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

ant Dr .Anant Gwal

Director

DIRECTOR

Faculty of Management Shivajirao Kadam Institute of Technology & Management, Indoiru

Shivajiao Kadam Institute of Technolog Management - Technical Campus, IND

ACROPOLIS TECHNICAL CAMPUS

FACULTY OF MANAGEMENT STUDIES MS EXCEL TRAINING PROGRAMME ATTENDANCE SHEET

BATCH 2018-2019

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Director Shivajirao Kadam Institute of Technology & Management - Technical Campus, INDOPE

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 .



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Prof.Utkarsha Soni

Program Coordinator

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

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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	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	С
16	DX1500546	SHARAD TIWARI	B
17	DX1807494	SHIVANI VISHVKARMA	A
18	DX1811055	SHIVANK SAKALYE	С
19	DC1504746	SIMRAN BHILWARE	ß
20	DX1811032	SIMRAN MEGHANI	A

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ACROPOLIS TECHNICAL CAMPUS

FACULTY OF MANAGEMENT STUDIES

MS EXCEL QUIZ 2018-2019

The default file extension of MS-Excel is 1.

- (A) xlr 4BT XIS
- (C) exe (D) exl

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

- (B) Ctrl + W (A) Alt + F4
- (D) Ctrl + C (C) Ctrl + R

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

(A) 5.5	(B) 2.98
(C) 6.49	(D) 8.43

4. Press _____ to make the text bold in MS Excel. UBI Ctrl + 2 (A) Ctrl + 1 (D) Ctrl + 4 (C) Ctrl + 3

Which of the following methods cannot be used to enter data in a cell 5. ra Pressing an arrow key b. Pressing the Tab key c. Pressing the Esc key d. Clicking on the formula bar

Which of the following will not cut information? 6.

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

- c. Clicking the Cut button on the standard d. Pressing Ctrl+X
- Which of the following is not a way to complete a cell entry? 7.
- b. Pressing any arrow key on the keyboard a. Pressing enter
- c. Clicking the Enter button on the Formula bar d. Pressing spacebar

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ACROPOLIS TECHNICAL CAMPUS FACULTY OF MANAGEMENT STUDIES MS EXCEL QUIZ 2018-2019

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c. Clicking the Enter button on the Formula bar

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d. Pressing spacebar

Faculty of Management Shivajirao Kadam Institute of Technology & Management, Indore ACROPOLIS TECHNICAL CAMPUS FACULTY OF MANAGEMENT STUDIES MS EXCEL QUIZ

2018-2019

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DIRECTOR

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



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ACROPOLIS TECHNICAL CAMPUS, INDORE

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.

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Prof. Utkarsha Soni Program Coordinator MS EXCEL Training Program

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Dr Anant Gwal Director Faculty of Management Studies

Director Shivajirao Kadam Institute of Technology & Management - Technical Came:



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Certificate of Participation Awarded to

Mr./Ms Aftab Qureshi Of MBA

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Prof. Utkarsha Soni Program Coordinator MS EXCEL Training Program

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Dr Anant Gwal Director Faculty of Management Studies

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FACULTY OF MANAGEMENT STUDIES

Certificate of Participation Awarded to

> Mr./Ms Aditi Vyas Of MBA

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Prof. Utkarsha Soni Program Coordinator MS EXCEL Training Program

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Dr Anant Gwal Director Faculty of Management Studies

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