ACROPOLIS TECHNICAL CAMPUS

Faculty of Management Studies

Notice

DATE-13/07/18

Venue – Computer Lab

Event – A 30 Hours Training Program on MS Excel was conducted in Faculty of Management Studies. The topics to be covered are, Introduction to Microsoft excel , Data Entry & Formatting, Conditional Formatting, Types of charts.
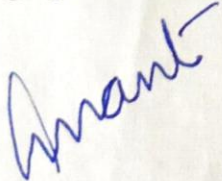
Commencement Date – July 18 ,2018 2:00 pm -4:00 pm (daily)

Program Coordinator – Prof.Utkarsha Soni

Speaker – Prof.. Sheetal Chabbra

Audience/Participants – I Year Students

All the faculty members not having lectures/any other engagements are requested to attend the Program
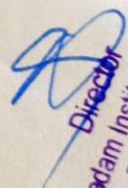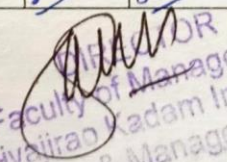
Dr .Anant Gwal

Director

DIRECTOR
Faculty of Management
Shivajirao Kadam Institute of
Technology & Management,Indore

ACROPOLIS TECHNICAL CAMPUS

FACULTY OF MANAGEMENT STUDIES

MS EXCEL TRAINING PROGRAMME ATTENDANCE SHEET

BATCH 2018-2019

DATE↓

S.NO	ENROLLMENT NO	NAME OF STUDENT	19/07/18	19/07/18	20/07/18	21/07/18	22/07/18	23/07/18	24/07/18	24/07/18	25/07/18	26/07/18	26/07/18	27/07/18	28/07/18	29/07/18	30/07/18
1	DX1810307	AAKASH BAHETY	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
2	DX1810944	AAKRITI JAIN	Jain	Jain	Jain	Jain	Jain	Jain	Jain	Jain	Jain	Jain	Jain	Jain	Jain	Jain	Jain
3	DC1517003	ADITI VYAS	Ad	Ad	Ad	Ad	Ad	Ad	Ad	Ad	Ad	Ad	Ad	Ad	Ad	Ad	Ad
4	DX1807481	AFTAB QURESHI	Qu	Qu	Qu	Qu	Qu	Qu	Qu	Qu	Qu	Qu	Qu	Qu	Qu	Qu
5	DX1810309	ASHUTOSH RAGHUWANSHI	Ashu	Ashu	Ashu	Ashu	Ashu	Ashu	Ashu	Ashu	Ashu	Ashu	Ashu	Ashu	Ashu	Ashu
6	DX1811131	ATUL JAIN	atul	atul	atul	atul	atul	atul	atul	atul	atul	atul	atul	atul	atul	atul	atul
7	DC1404491	DEEPALI GUPTA	Deepa	Deepa	Deepa	Deepa	Deepa	Deepa	Deepa	Deepa	Deepa	Deepa	Deepa	Deepa	Deepa	Deepa
8	DX1609653	DINKY BHATIA	Dinky	Dinky	Dinky	Dinky	Dinky	Dinky	Dinky	Dinky	Dinky	Dinky	Dinky	Dinky	Dinky	Dinky
9	DX1503179	JYOTSANA SINGH YADAV	Jyo	Jyo	Jyo	Jyo	Jyo	Jyo	Jyo	Jyo	Jyo	Jyo	Jyo	Jyo	Jyo	Jyo
10	DC1506842	KRITI JAIN	Kriti	Kriti	Kriti	Kriti	Kriti	Kriti	Kriti	Kriti	Kriti	Kriti	Kriti	Kriti	Kriti	Kriti
11	DC1326322	NATASHA FRANSIS	Nata	Nata	Nata	Nata	Nata	Nata	Nata	Nata	Nata	Nata	Nata	Nata	Nata	Nata
12	DX1503200	NEHA PARMAR	neha	neha	neha	neha	neha	neha	neha	neha	neha	neha	neha	neha	neha	neha
13	DX1810315	PIYUSH SAHU															
14	DC1516847	POOJA SHARMA	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
15	DX1811054	SALONI YADAV	Saloni	Saloni	Saloni	Saloni	Saloni	Saloni	Saloni	Saloni	Saloni	Saloni	Saloni	Saloni	Saloni	Saloni
16	DX1500546	SHARAD TIWARI	Sharad	Sharad	Sharad	Sharad	Sharad	Sharad	Sharad	Sharad	Sharad	Sharad	Sharad	Sharad	Sharad	Sharad
17	DX1807494	SHIVANI VISHVKARMA	Shivi	Shivi	Shivi	Shivi	Shivi	Shivi	Shivi	Shivi	Shivi	Shivi	Shivi	Shivi	Shivi	Shivi
18	DX1811055	SHIVANK SAKALYE	Shiv	Shiv	Shiv	Shiv	Shiv	Shiv	Shiv	Shiv	Shiv	Shiv	Shiv	Shiv	Shiv	Shiv
19	DC1504746	SIMRAN BHILWARE	Simran	Simran	Simran	Simran	Simran	Simran	Simran	Simran	Simran	Simran	Simran	Simran	Simran	Simran
20	DX1811032	SIMRAN MEGHANI	Simran	Simran	Simran	Simran	Simran	Simran	Simran	Simran	Simran	Simran	Simran	Simran	Simran	Simran

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Shivajirao Kadam Institute of Technology &
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Acropolis Technical Campus

Faculty of Management Studies

Report on MS Excel Training Program

Date: 06.08.2018

Acropolis Technical Campus, Indore organized an training program on "MS Excel" on 18.07.2018 to 30.07.2018 to enhance the skills of the students. The speaker of the training program was Prof. Sheetal Chhabra, Assistant Professor, ATC Indore(M.P.) , gives knowledge **about the skill that will help the students by streamlining their efforts in managing and presenting the Microsoft excel data, and also give advice to attend the courses and get certificate which will be beneficial for the students as well as faculties for career growth**. He also solved all the queries of participants and also support through the QA Section found within the course .All the faculty members and students gave their valuable presence. Prof.Utkarsha Soni gave the vote of thanks and concluded the program .

