

ni-msme - the premier institute

ni-msme, the pioneer institute in the field of MSME is playing a major role in providing pro-business environment to foster the progress of MSME towards success and prosperity. The raison d'être of this Institute is to assist the Government in formulating policies for micro, small and medium enterprises and to help the practising and potential entrepreneurs through a host of services like training, research, consultancy, information, education and extension. The Institute is a training ground for senior technocrats, bureaucrats and bankers who come here to gain expertise and knowledge in order to equip themselves with the latest practices and streamline their operations.

Set up in 1960, **ni-msme** has made valuable contributions by creating an impressive record of achievements beyond the Indian shores, enabling other developing countries to get the benefit of the Institute's facilities and expertise. **ni-msme's** activities are changing from time to time to meet the needs of enterprises in the context of globalisation.

Located in a sprawling and enthralling campus amidst a rich natural setting, **ni-msme** is well equipped with both physical and academic infrastructure. In keeping with the changing times and technological changes, the Institute has updated its style of functioning by focusing on the use of IT in every aspect of its activities, but at the same time retaining the wisdom and advantages of deeply ingrained traditional practices.

The Institute stores and supplies information that helps make a successful entrepreneur who is well versed in the intricacies of business and can participate in business activities intelligently and diligently through its SENDOC.

ni-msme has made many significant contributions towards enterprise promotion both nationally and internationally. Some of **ni-msme's** recent outstanding contributions include Orientation workshop for Industry Members of IMCs, under the scheme "Upgradation of 1396 Government ITIs through PPP", sponsored by the DGE&T, Ministry of Labour & Employment, Govt. of India (2014), Mid Career Programme on MSME Promotion, sponsored by Directorate of Industries & Commerce, Govt. of Kerala (2014), Product Identification and Preparation of Low Investment Project Profiles, sponsored by the Directorate of Micro & Small Scale Enterprises, Govt. of West Bengal (2014), Entrepreneurship Development Programmes in Food Processing, sponsored by AP Food Processing Society (APFPS), Govt. of Andhra Pradesh (2014), Executive Development Programme, sponsored by National Thermal Power Corporation (NTPC) Ltd, Govt. of India (2014), Outreach and Skill Development Programme in Food Processing, Sponsored by NIFTEM, Ministry of Food Processing, Government of India (2014), Marketing and Branding of Clusters for KVIC Officers, Sponsored by KVIC, Govt. of India (2014), Workshops, Sponsored by DSIR, Ministry of Science & Technology, Govt. of India (2014), IPR Challenges & Prospects, Sponsored by DC (MSME), Ministry of MSME, Govt. of India (2015) and Basic Orientation Programme on Management, Monitoring & Implementation of MSE-CDP, Sponsored by the Directorate of Micro, Small and Medium Enterprises, Govt. of West Bengal (2015). The Institute has contributed several research and consultancy services in MSME area, apart from training.

The management of the Institute rests with the Governing Council appointed by the Government of India. The governing body acts through the resident Director General. The present Director General is **Shri M. Chandrasekhar Reddy**



(An ISO 9001:2008 Certified Organisation)

ni-msme, Yousufguda, Hyderabad - 500 045, India

Tel : 91-40-23633499, 23608544, 46, 23608317, 23633260, Fax: 91-40-23608547, 23608956

Website: www.nimsme.org, E-mail: registrar@nimsme.org, ar@nimsme.org, webmaster@nimsme.org

School of Enterprise Information and Integrated Communications (SEIC)
announces

One week programme on

Advanced MS-Word and MS-Excel for Govt. Officials

(16 - 20 January 2017)



Programme Director

Dr. Dibyendu Choudhury

Organised by



NATIONAL INSTITUTE FOR MICRO, SMALL AND MEDIUM ENTERPRISES (ni-msme)

(Formerly known as National Institute of Small Industry Extension Training)

(An organisation of Ministry of Micro, Small and Medium Enterprises, Govt. of India)

(An ISO 9001:2008 Organisation)

Yousufguda, Hyderabad 500 045.

