ADD ON PROGRAMS ON EXCEL TRAINING PROGRAM
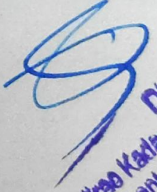## FACULTY OF MANAGEMENT STUDIES
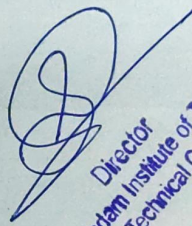### SESSION PLAN
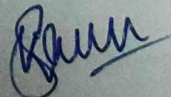
S.No.	Topics	Hours
1	Basics Introduction	2
	Introduction	
	Interface	
	Tabs and Ribbons	
	Document Windows	
	Navigation Tips	
	Office Button and Save	
2	Data Entry & Formatting	2
	Entering Data	
	Fonts, Fills, and Alignment	
	Cut, Copy, and Paste	
	Paste Special	
	Undo and Redo	
	Moving, Finding, and Replacing	
	Cell Styles	
	Comments	
3	Number Formatting	2
	Currency Format	
	Format Painter	
	Formatting Dates	
	Custom and Special Formats	
4	Worksheets	2
	Naming and Moving Worksheets	
	Copying Worksheets	
	Adding, Deleting and Hiding	
	Grouping Worksheets	
	Moving, Copying, Deleting and	
5	Rows & Columns	2
	Inserting and Deleting Columns	
	Inserting & Deleting Cells	
	Inserting Multiple Columns &	
	Modifying Cell Width and	
	Hiding and Unhiding Rows and	
6	Formulas	2
	Using Operations	
	Creating Formulas	
	AutoSum	
	Common Formulas	
	Searching for Formulas	
	Copying Formulas	
	Using Relative and Absolute	
7	Managing Views	2
	Workbook Views	
	Show/Hide	
	Zoom Features	
	Freeze Panes	
	Split Windows	
	Viewing Multiple Windows	
	Minimize The Ribbon	
	Worksheet Backgrounds	
	Watermarks	

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

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

#	Topic	Value
8	Lists Management	2
	AutoFill a Series	
	AutoFill Non-Adjacent Cells	
	AutoFill on Multiple Sheets	
	Creating Custom Lists	
	Series Formatting	
9	Conditional Formatting	2
	Highlight Cells Rules	
	Top/Bottom Rules	
	Data Bars	
	Color Scales	
	Custom Formatting Rule	
10	Tables	2
	Insert a Table and Style Options	
	Add Rows and Columns	
	Perform a Function in a Table	
	Summarise With Pivot Table	
11	Data Tools	1
	Data Validation	
	Drop-Down Lists	
	Removing Duplicates	
	Text To Columns	
	Goal Seek	
	Scenario Manager	
12	Referencing	1
	Multiple Sheet References	
	Consolidating Data - With or	
	Trace the Precedents and	
	Using the Watch Window	
13	Ranges & Dates	1
	Cell Names	
	Named Ranges	
	Formulas with Cell Names	
	Date Formulas	
14	Charts	1
	Chart Types	
	Instant Chart	
	Update Chart	
	Column Chart	
	Picture Fill	
	Adjust Chart Size	
	Line Chart	
	Scatter Chart	
15	Formatting Charts	1
	Chart Styles	
	Chart Layouts	
	Add Labels	
	Axis Options	
	Chart Title	
	Legends	
	Data Labels	
16	Adding Graphics	2
	Insert Pictures	
	Modifying Pictures	
	Insert Shapes	
	Insert SmartArt	
	Apply Themes	
	Arrange	
17	Filter & Sorting	2
	Group and Ungroup	
	Sort Data	
	Sort Multiple Levels	
	Filter Data	
	Advanced Filter	
	Conditional Sorting and Filtering	
	Sorting with Custom Lists	
	Subtotal	
18	Printing	1
	Page Orientation	
	Page Breaks	
	Print Area	
	Margins	
	Print Titles	
	Headers and Footers	
	Scaling	
	Sheet Options	

ACROPOLIS TECHNICAL CAMPUS

Faculty of Management Studies

Notice

DATE-08/09/17

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.
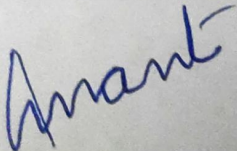
Commencement Date — September 14, 2017 1:00 pm -4:00 pm (daily)

Program Coordinator — Dr.Suchita Gupta
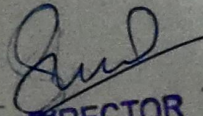
Speaker — Prof.. Sheetal Chabbra

Audience/Participants — I Year Students

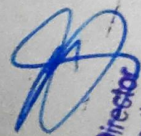All the faculty members not having lectures/any other engagements are requested to attend the Program

Dr .Anant Gwal

Director

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

Director
Shivajirao Kadam Institute of Technology &
Management - Technical Ca...

S.NO	ENROLLMENT NO	NAME OF STUDENT	DATE →														
1	DC1308498	AAKASH JAIN															
2	DX1401597	AAMIR AHMED KHAN															
3	DC1402905	AASTIK PATIDAR															
4	DX1709181	AAYUSHI JAIN															
5	DC1410315	DARSHIT PATIDAR															
6	DX1709193	DEEKSHA SINGHAL															
7	DX1402206	DEVENDRA															
8	DX1709194	DEVESH PITHAWE															
9	DX1709198	IQBAL KHAN															
10	DC1419028	JASDEEP KAUR TUTEJA															
11	DX1400165	KANAK BANSAL															
12	DX1709200	KAPIL KUMAR PAWAR															
13	DC1313171	MUKUL JAREDA															
14	DX1230151	NADEEM KHAN															
15	DX1709208	NANDINI JAIN															
16	DX1709209	NANDINI KABRA															
17	DX1709215	PRIYANSHI BURAD															
18	DX1401585	RAHUL DUBEY															
19	DX1401719	RAJENDRA GURJAR															
20	DX1402808	RAKHI GARG															
21	DX1709221	ROHIT GUPTA															
22	DC1405231	ROMA LADDHA															
23	DX0903981	ROSHNI NAMDEO															
24	DX1709222	RUDRAPARN NAGAR															
25	DX1709238	YOGENDRA KUMAR TIKARE															

Acropolis Technical Campus

Faculty of Management Studies

Report on MS Excel Training Program

Date: 09.10.2017

Acropolis Technical Campus, Indore organized an training program on "MS Excel" on 14.09.2017 to 04.10.2017 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. Dr.Suchita Gupta gave the vote of thanks and concluded the program.

