

## Notice

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Date: 23/12/2021

This is to Inform all **First year Students (BA-I, B.Com.-I and B.Sc. - I)** our Library going to organize Workshop on **“Introduction to MS-Office”**

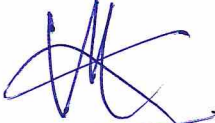
### **Topics Covered:**


1. Introduction to MS-Office.
2. Introduction to MS-Word.
3. Introduction to MS-Excel.
4. Introduction to MS-PowerPoint.
5. E-mail Creation, Sign in to Gmail.
6. Introduction to basic feature of Google Drive.
7. How to make QR Code. Use of QR Code.

**Time: 10.30 am**

**Date: Wednesday, 29 December 2021**

**Venue: Library Building, Common Reading Room**

  
**LIBRARIAN**  
**P.V.P.College**  
**K.MahankalDist-Sangli**

  
**Acting Principal**  
**Padmabhushan Vasantodada Patil**  
**Mahavidyalaya, K. Mahankal Dist. Sangli.**

# Padmabhushan Vasantrodada Patil Mahavidyalaya,

Kavathe Mahankal

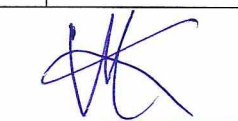
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## PROGRAM REPORT

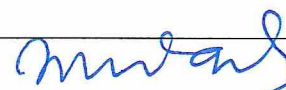
### Workshop on

### “Introduction to MS-Office”

Title	<b>“Introduction to MS-Office”</b>
Date:	29 <sup>th</sup> December 2021
Organizer	<b>PVP College Library</b>
Chairman	<b>Dr. Maruti K. Patil</b> Acct. Principal Padmabhushan Vasantrodada Patil Mahavidyalaya, K. Mahankal
Convener	<b>Mr. Mahesh M. Kamble</b> Librarian, P.V.P. Mahavidyalaya, K. Mahankal
Co-Convener	<b>Mr. Tanaji Thorat</b> Library Department, P.V.P. Mahavidyalaya, K. Mahankal
Resource Person	<b>Mr. Mahesh M. Kamble</b> Librarian, P.V.P. Mahavidyalaya, K. Mahankal
Objective	The "Introduction to MS-Office" workshop was created to provide BA-I, B.Com.-I, and B.Sc.-I first-year students with a comprehensive overview of the Microsoft Office suite. The session's objective was to familiarise participants with Microsoft Word, Excel, and PowerPoint's foundational features and functions. Along with an introduction to Google Drive, the course covered core skills like using QR codes and Gmail to create emails. The lesson's objective was to provide students with practical abilities that would boost their digital literacy and enable them to use these tools for both academic and professional purposes.
Conclusion:	The goal of the "Introduction to MS-Office" workshop was to introduce first-year students to the fundamental capabilities of Microsoft Word, Excel, and PowerPoint as well as email generation, Google Drive, and QR codes. With the help of Mr. Mahesh Kamble's competence, practical abilities and information were imparted. The occasion emphasised the value of digital literacy and showed the institution's library's dedication to equipping students with the abilities required for both academic and professional success.
Beneficiary:	Student: 182, Teachers: 21,



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Acting Principal  
Padmabhushan Vasantrodada Patil  
Mahavidyalaya, K. Mahankal Dist. Sangli.

# 13 - Introduction to Ms Office Workshop

PAGE NO.:

