ADD ON PROGRAMS ON EXCEL TRAINING PROGRAM FACULTY OF MANAGEMENT STUDIES

SESSION PLAN

S.No.	Topics	SESSION PLAN
1	Basics Introduction	Hours
	Introduction	2
	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	
	Treem rounds	
4	Worksheets	2
	Naming and Moving Worksheets	
25-70	Copying Worksheets	
	Adding, Deleting and Hiding	
	Grouping Worksheets	
	Moving, Copying, Deleting and	
1	woving, Copying, Deleting and	
5	Rows & Columns	2
	Inserting and Deleting Columns	. fig.
	Inserting & Deleting Cells	7 7 A
	Inserting & Deleting Cens Inserting Multiple Columns &	1
out.		
	Modifying Cell Width and	
	Hiding and Unhiding Rows and	
6	Formulas	
U	Using Operations	2
-		
	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	
	Watermarks	

Cherter of Barmology & Street Ba

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

	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	
	0 Tables	2
-	Insert a Table and Style Option	S
	Add Rows and Columns Perform a Function in a Table	
	Summarise With Pivot Table	
1		
	Data Validation Drop-Down Lists	
-	Removing Duplicates	
	Text To Columns	
	Goal Seek	
	Scenario Manager	
1	D 6	
12		1
	Multiple Sheet References Consolidating Data - With or	
	Trace the Precedents and	
	Using the Watch Window	
		The second secon
13		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	
	Scatter Chart	
15	Formatting Charts	
	Chart Styles	
	Chart Layouts	
	Add Labels Axis Options	
12	Chart Title	
12.10	Legends	
-34	Data Labels	Part of the second
16	ALLEGO	
16	Adding Graphics Insert Pictures	2
	Modifying Pictures	
	Insert Shapes	
	Insert SmartArt	
	Apply Themes	
	Arrange	
17	Filter & Sorting	
	Group and Ungroup	2
	Sort Data	
	Sort Multiple Levels	
	Filter Data Advanced Filter	
	Conditional Sorting and Filtering	
	Sorting with Custom Lists	
	Subtotal	
	Market St. St. St. St. St. St. St. St. St. St	
18	Printing	Manager 1
	Page Orientation Page Breaks	HARAMATA TO THE RESERVE OF
Sept. Co.	Print Area	
	Margins	
THE STREET	Print Titles	
	Headers and Footers	
	Scaling Shoot Only	
	Sheet Options	
-		

