



## Organizing Committee

### Chief Patrons

**Sri. Muppalaneni Seshagiri Rao** , President,  
Bapatla Education Society

**Sri.M. Nageswara Rao** , Secretary,  
Bapatla Education Society

### Patron

Dr. N. Sudhakar, Principal  
Bapatla Engineering College

### Convener:

Dr. Sk. Nazeer, Assoc. Prof.  
Head, Dept. of CS&E, BEC.

### Faculty Coordinators:

Mr. V. Chakradhar, Prof., CSE  
Mr.M Rajesh Babu, Asst. Prof., CSE.  
Mr. K.Kishan Chand, Asst. Prof., CSE.  
M:9705620307  
Mr. A Ravi Kishore, Asst. Prof., CSE.

### STTP Mail ID:

becsttpjan2018@gmail.com

### Visit us:

[www.becbapatla.ac.in/workshops/STTP2018.html](http://www.becbapatla.ac.in/workshops/STTP2018.html)

Registration: Spot registrations.

Registration Fee: Rs1000/-

(Free for BES Staff)

## A Three Day Short Term Training Program on “Office Automation”

Jan 8th -10th, 2018



Organized by

Department of  
Computer Science & Engineering



Student Chapter  
Computer Society of India  
Bapatla Engineering College, Bapatla

Bapatla Engineering College(Autonomous)

Bapatla-522102

Andhra Pradesh, India

[www.becbapatla.ac.in](http://www.becbapatla.ac.in)

## **Bapatla Education Society**

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Bapatla Education Society, sponsors of Bapatla Engineering College was established in 1962 and runs 6 other educational institutions including Bapatla College of Arts & Sciences, Bapatla Junior college, Bapatla womens Engineering college, Bapatla Polytechnic College, Bapatla Public School and Bapatla College of Pharmacy.

## **About our Institution**

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Bapatla Engineering College is an autonomous college affiliated to Acharya Nagarjuna University and has been twice accredited by NBA. It was established in 1981 and currently offers B.Tech, M.Tech and MCA courses. The engineering departments are Civil, CSE, ECE, EIE, EEE, IT, Mechanical.

## **About our Student branch of CSI**

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The student branch of our college was initiated in 2011 with the student and faculty members of the departments of Computer Science and Information Technology and is attached to CSI. Through this forum, the students and faculty in the department have been continuously interacting with the industry and peers in academic circles. Many activities are planned in the coming days by the student chapter.

## **Theme of the STTP**

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**Office automation** refers to the varied computer machinery and software used to digitally create, collect, store, manipulate, and relay office information needed for accomplishing basic tasks. Raw data storage, electronic transfer, and the management of electronic business information comprise the basic activities of an office automation system. Office automation helps in optimizing or automating existing office procedures.

The backbone of office automation is a LAN, which allows users to transfer data, mail and even voice across the network. All office functions, including typing, filing, copying, and records management, fall into this category. Office automation was a popular term in the 1970s and 1980s as the desktop computer exploded onto the scene.

Advantages are:

1. Office automation can get many tasks accomplished faster.
2. Less storage is required to store data.
3. Multiple people can update data simultaneously in the event of changes in schedule.

Experienced faculty will impart instruction on the following featured topics.

- Creation of group mail
- Add heatmaps using conditional formatting
- Apply filters
- Clean up values with CLEAN and TRIM
- Protect data in cells
- Validate data in cells
- Integrate with Google Forms
- Insert a chart from Google Sheets into a Google Doc
- Import data from a website or RSS feed
- Change capitalization in cells
- Translate text
- Split names and other data
- Check for valid email address
- Quickly summarize data
- Import data from other sheets
- Visualize data with a sparkline
- Quick data visualization
- Extend Google Sheets with add-ons

The lecture sessions will comprise of theory and hands-on lab sessions. Each day is organized as 2 sessions. The lab sessions will be in the form of tutorials and lab assignments. Attendance to all the sessions is mandatory and a certificate will be awarded by CSI to those who attend all the sessions. The course content which includes lecture presentations, problem sheets, help documents will be given to the participants in electronic form.

## **Target Audience & Expected Outcomes**

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The training is intended for non-teaching staff and faculty who are participating in dept data documentation of all the disciplines .The expected outcomes of the training program are that the participants are exposed to different options and tools, provided by Office and Google Docs, be able to prepare simple documents.

## **The following Applications will be design & implemented in this training programme:**

- Online attendance.
- Staff Leaves maintenance.
- Department data maintenance.
- Faculty information/activities maintenance.
- Students information/activities maintenance.
- Exam Invigilation Data maintenance.

## **Resource Persons**

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1. Dr. Shaik Nazeer,  
Assoc. Prof. & Head, Dept. of CSE,  
Bapatla Engg. College, Bapatla
2. Mr. J.Madhan Kumar,  
Asst. Prof., Dept. of CSE,  
Bapatla Engg College, Bapatla.
3. Mr. P.Nanda Kishore,  
Asst. Prof., Dept. of CSE,  
Bapatla Engg. College, Bapatla.