

ACROPOLIS TECHNICAL CAMPUS

Faculty of Management Studies

Notice

DATE-09/09/19

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.

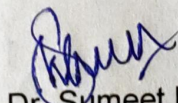
Commencement Date – September 17, 2019 1:00 pm -4:00 pm (daily)

Program Coordinator –Dr.Sonal Gupta

Speaker –Prof. Sheetal Chhabra

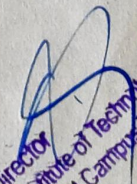
Audience/Participants – I Year Students

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



Dr. Sumeet Khurana

Director



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



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Faculty of Management
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ACROPOLIS TECHNICAL CAMPUS
FACULTY OF MANAGEMENT STUDIES

MS EXCEL TRAINING PROGRAMME ATTENDANCE SHEET

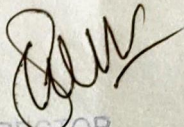
BATCH 2019-2020

| S.NO | ENROLLMENT NO | NAME OF STUDENT | 20/07 | 17/08/19 | 17/08/19 | 17/08/19 | 18/08/19 | 19/08/19 | 19/08/19 | 20/08/19 | 20/08/19 | 21/08/19 | 21/08/19 | 22/08/19 | 22/08/19 | 23/08/19 | 23/08/19 |
|------|---------------|-------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1 | DC1512706 | AASHISH MANDLOI | AS | AS | AS | AS | AS | AS | AS | AS | AS | AS | AS | AS | AS | AS | AS |
| 2 | DX1903837 | ABHISHEK PARMAR | Abhi | Abhi | Abhi | Abhi | Abhi | Abhi | Abhi | Abhi | Abhi | Abhi | Abhi | Abhi | Abhi | Abhi | Abhi |
| 3 | DX1903840 | ADITYA PAL | Aditya | Ad | Ad | Ad | Ad | Ad | Ad | Ad | Ad | Ad | Ad | Ad | Ad | Ad | Ad |
| 4 | DX1903841 | ANUBHA KORI | Anu | Anu | Anu | Anu | Anu | Anu | Anu | Anu | Anu | Anu | Anu | Anu | Anu | Anu | Anu |
| 5 | DX1903845 | AYUSH AGRAWAL | Ayush | Ayush | Ayush | Ayush | Ayush | Ayush | Ayush | Ayush | Ayush | Ayush | Ayush | Ayush | Ayush | Ayush | Ayush |
| 6 | DX1903851 | BRAJMOHAN SHAKYA | Braj | Braj | Braj | Braj | Braj | Braj | Braj | Braj | Braj | Braj | Braj | Braj | Braj | Braj | Braj |
| 7 | DX1603538 | DHIRAJ BARNHATE | Dhiraj | Dhiraj | Dhiraj | Dhiraj | Dhiraj | Dhiraj | Dhiraj | Dhiraj | Dhiraj | Dhiraj | Dhiraj | Dhiraj | Dhiraj | Dhiraj | Dhiraj |
| 8 | DC1508084 | HARSHIT AGRAWAL | Harshit | Harshit | Harshit | Harshit | Harshit | Harshit | Harshit | Harshit | Harshit | Harshit | Harshit | Harshit | Harshit | Harshit | Harshit |
| 9 | DS1618453 | JAYA CHOUHAN | Jaya | Jaya | Jaya | Jaya | Jaya | Jaya | Jaya | Jaya | Jaya | Jaya | Jaya | Jaya | Jaya | Jaya | Jaya |
| 10 | DC1510486 | MADHU CHAWDA | Madhu | Madhu | Madhu | Madhu | Madhu | Madhu | Madhu | Madhu | Madhu | Madhu | Madhu | Madhu | Madhu | Madhu | Madhu |
| 11 | DX1903867 | MONIKA SHARMA | Monika | Monika | Monika | Monika | Monika | Monika | Monika | Monika | Monika | Monika | Monika | Monika | Monika | Monika | Monika |
| 12 | DX1502712 | NIKHIL DADH | Nikhil | Nikhil | Nikhil | Nikhil | Nikhil | Nikhil | Nikhil | Nikhil | Nikhil | Nikhil | Nikhil | Nikhil | Nikhil | Nikhil | Nikhil |
| 13 | DC1519568 | NITYA UPADHYAY | Nitya | Nitya | Nitya | Nitya | Nitya | Nitya | Nitya | Nitya | Nitya | Nitya | Nitya | Nitya | Nitya | Nitya | Nitya |
| 14 | DX1903874 | PRASHANSA AGARWAL | Prashansa | Prashansa | Prashansa | Prashansa | Prashansa | Prashansa | Prashansa | Prashansa | Prashansa | Prashansa | Prashansa | Prashansa | Prashansa | Prashansa | Prashansa |
| 15 | DX1903875 | RAJUL DIXIT | Rajul | Rajul | Rajul | Rajul | Rajul | Rajul | Rajul | Rajul | Rajul | Rajul | Rajul | Rajul | Rajul | Rajul | Rajul |
| 16 | DC1604142 | SAKSHI KATARE | Nilesh | Nilesh | Nilesh | Nilesh | Nilesh | Nilesh | Nilesh | Nilesh | Nilesh | Nilesh | Nilesh | Nilesh | Nilesh | Nilesh | Nilesh |
| 17 | DS1611058 | SHARMILI YADAV | Sharmili | Sharmili | Sharmili | Sharmili | Sharmili | Sharmili | Sharmili | Sharmili | Sharmili | Sharmili | Sharmili | Sharmili | Sharmili | Sharmili | Sharmili |
| 18 | DC1306412 | SHIVANI JAIN | Shivani | Shivani | Shivani | Shivani | Shivani | Shivani | Shivani | Shivani | Shivani | Shivani | Shivani | Shivani | Shivani | Shivani | Shivani |
| 19 | DC1607367 | SHUBHAM WAGH | Shubham | Shubham | Shubham | Shubham | Shubham | Shubham | Shubham | Shubham | Shubham | Shubham | Shubham | Shubham | Shubham | Shubham | Shubham |
| 20 | DC1512446 | SONAM SHARMA | Sonam | Sonam | Sonam | Sonam | Sonam | Sonam | Sonam | Sonam | Sonam | Sonam | Sonam | Sonam | Sonam | Sonam | Sonam |
| 21 | DX1903886 | SWAPNIL SHRIVAS | Swapnil | Swapnil | Swapnil | Swapnil | Swapnil | Swapnil | Swapnil | Swapnil | Swapnil | Swapnil | Swapnil | Swapnil | Swapnil | Swapnil | Swapnil |