Prof.Utkarsha Soni

Program Coordinator

Dr.Anant Gwal

Director

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Shivajirao Kadam Institute of Technology &
Management - Technical Campus,INDORE

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Faculty of Manager
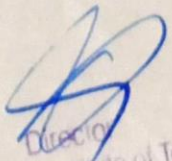Shivajirao Kadam Ins
Technology & Managem

ACROPOLIS TECHNICAL CAMPUS

Faculty Of Management Studies

ASSESTMENT OF MS EXCEL TRAINING PROGRAM
Batch 2018-2019

S.NO	ENROLLMENT NUMBER	STUDENTS NAME	GRADE
1	DX1810307	AAKASH BAHETY	A
2	DX1810944	AAKRITI JAIN	B
3	DC1517003	ADITI VYAS	A
4	DX1807481	AFTAB QURESHI	B
5	DX1810309	ASHUTOSH RAGHUWANSHI	C
6	DX1811131	ATUL JAIN	B
7	DC1404491	DEEPALI GUPTA	A
8	DX1609653	DINKY BHATIA	B
9	DX1503179	JYOTSANA SINGH YADAV	C
10	DC1506842	KRITI JAIN	A
11	DC1326322	NATASHA FRANSIS	B
12	DX1503200	NEHA PARMAR	C
13	DX1810315	PIYUSH SAHU	B
14	DC1516847	POOJA SHARMA	A
15	DX1811054	SALONI YADAV	C
16	DX1500546	SHARAD TIWARI	B
17	DX1807494	SHIVANI VISHVKARMA	A
18	DX1811055	SHIVANK SAKALYE	C
19	DC1504746	SIMRAN BHILWARE	B
20	DX1811032	SIMRAN MEGHANI	A

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Shivajirao Kadam Institute of
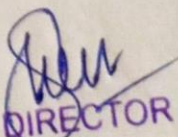Technology & Management,Indore

ACROPOLIS TECHNICAL CAMPUS
FACULTY OF MANAGEMENT STUDIES

MS EXCEL QUIZ
2018-2019

1.   The default file extension of MS-Excel is

(A) xlr   (B) xls

(C) exe   (D) exl

2.   Which command is used to close the window of Excel?

(A) Alt + F4   (B) Ctrl + W

(C) Ctrl + R   (D) Ctrl + C

3.   What is the default column width of MS Excel?

(A) 5.5   (B) 2.98

(C) 6.49   (D) 8.43

4.   Press _____ to make the text bold in MS Excel.

(A) Ctrl + 1   (B) Ctrl + 2

(C) Ctrl + 3   (D) Ctrl + 4

5.   Which of the following methods cannot be used to enter data in a cell

a. Pressing an arrow key   b. Pressing the Tab key

c. Pressing the Esc key   d. Clicking on the formula bar

6.   Which of the following will not cut information?

a. Pressing Ctrl + C   b. Selecting Edit>Cut from the menu

c. Clicking the Cut button on the standard   d. Pressing Ctrl+X

7.   Which of the following is not a way to complete a cell entry?

a. Pressing enter   b. Pressing any arrow key on the keyboard

c. Clicking the Enter button on the Formula bar   d. Pressing spacebar

Aftab Qureshi

ACROPOLIS TECHNICAL CAMPUS
FACULTY OF MANAGEMENT STUDIES

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ADITI VYAS

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ACROPOLIS TECHNICAL CAMPUS, INDORE

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Enlightening wisdom

FACULTY OF MANAGEMENT STUDIES

Certificate of Participation
Awarded to

Mr./Ms *Ashutosh Raghuwanshi*
Of *MBA*

For successful completion of **MS EXCEL Training Program** Organized by **Faculty of Management Studies, Acropolis Technical Campus, Indore** held on and from **18 July 2018** to **30 July 2018**.

USoni

Prof. Utkarsha Soni
Program Coordinator
MS EXCEL Training Program

Anant

Dr Anant Gwal
Director
Faculty of Management Studies

Director
Shivajirao Kadam Institute of Technology &
Management - Technical Campus

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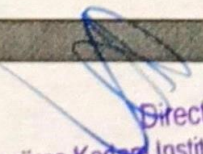Enlightening wisdom
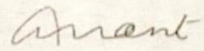
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Prof. Utkarsha Soni
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Director
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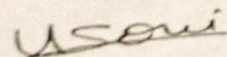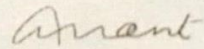Management - Technical Campus, INDORE

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ACROPOLIS TECHNICAL CAMPUS, INDORE

FACULTY OF MANAGEMENT STUDIES

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Prof. Utkarsha Soni
Program Coordinator
MS EXCEL Training Program

Anant

Dr Anant Gwal
Director
Faculty of Management Studies

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