DATE: / /

Sl. No.	Name	Signature
1	Harshada Arun Jadhav	
2	Prachi Gureb Hakke	
3	Namrata Rausaheb Shejal	
4	Rajlaxmi Appaso shinde	
5	Harshada Namdev Patil	
6	Tejaswini Rajaram Patil	
7	Pranali Ananda Dudhal	
8	Nakusa Balaso Chougule	
9	Dhanashri Ananda waghmare	
10	Asharu Kisan Pawar	
11	Sagar Shantao Patil	
12	Sanika Bhupal putkure.	
13	Aboli Krishna mali	
14	Jashna Mahatma Chaudhary	
15	Sakshi Vishnu Telkar	
16	Sachin Vijay Karande	
17	Yasmin Mulani	
18	Sanika mane	
19	Tejaswini suryawanshi	
20	Sayad A. Karande	
21	Sachin Bhaug Khot	
22	Pratiksha Ananda Dudhal.	
23	Saloni Sarvade	
24	Gayathri Pawar	
25	Sanika Pawar	
26	Vrushali Khandekar	
27	Sayali Waghmare	
28	Shikrushna Atpadkar	
29	Sujal Sanjay Jagtap	
30	Snehal Rausaheb Bandgar	
31	Sneha Dhanaji Pawar	
32	Madhura Kurore	

क्र.सं.	नाम	पता	संकेत
35	MADHURA HARI KUNURE		<del>PKunure</del>
36	Sakshi Shinde		S.S. Shinde
37	Dhanashri Sutar		<del>DSutar</del>
38	Sadiya Patil		<del>SPatil</del>
39	Vaishalee Chavan		V.S. Chavan
40	Mali Koushalya Nemde		<del>KNemde</del>
41	Patil Parvati Bhanu		<del>PPatil</del>
42	Bashiya Vitthal Deshmukh		B.V.D.
43	Prashant Nisha Khutale		P.N. Khutale
44	Afroz Ansav MUWAWAN		<del>AMUWAWAN</del>
45	Nehendra Keshavnagar		N.K.
46	Dipak Zuke		<del>DZuke</del>
47	Aditi Shinde		<del>AShinde</del>
48	Gauri Budhal		<del>GBudhal</del>
49	Bhakti Mali		<del>BMali</del>
50	Ujwala Salankar		<del>USalankar</del>
51	Shraddha Bapu Dhabale		S.B. Dhabale
52	Sayali Takaram Mali		<del>SMali</del>
53	Tejas Abasheb Tele		<del>TTele</del>
54	Shruti Surendra Sarnaiik		<del>SSarnaiik</del>
55	Shweta Vitthal Patil		S.V. Patil
56	Aishwarya Jadhav		<del>AJadhav</del>
57	Janhavi Keshav		<del>JKeshav</del>
58	Vipul Salunkhe		<del>VSalunkhe</del>
59	Soham Salunkhe		<del>SSalunkhe</del>
60	Suras Jagtap		<del>SJagtap</del>
61	Sadik Mulani		<del>SMulani</del>
62	Rebbhni Mulani		<del>RMulani</del>
63	Riya J. Jamadar		<del>RJamadar</del>
64	Amruta V. Sutar		<del>ASutar</del>
65	Komal Vijay Athawale		<del>KAthawale</del>
66	Alfiya Rajusheb Mulani		A.R. Mulani
67	Shikha Rajusheb Kamble		<del>SKamble</del>