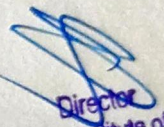
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|----|------------|---------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 22 | DX1903887 | TANIYA CHOPRA | Taniya | Taniya | Taniya | Taniya | Taniya | Taniya | Taniya | Taniya | Taniya | Taniya | Taniya | Taniya | Taniya | Taniya | Taniya | Taniya |
| 23 | DC1609637 | VAIBHAVI SHAH | Vaibhavi | Vaibhavi | Vaibhavi | Vaibhavi | Vaibhavi | Vaibhavi | Vaibhavi | Vaibhavi | Vaibhavi | Vaibhavi | Vaibhavi | Vaibhavi | Vaibhavi | Vaibhavi | Vaibhavi | Vaibhavi |
| 24 | DC1511645 | VISHAL TONGYA | Vishal | Vishal | Vishal | Vishal | Vishal | Vishal | Vishal | Vishal | Vishal | Vishal | Vishal | Vishal | Vishal | Vishal | Vishal | Vishal |
| 25 | DC16101751 | YUKTA PATIDAR | Yukta | Yukta | Yukta | Yukta | Yukta | Yukta | Yukta | Yukta | Yukta | Yukta | Yukta | Yukta | Yukta | Yukta | Yukta | Yukta |



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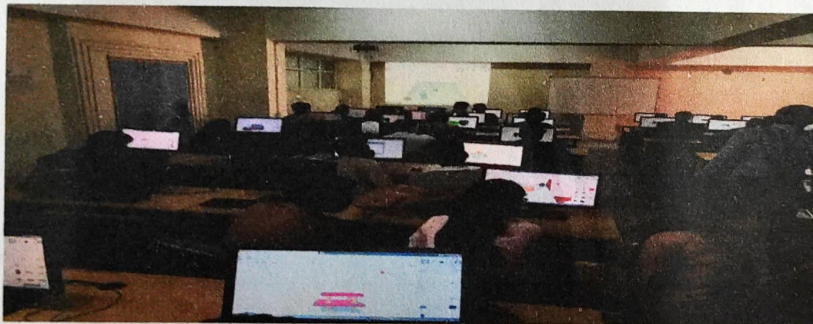


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Acropolis Technical Campus
Faculty of Management Studies
Report on MS Excel Training Program

Date: 01.10.2019

Acropolis Technical Campus, Indore organized an training program on "MS Excel" on 17.09.2019 to 25 09.2019 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.Sonal Gupta gave the vote of thanks and concluded the program .



