



**Dr B R AMBEDKAR CENTRAL LIBRARY  
JAWAHARLAL NEHRU UNIVERSITY  
NEW DELHI-110067**

**Orientation Programme  
on  
MS-Excel and MS- PowerPoint**

Date: January 06<sup>th</sup>, 2020

Time: 10:00 am – 1.00 pm

Venue: Committee Room, Mezzanine Floor, Dr B R Ambedkar Central Library

<b>TIME</b>	<b>Session</b>	<b>Presentation by</b>
10.00 am - 10.10 am	Welcome Address	Dr Manorama Tripathi, Librarian
10.11 am - 11.00 am	Ms Excel (Basic and Advanced features)	Mr. Amar Singh Yadav, Professional Assistant
11.01 am - 11.15 am	<b><u>Tea Break</u></b>	
11.16 am -12.15 pm	Ms Power Point (Basic and Advanced features)	Mr Sanjit Paswan, Technical Assistant
12.16pm - 1.00pm	Q & A Session	