69]	Rutuja Hanmant Salunkhe	RHSalunkhe
70]	Diksha Sanjay Gadaad	DSGadaad
71]	Pooja Kakasa Mohite.	PoojaM.
72]	Bajakta Himmat Sarvade	Sarvade.
73]	Sanchita Sunil Chavan	S.S.Chavan.
74]	Saloni Sarvade.	S.S.Sarvade.
75]	Vrushali Khandekar	<del>VK</del>
76]	Atul Pandurang Alekar	<del>AAlekar</del>
77]	Vaishnavi Keshav Koli	<del>VK</del>
78]	Tejaswini Anil Pawar	<del>TP</del>
79]	Ashia Bhimrao Landage	<del>ALandage</del>
80]	Shreya Bhagwan Mali	<del>SM</del>
81]	Samsudhi Sanjay Shinde	<del>SS</del>
82]	Akshada Laxman Jagadale.	<del>AJagadale</del>
83]	Vidya Ashok Desai	<del>VD</del>
84]	Vaishnavi Suryakant Alekar	<del>VAlekar</del>
85]	Shraddha Suresh Jadhav	<del>SJadhav</del>
86]	Sagar Shamrao Patil	<del>SPatil</del>
87]	Swapnil Balasa Patil	<del>SP</del>
88]	Shweta Vitthal Patil	S.V.Patil
89]	Vaishnavi Tahaji Sargar	V.T.Sargar
90]	Aishwarya R. Jadhav	<del>AJ</del>
91]	Kajal Shivaji Bodgire	<del>KB</del>
92]	Aboli Krishna Mali.	<del>AMali</del>
93]	Swapnil Umesh Mali	S.U.Mali
94]	Sanket Dattatray Wathare	<del>SWathare</del>
95]	Swapnali Ramdas Shinde	<del>SShinde</del>
96]	Sanjivani Bhukar Patil	<del>SBPatil</del>
97]	Nitin Manojen Mali	<del>NM</del>
98]	Geami Ramy Honakhonde.	<del>GM</del>
99]	Siddhi Balasaheb Ghatage	<del>SG</del>
100]	Sanelhya Sambhaji Mane	<del>SM</del>

Sl. No.	Name	Course	Signature
102	Harshada Tanaji Dhaygude		H.T. Dhaygude
103	Kalyani Dadasaheb Jagtap	B. Com III	<del>Pad</del>
104	Chaitanya Uttam Patil	B. Com III	<del>Patil</del>
105	Nikita Vinod Pisal	B. Com III	<del>Pisal</del>
106	Nikita Laxman More	B. Com III	<del>Nmore</del>
107	Kajal Rajaram Mali	B. Com III	<del>K.R. Mali</del>
108	Shraddha Ravindra Vankhede	B. Com III	<del>Shraddha</del>
109	Prathmesh Dipak Patil	B. Com III	<del>P. D. Patil</del>
110	Amal Dnyanu Gadade	B. Com III	<del>Gadade</del>
111	Sanika Lahu More	B. A III	<del>Smore</del>
112	Sujata Kakasa Mote	B. A. III	<del>Smote</del>
113	Ashwini Shamrao Shinde	B. A. III	<del>Shinde</del>
114	Snehal Vijay Phakade	B. Com III	<del>S.V. Phakade</del>
115	Triveni Mukesh Lotthe	B. Com III	<del>Lotthe</del>
116	Akshata Arvind Jadhav	B. Com III	<del>AJ</del>
117	Sanika Sanjay Shinde	B. Com III	<del>S</del>
118	Senali Jotiram Khot	B. Com III	<del>SK</del>
119	Rutuja Mahadev Gaganmale	B. Com III	<del>RM</del>
120	Vidhya Shankar Hipparkar	B. Com III	<del>V.S. h</del>
121	Suchitra Appasa Patkare	B. Com III	<del>Suchitra</del>
122	Sanika Bhupal Patkare	B. Com III	<del>Sanika</del>
123	Jashna Mafatlal Shouhari	B. Com III	<del>Jashna</del>
124	Kajal Shivaji Bodgire	B. Com III	<del>Kajal</del>
125	Vaishnavi Suryakant Orekar	B. Com III	<del>Vaishnavi</del>
126	Vamata Sanjay Mali	B. A - III	<del>V.Mali</del>
127	Pragati Sachin Deokate	B. A. III	<del>Pragati</del>
128	Prathmesh Shinde	B. Com III	<del>Prathmesh</del>
129	Nikita Laxman More	B. Com III	<del>Nmore</del>
130	Nikita Vinod Pisal	B. Com III	<del>NPisal</del>
131	Swatiya Shahabuddin Mulani	B. A. III	<del>S.S. Mulani</del>
132	Shruti Sunil Sadamate	B. A. III	<del>Shruti</del>
133	Sanika Ramchandra Sutar	B. A. III	<del>Sutar</del>

