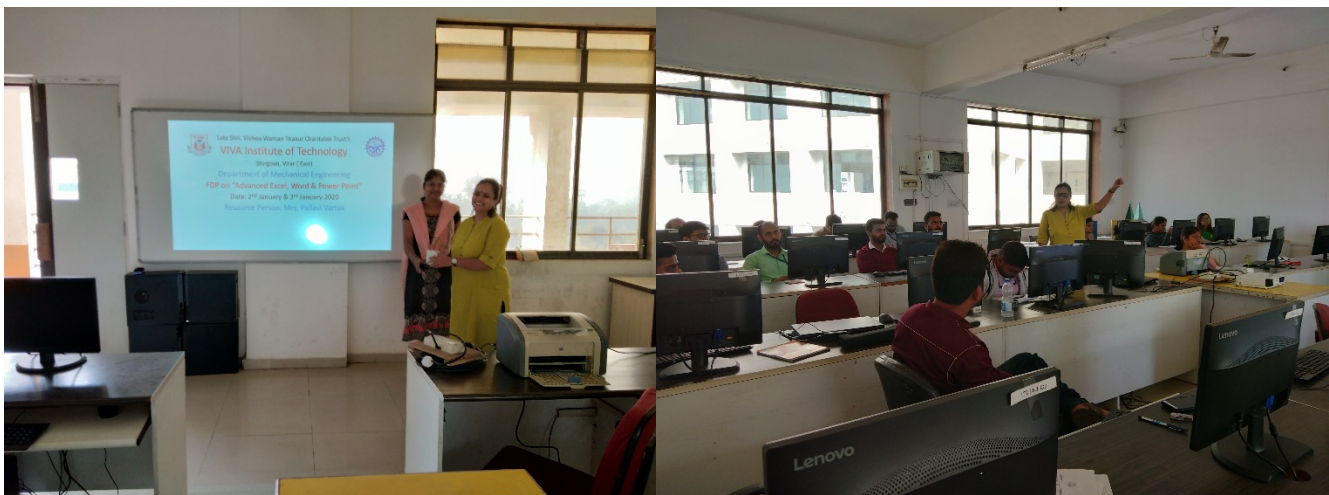
<b>Topic Name:</b>	Advance Excel, Word & Power Point
<b>Name of the Guest Speaker:</b>	Mrs. Pallavi Vartak
<b>Designation:</b>	Asst. Professor
<b>Organization/Institution:</b>	VIVA Institute of Technology
<b>Date:</b>	2nd Jan - 3rd Jan 2020
<b>Time:</b>	09.15 am to 1.00 pm

### Programme Summary/Details:

Department of Mechanical Engineering of VIVA Institute of Technology, Virar organized an FDP on "Advance Excel, Word & Power Point" on 2nd Jan and 3rd Jan 2020. The FDP was conducted by Mrs. Pallavi Vartak, Asst. Professor, VIVA Institute of Technology. She has completed her B.E. in Computer Engineering and M.E. in Information Technology and has 11 years of teaching experience.

There were 21 faculties attending the FDP. The hands on training on various modern functions and techniques on excel, word and power point helped the faculties to understand better and apply it to their daily work. The FDP gave a clear understanding of usage and importance of these Microsoft office tools in converting complex data into simple by reducing time and effort. In around it provided a good insight into the latest and advance features available in excel, word and power point which can be used for data storage, documentation, presentation, guiding of students in report making etc.

### Photos:





Late Shri. Vishnu Waman Thakur Charitable Trust's

## **VIVA Institute of Technology**

Approved by AICTE, New Delhi, DTE, Government of Maharashtra, Affiliated to University of Mumbai  
At- Shirgaon, Post-Virar (E.), Tal-Vasai, Dist-Palghar – 401 305.

Tel.: 777 000 2544 • Website : [www.viva-technology.org](http://www.viva-technology.org)

E-mail: [contact@viva-technology.org](mailto:contact@viva-technology.org) / [principalvit@vivacollege.org](mailto:principalvit@vivacollege.org)