



वाणिज्य विभाग

राजकीय स्नातकोत्तर महाविद्यालय

बाजपुर (अध्यम सिंह नगर) उत्तराखण्ड

website- www.gpgcbazpur.in

On **16 October 2024**, the Department of Commerce at **Government Postgraduate College, Bazpur** organized a workshop on the topic "**Use of M.S. Office Applications.**"

The workshop was divided into **three sessions** to ensure effective learning. In the **first session**, **Dr. Manpreet Singh** provided students with an introduction to the importance and practical use of Microsoft Office tools in academics and professional work. In the **second session**, **Mr. Zahid Mustafa** explained various features and applications of MS Word, MS Excel, and MS PowerPoint, focusing on their practical utility. In the **third session**, **Dr. Atish Verma** gave detailed guidance on advanced uses of MS Office applications and highlighted their role in improving efficiency and productivity.

The workshop proved to be highly beneficial for the students as they gained practical knowledge and understood the importance of computer applications in today's digital environment. The session was interactive, and students actively participated by asking questions and clarifying their doubts.

The programme concluded with a vote of thanks, and appreciation was expressed to all the resource persons for their valuable contributions.

