

Shivajirao Kadam Institute Of Technology And Management

NOTICE

DATE-19/10/20

Event – A 30 Hours Training Program on MS Excel ,Topics to be covered
Introduction to Microsoft excel , Data Entry & Formatting, Conditional
Formatting, Types of charts.

Commencement Date –October 29, 2020 1:00 pm -4:00 pm (daily)

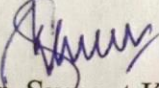
Speaker – Dr. Payal Sharma

Venue – Computer Lab

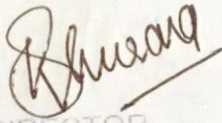
Audience/Participants – I Year Students

Program Coordinator –Prof .Ruchi Jain

All the faculty members not having engagements are requested to attend the
Program


Dr. Sumeet Khurana

Director

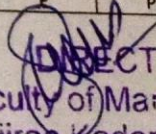

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Management - Technical Campus, INDORE
Director

SHIVAJIRAO KADAM INSTITUTE OF TECHNOLOGY AND MANAGEMENT
 FACULTY OF MANAGEMENT STUDIES
 MS EXCEL TRAINING PROGRAM ATTENDANCE SHEET
 BATCH 2020-2021

S.NO	ENROLLMENT NO	NAME OF STUDENT	DATE ↓															
			29/10/20	29/10/20	2/11/20	3/11/20	3/11/20	4/11/20	4/11/20	5/11/20	6/11/20	7/11/20	7/11/20	9/11/20	9/11/20	10/11/20	10/11/20	
1	DC1703698	ABHINANDAN BINJWE	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	
2	DC1717675	ALFYA JAFRI	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	
3	DC1719829	ANJALI VERMA	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	
4	DC1616011	DIKSHA PRAJAPAT	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	
5	DX2011453	JAVED	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	
6	DX2011457	KHUSHAL BHURIYA	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	
7	DX2011459	LOKENDRA DHURVE	P	P	P	P	P	A	A	P	A	A	A	A	P	P	P	
8	DC1714457	MUSKAN KAUSHAL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
9	DX2011467	NILESH WADHVANI	P	P	A	P	P	P	P	A	P	P	P	P	A	A	P	
10	DC1715947	PARIDHI PARMAR	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	
11	DC1705202	PRAGYA GAUJAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
12	DX2011480	RAHUL SINGH	P	P	P	A	A	P	P	P	P	P	P	P	P	A	A	
13	DX2011483	RAVI DHAMAN	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	
14	DX1403460	SANJAY SHAKYAWAR	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	
15	DC1705281	SHAIFALI CHOUHDARY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
16	DX2011496	SHUBHAM PATEL	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	
17	DX2011500	SONU	A	A	P	P	P	P	P	P	P	P	P	P	P	A	A	
18	DC1717755	SUNNY PATEL	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	
19	DX2011505	SYED ZAID ALI WARSII	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	
20	DX2011511	VIJAY KUMAWAT	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	


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Faculty of Management Studies

Report on MS Excel Training Program

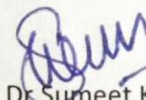
Date: 16.11.2020

Acropolis Technical Campus, Indore organized an training program on "MS Excel" on 29.10.2020 to 10 11.2020 to enhance the skills of the students. The speaker of the training program was Dr.Payal Sharma , 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.Ruchi Jain gave the vote of thanks and concluded the program .



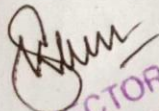
Prof.Ruchi Jain

Program Coordinator



Dr.Sumeet Khurana

Director



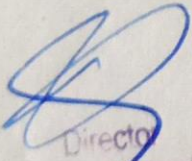
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Shivajirao Kadam Institute of Technology & Management
Faculty Of Management Studies
ASSESTMENT OF MS EXCEL TRAINING PROGRAM
Batch 2020-2021

S.NO	ENROLLMENT NUMBER	STUDENTS NAME	GRADE
1	DC1703698	ABHINANDAN BINJWE	C
2	DC1717675	ALFIYA JAFRI	B
3	DC1719829	ANJALI VERMA	A
4	DC1616011	DIKSHA PRAJAPAT	C
5	DX2011453	JAVED	B
6	DX2011457	KHUSHAL BHURIYA	A
7	DX2011459	LOKENDRA DHURVE	B
8	DC1714457	MUSKAN KAUSHAL	C
9	DX2011467	NILESH WADHVA N	A
10	DC1715947	PARIDHI PARMAR	C
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20	DX2011511	VIJAY KUMAWAT	C


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1. To center worksheet titles across a range of cells, you must
 - a. Select the cells containing the title text plus the range over which the title text is to be centered
 - b. Widen the columns
 - c. Select the cells containing the title text plus the range over which the title text is to be unfettered
 - d. Format the cells with the comma style

2. How do you delete a column?
 - a. Select the column heading you want to delete and select the Delete Row button on the standard toolbar
 - b. Select the column heading you want to delete and select Insert Delete from the menu
 - c. Select the row heading you want to delete and select Edit>Delete from the menu
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3. How can you find specific information in a list?
 - a. Select Tools > Finder from the menu
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 - c. Select Insert > Find from the menu
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4. When integrating word and excel, word is usually the
 - a. Server
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 - d. Both b and c

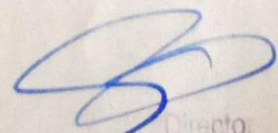
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7. Comments put in cells are called
 - a. Smart tip
 - b. Cell tip
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FACULTY OF MANAGEMENT STUDIES

MS EXCEL QUIZ

2020-2021

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Sanjay Shakyawar

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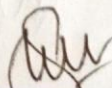
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Parvathi Parmar

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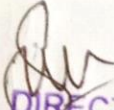
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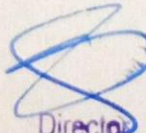
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Muskan Kaudhal

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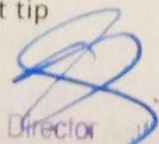
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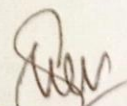
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Awarded to

Mr./Ms. Vijay Kurnawat
of MBA

For successful completion of **MS EXCEL Training Program** Organized by **Faculty of Management Studies, Shivajirao Kadam Institute of Technology and Management, Indore** held on and from **29 October 2020 to 10 November 2020.**

Prof. Ruchi Jain
Program Coordinator
MS EXCEL Training Program

Dr. Sumeet Khurana
Director
Faculty of Management Studies

Director
Shivajirao Kadam Institute of Technology &
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MS EXCEL Training Program

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Director
Faculty of Management Studies

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of ----- *MBA* -----

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Dr. Sumeet Khurana
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Prof. Ruchi Jain
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MS EXCEL Training Program

Dr. Sumeet Khurana
Director
Faculty of Management Studies

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Mr./Ms. ----- *Muskan Kaushal* -----
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