

क्र. CIT-04/1011/COA1302-1602
दि 19/12/2011

प्रति,

अध्यक्ष / आयुक्त / जिल्हाधिकारी / अतिरिक्त आयुक्त / उपायुक्त / सहआयुक्त / संचालक / उपसंचालक /
व्यवस्थापकीय संचालक / मुख्य अधिकारी / निबंधक / संगणक अधिकारी / अधिक्षक अभियंता / उप
अधिक्षक अभियंता / कार्यकारी अभियंता / अधिक्षक व इतर अधिकारी

विषय - Training on Enhance Office Automation Skills with computers — for Personal Assistants (स्वीय सहाय्यकांसाठी संगणक प्रशिक्षण) दि 13 ते 16 फेब्रुवारी 2012

महोदय,

उपरोक्त विषयास अनुसरून आपणास कळविण्यात येते की, स्वीय सहाय्यकांसाठी संगणक प्रशिक्षण (Enhance Office Automation Skills with computers for PAs) या विषयाबाबतचे प्रशिक्षण दिनांक 13 ते 16 फेब्रुवारी 2012 या कालावधीत यशदामध्ये आयोजित करण्यात आले आहे.

MS Word वापरून पत्रे तयार करणे, Mailmerge चा उपयोग करणे, Spreadsheet चा वापर करून Graph काढणे, विविध Formulas चा वापर करून Calculations करणे, presentations तयार करणे, मराठीचा वापर करणे, PDF files तयार करणे, इंटरनेटचा वापर करणे, इमेल पाठवणे इ. विषयांवर प्रशिक्षण दिले जाईल. सदर प्रशिक्षणात अंतर्भूत असलेले विषयाचा संक्षिप्त तपशील सोबत जोडला आहे.

नामनिर्देशन - आपल्या विभागातील जे कर्मचारी स्वीय सहाय्यक म्हणून काम पहातात त्यांना या प्रशिक्षणासाठी (जास्तीत जास्त 2 नावे) नामनिर्देशित करावेत. प्रशिक्षणाचे तपशीलवार माहितीपत्रक व नामनिर्देशनाचा नमुना सोबत जोडला आहे.

प्रशिक्षण फी - सदरच्या प्रशिक्षणासाठी रु.7,200/- (यशदामधील निवास, चहा, नाष्टा व भोजन सुविधेसह) अथवा रु 6,000/- (यशदामध्ये चहा, नाष्टा व एक वेळचे भोजन सुविधेसह) प्रशिक्षण फी चा धनाकर्ष महासंचालक यशदा यांचे नावे अथवा रोख रक्कम प्रशिक्षणार्थींनी सोबत घेऊन यावे.

आपली,

Udgaonkar

(उज्वला उदगावकर)

सत्र संचालक

सहपत्र- 1) प्रशिक्षणाची तपशीलवार माहिती व 2) नामनिर्देशनाचा नमुना

Course Details

01. Name of Training Programme – Training on Enhance Office Automation Skills with computers – for Personal Assistants

02. Duration- 13th to 16th February 2012

03. Objectives-

At the end of the course, participants will be able to-

- Create, update and manage spreadsheet with Excel
- Create and edit own presentation.
- Create and edit letters using Word
- Creating effective presentations with MS PowerPoint.
- Use Internet for e-mail & browsing.
- Find required information using search engine.

04. Contents –

a. Introduction to computers

- Components of a computer system, hardware, software, memory
- Starting Up, Logging In, Graphical User Interface, Exploring the Desktop
- Working with windows
- Working with Folders and files
- Effectively using computers with Disk cleanup and Disk defragmenter

b. Introduction to Word

- Creating New Documents
- Saving, Closing and Opening files
- Printing file
- Find and replace text
- Working on pictures, symbols and wordart
- Working with fonts
- Paragraph formatting
- Moving and Copying Selections
- Header footers to page
- Checking spelling and grammar
- Working with multiple files
- Making effective use of templates
- Working on Headers and Footers
- Merging your documents

c. Working with unicode

- Using Marathi language in Word
- Converting files in PDF format

d. Introduction to Excel

- Navigating the Excel worksheet
- Working with columns, rows and sheets
- Creating a new workbook
- Duplicating cell contents
- Changing page setup
- Working on formulas
- Learning about charts, Creating a chart
- Formatting cells
- Sorting, filtering and validating data

- e. Introduction to Powerpoint
 - Using the AutoContent Wizard
 - Creating slides
 - Run a slide show
 - Giving transition effects to slides
 - Giving animation effects to slides
 - Inserting movies and sound
 - Working on Master Slides
 - Using Action Buttons
 - Using custom animation
 - Setting up a show
- f. Introduction to Internet and email
 - Information Flow over the Internet
 - How do we connect
 - Using search engines
 - Using emails

05. Profile of Participants-

- Any employee from your department who is working as Personal Assistant / Stenographer who will find this training useful.

06. Course Schedule

- **Last date of receiving nominations:** 30th January 2012
- **Method of sending nominations:** Competent authority may send nomination either by
 - Post or Fax
 - E-mail on cityashada@rediffmail.com or ujwala.udgaonkar@yashada.org
 - Signed copy of the nomination may be sent subsequently by post or through the hands of the officer participating in the training.
- **Last date of receiving confirmation from YASHADA:** 6th February 2012. If any confirmation is not received by 6th February 2012, kindly obtain the same by fax, phone or e-mail latest by 10th February 2012 from Smt. Ujwala Udgaonkar, Course Director.
- **Venue:** CIT, Computer Center, YASHADA
- **Course Fee –**
 - Rs 7200/- for residential participants and Rs 6000/- for non residential participants
 - Course fee should be paid in cash or Demand Draft should be drawn by name of Director General YASHADA
- **Date of Report:** The officers should join this training latest by 09.00 am on 13th February 2012, **only after obtaining confirmation from YASHADA** either by phone or by E-mail.

P.T.O.



Return Following Memo to YASHADA upto 30th January 2012

Confirmation Memo

With reference to your letter dated 19th December 2011, we wish to communicate that
(please select appropriate option below)

- Following officer / employee will be attending the **Training on Enhance Office Automation Skills with computers – for Personal Assistants on 13th to 16th February 2012 at YASHADA Pune.**

OR

- We regret to communicate that we will not be in position to nominate any body.

My Contact details are as under.

Sr. No	Name	Mailing Address	Designation	Mobile
1.			Telephone (Office)	Fax
			Pin Code	e-mail
2.			Designation	Mobile
			Telephone (Office)	Fax
			Pin Code	e-mail

Signature

Name

Designation of
Nominating Authority

e-mail ujwala.udgaonkar@yashada.org
office tel- 020 25608277
fax – 25608100

Date / /2012

To,
Smt Ujwala Udgaonkar
Course Director
Center for Information Technology
YASHADA
Raj Bhavan Campus, Baner Road,
PUNE 411007

राजभवन आवार, बाणेर रस्ता, पुणे 411 007 ☎ (020)25608277, कार्यालयीन वेळेनंतर (020)25608271 फॅक्स 25608100

Raj Bhavan Complex, Baner Road, Pune 411 007

Website- www.yashada.org