Chief to the distribution of the state of th

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

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

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

ACROPOLIS TECHNICAL CAMPUS FACULTY OF MANAGEMENT STUDIES MS EXCEL TRAINING PROGRAMME ATTENDANCE SHEET

			DATELN			-		CH 2017-20		A	n.	M	~	11	~		
OE	NROLLMENT NO	NAME OF STUDENT	N CONT	2000	MAN	MARK	Total R	Mr.	TANK!	F. T.	20	F.	Way.	May.	Alm	2/4/4	MAIN
,	DC1308498	AAKASH JAIN	1	A	(0)-	De 1		1	A	a	(A)	R	A	a.	-	(1)	Ab-
2	DX1401597	AAMIR AHMED KHAN	Marin	Damin	Mande	Abres	Mondo	Amby	POPRIN	Mambe	A 3	Dinier	Damist	Damen	Demin	(Dimby	Domly
**	DC1402905	AASTIK PATIDAR	A	A	A	1	de	A	A	A	A	4	A	A	88	A	\$7
4	DX1709181	AAYUSHI JAIN	Gorge	Agus	(Bryssis	Bayshi	(Anythi	Dayuhi	Abyushi	Agri	Dogusti	(Dugue)	(Dogash)	Azarin	Dayus	Myanit	Dayuis
5	DC1410315	DARSHIT PATIDAR	Doubit.	- Daronit			Lidard	4	9 -	Bushit	-		Carabil	Assort	Charles	Autohid	Crush
6	DX1709193	DEEKSHA SINGHAL	8	0	2	2	2	De	2	R	-2	8	0	0	0	12	12
7	DX1402206	DEVENDRA	Region	" Dow	Ren	Reserved	Ruent	Javerdo	Kendy	Ricado	Journay .	Towns !	Helendy	Dest	Posent	Buendy	Books
8	DX1709194	DEVESH PITHAWE	Truesh.	Ruesh	Ruesh	Devest	Devest	Tever	Ruesh	Ruesh	teven	Povest	Twest	Tevenh	Bush	Devent	Perest
9	DX1709198	IQBAL KHAN	1	0	2	a	0	D	A	@	0	D	0	D	0	1	O
10	DC1419028	JASDEEP KAUR TUTEJA	130	1	7	1	豆	Z	व	I	3	2	15	12	12	コゴ	E
11	DX1400165	KANAK BANSAL	Harak	Karak	Karak	Kanak	Lanak	Kang	Karak	Kanay	Karal	Kana	Kana Kana	k Kond	Kana	Karak	Kani
12	DX1709200	KAPIL KUMAR PAWAR	B	1	0	0	-B	0	De	0	- 10	KK	(1)	AB	- 8	- W	4
13	DC1313171	MUKULJAREDA	H	No.	N		H	Do		- A	A	M	A	(A)	A	100	M
14	DX1230151	NADEEM KHAN	A	N	1	THE STATE OF THE S	W.	-	A	De	A	- N	N	NZ	AS	A	I
15	DX1709208	NANDINI JAIN	Dam	Mani	Mari	MAN	Mari	No area	WES	18 gm	Marini	177	offers	MA	OF COM	di Man	(MEAN
16	DX1709209	NANDINI KABRA	No	A	- 1		A	- De	-	180	A	A	N	- Ak	_ 0	N	1X
17	DX1709215	PRIYANSHI BURAD	Von	Zw.	Chur.	Your	Kow	for	- Lu	· ku	Your	16	You	n of	~ Km	~ You	17
18	DX1401585	RAHUL DUBEY	Valual	Jama	Zahul	1	Lavol	1	Invi	Lanu	11.		1	101	W Rah	W Lah	100
19	DX1401719	RAJENDRA GURJAR	1	P	R	R	R	(R)	(D)	(2)	P	(2)	(2)	R		- (P)	(0)
0	DX1402808	RAKHI GARG	Rathi	Rathi	Rakhi		Rakhi	Kakh:	Rakhi	Rakhi					i dokh	? Rak	hi oduki
1	DX1709221	ROHIT GUPTA	20mi	Reby	Rabil	Rohit	Rohit	Rohlt	Robit	Pohi	1 Robit	Rolai	+ Roh				
2	DC1405231	ROMA LADDHA	Bons	(Dane)	Dona						Ramo		01 (20)	na Por	-	TA TA	
3	DX0903981	ROSHNI NAMDEO	0	8	12	13	B	E	- E	18	-1	B	- 8	- 12	B	- B	- 1
24	DX1709222	RUDRAPARN NAGAR	Que	Puda	Budy	Aldr	Rudy	Ruder		- Vade	y fud	a Rud	A Paid	1 fles	A fue	M MIC	n plu
25	DX1709238	YOGENDRA KUMAR TIKARE	Yours	Wegent			10gol			- 40g	nd Yoga	do 409	rds vos	end you	-		you you
		,	Oboce	100	Jahony 8	1	4	1210	DIRE	SOTO	M	1	1		700)~	36

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

Faculty of Man 2 (Month)
Shivajirao Kadan (Institute of Technology & Management, Indore

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.



Supta

Dr. Suchita Gupta

Program Coordinator

Technical Campus INDORE Manageneat.

