## MS-OFFICE SKILLS TRAINING TO NON-TEACHING STAFF







The Jawahar Knowledge Centre (JKC) has conducted training program on "MS-Office and PPT Presentation skills" to the Non-Teaching staff of the college on 23-02-2022.Dr.P Chandra Sekhar, Principal of the college explained the importance of MS-Office to perform the various duties in the office to the Non-Teaching staff. Resource person Sri D Sai Charan, Lecturer in Computer Science has explained tools in the MS-Office.