135	Shruti Sunil Sadamate	Shruti
136	Sanika Ramchandra Sutar	Sutar
137	Swati Anil Kamble	Kamble
138	Muskan Imraj Mulla	Mulla
139	Pratiksha Hukka	P.A. Hukka
140	Poonam Shivaji Wagh	Wagh
141	Harshada Arun Jadhav	HAT
142	Anuja Dnyanesh Kengar	DK
143	Prachi Gulab Hukka	Hukka
144	Namrata Ravsaheb Shejar	NS
145	Harshada Namdev Patil	Wagh
146	Rajlaxmi Appasa Shinde	AS
147	Tejaswini Rajaram Patil	Patil
148	Pranali Ananda Dudhal	@Dudhal
149	Nekusa Balaso Chougule	N.B. Chougule
150	Dhanashri Ananda Waghmare	D.A. Waghmare
151	Ashv Kisan Pawar	A.K.P.
152	Sagar Shompa Patil	Satly
153	Sanika Bhupal Pature	Pature
154	Aboli Krishna Mali	Mali
155	Jashna Mafatal Houdhari	Jashna
156	Yasmin B. Mulani	Mulani
157	Sanika Mane	Mane
158	Tejaswini Suryawanshi	SS
159	Suresh Appasa Bhatnagar	SB
160	Sachin Bhaiva Khat	Khat
161	Pratiksha A. Dudhal	P.A. Dudhal
162	Saloni Sarvade	S.S. Sarvade
163	Gayatri Pawar	G.R. Pawar
164	Sanika Pawar	S.A. Pawar
165	Vrushali Khandekar	VK
166	Sayali Waghmare	S. Waghmare
167	Shiksha Atulkar	Atulkar

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168	Snehal Ravasahab Bandgar.		S.R. Bandgar.
169	Sneha Dhanaji Pawar		S.D. Pawar
170	Madhura Kunur	B.A. II	<del>Madhura</del>
171	priyanka kolekar	B.A. I	<del>Rubik</del>
172	Sakshi Sanjay Shikhe	B.A. II	S.S. Shikhe
173	Dhanashri Subhash Surkar		<del>Dhanashri</del>
174	Sadiya Patil		<del>SA</del>
175	Vaishalee Charan	B. Com. I	V.S. Chavan
176	Mali Koushalya Namdeo	B. Com. I.	<del>Koushalya</del>
177	patil paanali Bhausaheb	B. Com. I	<del>Patil</del>
178	Prashant Natha Khutale		P.N. Khutale
179	Dipak Zure	B. Com. II	<del>Dipak</del>
180	Afroz Ansar Mujawar	B. COM. II	<del>Afroz</del>
181	Aarti Adhikar Shinde	B. Com. II	<del>Aarti</del>
182	Garvi sahebrao Dughal		<del>Garvi</del>
183	Bhakti Mali	12 <sup>th</sup> com	<del>Bhakti</del>
184	vijaya salunkhe		<del>vijaya</del>
185	shradha Bapu Dhobale.	B. COM. II	S.B. Dhobale
186	Sayali Tukaram Mali		<del>Sayali</del>
187	Tejas Abasaheb Tele	B. S. C. - I	<del>Tejas</del>
188	shruti surendra sarnai k.	12 <sup>th</sup> sci.	S. Sarnai k.
189	Shweta Vitthal Patil	12 com	S.V. Patil
190	Aishwarya R. Jabhar		<del>AA</del>
191	Janhavi S. Kanap		<del>Janhavi</del>
192	Vipul Salunkhe		<del>Vipul</del>
193	Sehem Salunkhe		<del>Sehem</del>
194	Suvasata P		<del>Suvasata</del>
195	Sadik mulani	12 <sup>th</sup> Art	<del>Sadik</del>
196	Rabbani mulani	12 <sup>th</sup> Art	<del>Rabbani</del>
197	Riyat Jambadar.	12 <sup>th</sup> Art	<del>Riyat</del>
198	Amruta Vilas Sutar		<del>Amruta</del>
199	Komal vijay Athawale		<del>Komal</del>