Dr.Suchita Gupta

Program Coordinator

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

Dr.Anant Gwal

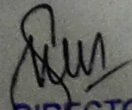Director

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

ACROPOLIS TECHNICAL CAMPUS

Faculty Of Management Studies

ASSESTMENT OF MS EXCEL TRAINING PROGRAM

Batch 2017-2018

S.NO	ENROLLMENT NUMBER	STUDENTS NAME	GRADE
1	DC1308498	AAKASH JAIN	A
2	DX1401597	AAMIR AHMED KHAN	C
3	DC1402905	AASTIK PATIDAR	C
4	DX1709181	AAYUSHI JAIN	A
5	DC1410315	DARSHIT PATIDAR	B
6	DX1709193	DEEKSHA SINGHAL	C
7	DX1402206	DEVENDRA	A
8	DX1709194	DEVESH PITHAWE	B
9	DX1709198	IQBAL KHAN	A
10	DC1419028	JASDEEP KAUR TUTEJA	C
11	DX1400165	KANAK BANSAL	B
12	DX1709200	KAPIL KUMAR PAWAR	C
13	DC1313171	MUKUL JAREDA	A
14	DX1230151	NADEEM KHAN	B
15	DX1709208	NANDINI JAIN	B
16	DX1709209	NANDINI KABRA	A
17	DX1709215	PRIYANSHI BURAD	C
18	DX1401585	RAHUL DUBEY	B
19	DX1401719	RAJENDRA GURJAR	B
20	DX1402808	RAKHI GARG	A
21	DX1709221	ROHIT GUPTA	B
22	DC1405231	ROMA LADDHA	C
23	DX0903981	ROSHNI NAMDEO	A
24	DX1709222	RUDRAPARN NAGAR	C
25	DX1709238	YOGENDRA KUMAR TIKARE	C

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

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

Aamir Ahmed khan

Question: 1

_____ is a powerful tool used to create and format spreadsheets.

(A) Adobe Photoshop CS   (B) Mozilla Firefox

(C) Microsoft Office PowerPoint   (D) Microsoft Office Excel

Question: 2

Workbook is a collection of

(A) Worksheets   (B) Page set-up

(C) Buttons   (D) Diagrams

Question: 3

The worksheet names appear on tabs at the _____ of the

workbook window.

(A) Bottom right   (B) Bottom left

(C) Top left   (D) Top right

Question: 4

The result of a formula in a cell is the

(A) Displayed value   (B) Range

(C) Value   (D) Label

Question: 5
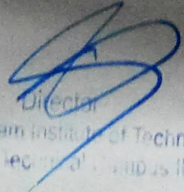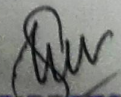
_____ is the intersection of a row with a column.

(A) Cell   (B) Row

(C) Column   (D) All of these

Question: 6

To display the save as dialog box, press

(A) F2   (B) F3

(C) F5   (D) F12

Aastik Patidar

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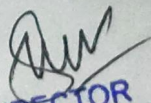
(A) Cell

(B) Row

(C) Column

(D) All of these

Question: 6

To display the save as dialog box, press

(A) F2

(B) F3

(C) F5

(D) F12

Aakash Jain

ACROPOLIS TECHNICAL CAMPUS
FACULTY OF MANAGEMENT STUDIES
MS EXCEL QUIZ
2017-2018

Question: 1

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Question: 5
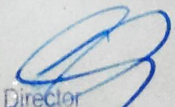
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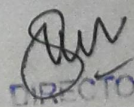(A) Cell

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(C) F5

(D) F12

ACROPOLIS
Enlightening wisdom

ACROPOLIS TECHNICAL CAMPUS, INDORE

FACULTY OF MANAGEMENT STUDIES

Certificate of Participation
Awarded to

Mr./Ms. *Aastik Patidar*
Of *MBA*

For successful completion of **MS EXCEL Training Program** Organized by **Faculty of Management Studies, Acropolis Technical Campus, Indore** held on and from **14 September 2017 to 4 October 2017.**

Gupta

Dr.Suchita Gupta
Program Coordinator
MS EXCEL Training Program

Anant

Dr Anant Gwal
Director
Faculty of Management Studies

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

ACROPOLIS TECHNICAL CAMPUS, INDORE

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FACULTY OF MANAGEMENT STUDIES

Certificate of Participation
Awarded to

Mr./Ms. Aamir Ahmed Khan
Of *MBA*

For successful completion of **MS EXCEL Training Program** Organized by **Faculty of Management Studies, Acropolis Technical Campus, Indore** held on and from **14 September 2017 to 4 October 2017.**

Dr.Suchita Gupta
Program Coordinator
MS EXCEL Training Program

Dr Anant Gwal
Director
Faculty of Management Studies

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

ACROPOLIS TECHNICAL CAMPUS, INDORE

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FACULTY OF MANAGEMENT STUDIES

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Dr.Suchita Gupta
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Management - Technical Campus, INDORE