One week programme on
Advanced MS-Word and MS-Excel for Govt. Officials
(16 - 20 January 2017)

RATIONALE

A spread sheet looks a lot like a table which one might see in any word processing package, but it has some very important features that most tables do not. The first is that it is designed to make repetitive and/or complicated calculations very easy to carry out. Secondly, most spreadsheet programmes have advanced graphing capabilities that make producing graphs from the data on the spread sheet relatively simple. While Excel is a very popular spreadsheet programme, it is by no means the only one that will do the job. Excel and Word are the programmes which are very powerful applications with far too many features to learn as Management Information System (MIS) and for simple office usage. Microsoft Office functions most useful to the Managers in their job. Microsoft Excel is programme designed to efficiently manage spreadsheets and analyse data also. It contains both basic and advanced features that anyone can learn. Once some basic features are known, learning the advanced tools become easier. This training programme is designed with some basic MS-Excel features. It assumes basic prior knowledge of Excel and Word.

OBJECTIVE

- Learn how to Customise the Interface
- Formatting: Custom Lists, Cell Groups, and Transposing Tables
- Formulas and Using Data Ranges
- Using Data Validation
- Access Introduction to the Database Concept
- MIS designing towards automation
- Using Macro, Mail Merge and other advanced tools both in Word & Excel.

COURSE CONTENT

After completing the course, each participant will be able to:

- Customise programme options according to individual or office workflows and preferences.
- Design Excel sheet and use it for further to use it as MIS according to best practices for design and formatting
- Store and manage data using a variety of Excel functions and features
- Display content including data artfully and effectively
- Protect, finalise, and package spreadsheets
- Use the advanced features in Word.

BENEFITS TO PARTICIPANTS

Through lab sessions, executives will be exposed to a wide variety of practical issues including different modes of MS-Excel & Word with problem solving and automation through this package.

FOR WHOM

This programme will be useful for the Govt. Officials who are already been exposed to the basic operations of MS-Office packages and like to know more for their daily office work.

FEE

The fee per participant is Rs.15,000/-. The fee covers cost of tuition, reading material, boarding and lodging in non-AC twin sharing basis but does not cover the to and fro traveling cost. AC accommodation available at extra cost and as per availability. Fee should be paid in advance by the way of demand draft drawn in favour of the CAO, **ni-msme**, Yousufguda, Hyderabad - 500045. Fee once paid shall not be refunded; however, substitute candidate would be permitted to attend the programme.

ADMINISTRATION

The programme is full time and strictly residential. Normally the session timings are between 09.30 a.m. and 05.00 p.m. with breaks for coffee and lunch. Some sessions may, however, be scheduled outside these hours. Both vegetarian and non-vegetarian food is served in the mess attached to the guest house.

JOINING INSTRUCTIONS

Accepted nominees are requested to reach **ni-msme** a day in advance of the commencement of the programme i.e., 15 January, 2017. During the programme participants are advised to keep their mobiles in silent mode and free from all official and personal commitments.

Please address your enquiries and nominations, so as to reach before 7 January, 2017 to:

The Asst. Registrar
ni-msme
Yousufguda, Hyderabad - 500 045
Telephones: 91-40-23633499, 23608544,
46, 23608317, 23633260
Fax: 091-040-23608547/23608956
E-mail: registrar@nimsme.org,
ar@nimsme.org, webmaster@nimsme.org
Website: www.nimsme.org

Programme Director:
Dr. Dibyendu Choudhury
ni-msme
Yousufguda, Hyderabad - 5000045
Telephones: 91-40-236338242 (Dir),
23608316-7-8-9, (0)-9700422230 (cell)
Fax: 091-040-23608547/23608956
E-mail: dibchoudhury@nimsme.org
Website: www.nimsme.org