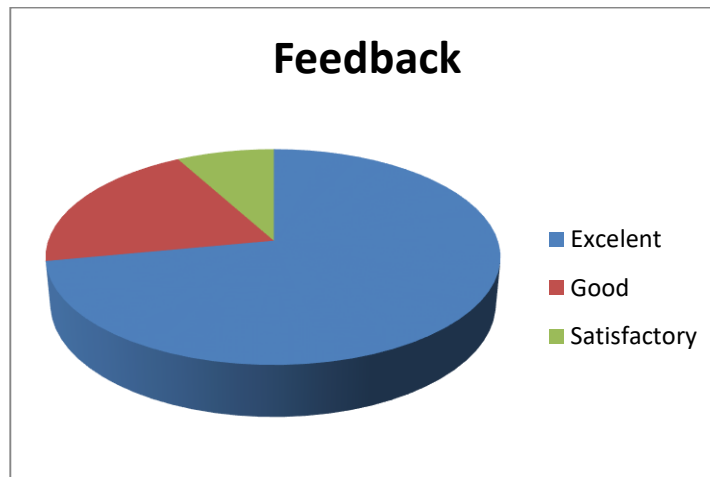


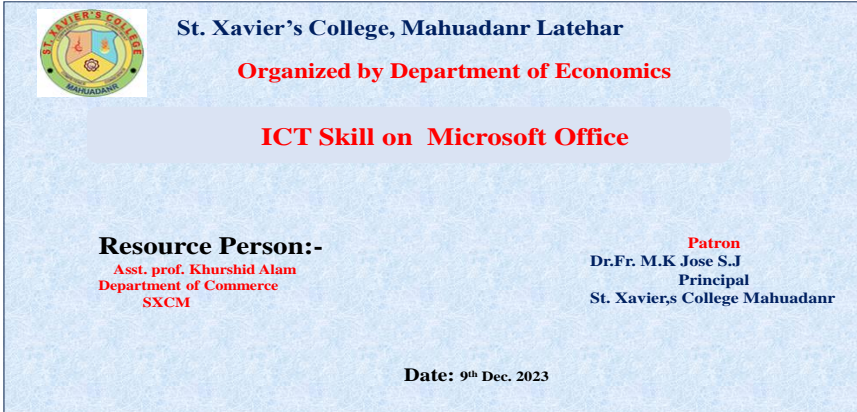
# St. Xavier's College Mahuadanr Latehar- 834001

1. **Title of the Program :** ICT Skill on Microsoft Office
2. **Place:** Computer Lab
3. **Organizing Department / Cell :** Department of Economics
4. **Date/Duration :** December 9<sup>th</sup>, 2023
5. **Resource Person:** Asst. Prof Khurshid Alam, Asst. Prof., SXCM
6. **Number of Participants:** 25
7. **Objective:** To equip students with the advanced knowledge and practical skills necessary to use Microsoft Excel through efficient document creation and management.
8. **Detail Description of the Event:** On December 9, 2023, the Department of Economics organized a workshop focused on ICT skills in Microsoft Office .25 students from the department of economics participated in the event. The event aimed to enhance students' proficiency in essential software tools such as Word, Excel and PowerPoint. Participants engaged in hands-on activities, learning to create professional documents, analyze data and develop effective presentations. Feedback indicated increased confidence and skills among attendees, underscoring the importance of ICT literacy in today's academic and professional environments.
9. **Outcome:** Participants significantly improved their ability to create and analyze spreadsheets in excel, enabling them to effectively handle data and make informed decisions in their economic studies.
10. **Feedback:**



# St. Xavier's College Mahuadanr Latehar- 834001

## 11. Brochure:



The brochure features a light blue background with a subtle pattern. At the top left is the college's logo, a circular emblem with a cross and other symbols, surrounded by the text 'ST. XAVIER'S COLLEGE MAHUADANR'. To the right of the logo, the text reads 'St. Xavier's College, Mahuadanr Latehar' in black, followed by 'Organized by Department of Economics' in red. Below this, a grey rectangular box contains the title 'ICT Skill on Microsoft Office' in red. Further down, the 'Resource Person:-' section lists 'Asst. prof. Khurshid Alam' in red, with 'Department of Commerce' and 'SXCM' in black below it. To the right, the 'Patron' section lists 'Dr.Fr. M.K Jose S.J' in red, with 'Principal' and 'St. Xavier,s College Mahuadanr' in black below it. At the bottom center, the date 'Date: 9<sup>th</sup> Dec. 2023' is printed in black.

**St. Xavier's College, Mahuadanr Latehar**  
**Organized by Department of Economics**

**ICT Skill on Microsoft Office**

**Resource Person:-**  
Asst. prof. Khurshid Alam  
Department of Commerce  
SXCM

**Patron**  
Dr.Fr. M.K Jose S.J  
Principal  
St. Xavier,s College Mahuadanr

**Date: 9<sup>th</sup> Dec. 2023**


## 12. Photos:



# St. Xavier's College Mahuadanr

## Latehar- 834001


### 13. List of Participants:



**ST. XAVIER'S COLLEGE MAHUADANR**  
 Estd: 2011. Affiliated to Nilamber-Pitamber University, Medininagar NPU/R/953/11  
 P.O- Mahuadanr, Dist. Latehar, Jharkhand 822119  
 Accredited with 'B' Grade by NAAC, Recognized by UGC  
 AISHE-C-42763 ISO-9001:2015  
 Phone: 09508440233 Email: sxcmdanr@gmail.com website: www.sxcm.co.in

**Name of Program : ICT skill on Microsoft office**  
**Department of Economics**  
**(List of participants)**

SL. No	Student Name	Signature
1.	AFRIN NISHA	Afrin Nisha
2.	ANISH EKKA	anish ekka
3.	ANURI TIGGA	Anuri Tigga
4.	ARMAN HUSSAIN	Arman Hussain
5.	ELIN TOPPO	Elin Toppo
6.	JEEWAN EKKA	Jeevan ekka
7.	MARKUS BAGE	Markus Bage
8.	NEMHA KUJUR	Nemha kujur
9.	NIKITA KUMARI	Nikita Kumari
10.	PAULUS BAGE	Paulus Bage
11.	PRITI KUMARI	Priti Kumari
12.	SAJIYA PRAWEEEN	Sajiya Praweeen
13.	SHIKHA GUPTA	Shikha Gupta
14.	SUMIT TOPPO	sumit toppo
15.	UMAR ABDULLAH	umar Abdullallah
16.	ANJLI KUMARI SONI	Anjli soni
17.	ARPITA JAISWAL	Arpitajaiswal
18.	JAYDEEP PRASAD	Jaydeep Prasad
19.	KHUSHI KUMARI	Khushi Kumari
20.	MUSKAN KUMARI	Muskan Kumari
21.	SIMRAN MINJ	Simran minj
22.	AKSHAY ORAON	Akshay Oraon
23.	ANOS KUJUR	Anos Kujur
24.	KOMAL KUMARI	Komal Kumari
25.	SARIYA ARA	Sariya Ara



Principal  
**Principal**  
 St. Xavier's College  
 Mahuadanr