



The Oxford College of Science

Accredited by NAAC with A+ grade in cycle III

Recognized by the Govt. of Karnataka; Permanently affiliated to Bangalore University & Approved by AICTE, New Delhi
Recognized by UGC under section 2(f) & 12(B); Recognized by GoK for BiSEP (formerly BTFS)
Supported by DST GoI under FIST program, Supported by DBT GoI under DBT-STAR College

DBT-STAR Scheme 2025 REPORT

DEPARTMENT: BIOCHEMISTRY

TITLE	Basics of MS- WORD and EXCEL
ACTIVITY TYPE	Laboratory Staff Training
YEAR/SEMESTER	2026 / Nonteaching staff
DATE OF EVENT	05/03/2026
VENUE	Room no 221
ORGANISED BY	Department of Biochemistry
RESOURCE PERSON (with designation and affiliation)	Dr. Sangita Roy, Professor
FACULTY INCHARGE/EVENT COORDINATOR	Dr. Sangita Roy
TARGET AUDIENCE	Laboratory Staffs
NUMBER OF BENEFICIARIES	11

The objectives of the Program: Training the Lab technicians in MS –WORD and EXCEL

Highlights of the Program:

- Conducted a presentation
- Demonstrated Different Tabs, Tool bars, Ribbons, Dialogue box
- Hands on Training in Writing a letter in Word
- Hands on Training to create a tabular format of data, copy- pasting the data , save and create folder .
- Use of META – AI and write a letter

The outcome of the program:

- Developed a knowledge in basics of MS WORD.
- Acquired practical knowledge of MS - office
- Improved laboratory log book entry process
- Enhanced analytical thinking



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Geotagged Photos With Titles



Explaining the different features of MS WORD & Excel



Head of the Department

DBT-STAR Coordinator

Vice Principal

Principal