Dr.Anant Gwal

Director

DIRECTOR

Faculty of Management Shivaiirao Kadam Institute of Technology & Management Indofe

ACROPOLIS TECHNICAL CAMPUS

Faculty Of Management Studies

ASSESTMENT OF MS EXCEL TRAINING PROGRAM Batch 2017-2018

	NROLLMENT NUMBER	STUDENTS NAME	GRADE
	DC1308498	AAKASH JAIN	A
1	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	-
11	DX1400165	KANAK BANSAL	В
12	DX1709200	KAPIL KUMAR PAWAR	c
13	DC1313171	MUKUL JAREDA	A
14	DX1230151	NADEEM KHAN	В
15	DX1709208	NANDINI JAIN	В
16	DX1709209	NANDINI KABRA	A
17	DX1709215	PRIYANSHI BURAD	C
18	DX1401585	RAHUL DUBEY	В
19	DX1401719	RAJENDRA GURJAR	8
20	DX1402808	RAKHI GARG	A
21	DX1709221	ROHIT GUPTA	В
22	DC1405231	ROMA LADDHA	C
23	DX0903981	ROSHNI NAMDEO	A
24	DX1709222	RUDRAPARN NAGAR	C
25	DX1709238	YOGENDRA KUMAR TIKAR E	c

Shivajirao Kadam Institute of Technology & Management - Technical Campus INDORE

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

Acropolis Technical Campus

FACULTY OF MANAGEMENT STUDIES

MS EXCEL QUIZ

2017-2018

Question: 1				
is a powerful tool used to cr	eate and format spreadsheets			
(A) Adobe Photoshop CS	(B) Mozilla Firefox			
(C) Microsoft Office PowerPoint	The state of the s			
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			
(e) Value	(D) Label			
Question: 5				
is the intersection of a row v	vith 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) =3			
(C) F5	(B) F12			
	0.0			

Shivajirao Kadam institut of Technology & Management Section of Section 1997

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

Aastik Patidax

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

_	Question: 1 is a powerful tool used to creat (A) Adobe Photoshop CS (C) Misses of Office PowerPoint	te and format spreadsheets. (B) Mozilla Firefox (D) Microsoft Office Excel				
	(C) Microsoft Office PowerPoint Question: 2					
	Workbook is a collection of	(B) Page set-up				
	(A) Worksheets	(D) Diagrams				
	(C) Buttons Question: 3					
	The worksheet names appear on ta	bs at the of the				
	workbook window.	(B) Bottom left				
~	(A) Bottom right	(D) Top right				
	(C) Top left	(B) 10p 11g				
	Question: 4 The result of a formula in a cell is the second of the seco	ne				
	(A) Displayed value	(B) Range				
V	(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) $= 3$				
V	(e) F5	(D) F12				
		^ /				

Shivajirao Kadam Institute of Technology & Management Recommand Suppost INDORE

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

Aakash Jain

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

Question: 1 is a powerful tool used to crea (A) Adobe Photoshop CS (C) Microsoft Office PowerPoint	ate and format spreadsheets. (B) Mozilla Firefox (D) Microsoft Office Excel
Question: 2 Workbook is a collection of (A) Worksheets (C) Buttons Question: 3	(B) Page set-up (D) Diagrams
The worksheet names appear on ta	ibs at the of the
workbook window. (A) Bottom right (C) Top left	(B) Bottom left (D) Top right
Question: 4	
The result of a formula in a cell is t	he
(A) Displayed value	(B) Range
(e) Value	(D) Label
Question: 5	
is the intersection of a row wi	th 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
2	AN
	/ (//×

Shivajirao Kadam Institute of Technology & Management - Technology Simpus INDORE

Esculty of Management Shireling Kadam Institute of

their month of the nothernous arrange



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.

Dr.Suchita Gupta

Program Coordinator MS EXCEL Training Program

arrant Dr Anant Gwal

Director

Faculty of Management Studies

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



ACROPOLIS TECHNICAL CAMPUS, INDORE

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.

Supla

Dr.Suchita Gupta Program Coordinator MS EXCEL Training Program **Dr Anant Gwal**Director
Faculty of Management Studies

arrant

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



ACROPOLIS TECHNICAL CAMPUS, INDORE

FACULTY OF MANAGEMENT STUDIES

Certificate of Participation
Awarded to

Mr./Ms. Aakash Jain 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 GwalDirector
Faculty of Management Studies

arrant

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