



Indian Institute of Space Science and Technology

Valiamala, Thiruvananthapuram - 695 547, Kerala

ENHANCING PRODUCTIVITY WITH MS OFFICE TOOLS

An Initiative of the Internal Quality Assurance Cell (IQAC)



Two-Day Hands-on Training Programme

For: Administrative & Departmental Office Staff

Mode: Hands-on | Practical Learning

Programme Details

Dates: 01 & 02 January 2026

Time: 09:30 AM – 12:30 PM

Venue: CADD Lab, Aerospace Block



Training Coverage

MS Word | MS Excel

For further details, please contact the IQAC office



0471-2568730



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