Dr.Sonal Gupta

Program Coordinator

Dr.Sumeet Khurana

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ACROPOLIS TECHNICAL CAMPUS

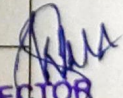
Faculty Of Management Studies

ASSESTMENT OF MS EXCEL TRAINING PROGRAM

Batch 2019-2020

| S.NO | ENROLLMENT NUMBER | STUDENTS NAME | GRADE |
|------|-------------------|-------------------|-------|
| 1 | DC1512706 | AASHISH MANDLOI | A |
| 2 | DX1903837 | ABHISHEK PARMAR | A |
| 3 | DX1903840 | ADITYA PAL | B |
| 4 | DX1903841 | ANUBHA KORI | A |
| 5 | DX1903845 | AYUSH AGRAWAL | C |
| 6 | DX1903851 | BRAJMOHAN SHAKYA | B |
| 7 | DX1603538 | DHIRAJ BARHATE | C |
| 8 | DC1508084 | HARSHIT AGRAWAL | B |
| 9 | DS1618453 | JAYA CHOUHAN | B |
| 10 | DC1510486 | MADHU CHAWDA | A |
| 11 | DX1903867 | MONIKA SHARMA | A |
| 12 | DX1502712 | NIKHIL DADH | C |
| 13 | DC1519568 | NITYA UPADHYAY | B |
| 14 | DX1903874 | PRASHANSA AGARWAL | A |
| 15 | DX1903875 | RAJUL DIXIT | A |
| 16 | DC1604142 | SAKSHI KATARE | B |
| 17 | DS1611058 | SHARMILI YADAV | B |
| 18 | DC1306412 | SHIVANI JAIN | B |
| 19 | DC1607367 | SHUBHAM WAGH | B |
| 20 | DC1512446 | SONAM SHARMA | C |
| 21 | DX1903886 | SWAPNIL SHRIVAS | A |
| 22 | DX1903887 | TANIYA CHOPRA | A |
| 23 | DC1609637 | VAIBHAVI SHAH | C |
| 24 | DC1511645 | VISHAL TONGYA | B |
| 25 | DC16101751 | YUKTA PATIDAR | A |

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ACROPOLIS TECHNICAL CAMPUS
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MS EXCEL QUIZ
2019-2020

1. You can activate a cell by

- a. Pressing the Tab key
- b. Clicking the cell
- c. Pressing an arrow key
- d. All of the above

2. Text formulas:

- a. Replace cell references
- b. Return ASCII values of characters
- c. Concatenate and manipulate text
- d. Show formula error value

3. How do you insert a row?

- a. Right-click the row heading where you want to insert the new row and select Insert from the shortcut menu
- b. Select the row heading where you want to insert the new row and select Edit > Row from the menu
- c. Select the row heading where you want to insert the new row and click the Insert Row button on the standard toolbar
- d. All of the above

4. Which of the following is not a basic step in creating a worksheet?

- a. Save workbook
- b. Modify the worksheet
- c. Enter text and data
- d. Copy the worksheet

5. How do you select an entire column?

- a. Select Edit > Select > Column from the menu
- b. Click the column heading letter
- c. Hold down the shift key as you click anywhere in the column.
- d. Hold down the Ctrl key as you click anywhere in the column

6. How can you print three copies of a workbook?

- a. Select File > Properties from the menu and type 3 in the Copies to print text box.
- b. Select File > Print from the menu and type 3 in the Number of copies text box.
- c. Click the Print button on the standard toolbar to print the document then take it to Kinko's and have 2 more copies made
- d. Press Ctrl+P+3

7. To create a formula, you first:

- a. Select the cell you want to place the formula into
- b. Type the equals sign (=) to tell Excel that you're about to enter a formula
- c. Enter the formula using any input values and the appropriate mathematical operators that make up your formula
- d. Choose the new command from the file menu

Anubha Kori

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
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Aashish Mandloi

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ACROPOLIS TECHNICAL CAMPUS, INDORE

FACULTY OF MANAGEMENT STUDIES

*Certificate of Participation
Awarded to*

**Mr./Ms AYUSH AGRAWAL
Of MBA**

**For successful completion of MS EXCEL Training Program Organized by
Faculty of Management Studies, Acropolis Technical Campus, Indore held
on and from 17 September 2019 to 25 September 2019 .**

Dr. Sonal Gupta
Program Coordinator
MS EXCEL Training Program

Dr. Sumeet Khurana
Director
Faculty of Management Studies

Director
Shivajirao Kadam Institute of Technology &
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FACULTY OF MANAGEMENT STUDIES

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Dr. Sonal Gupta
Program Coordinator
MS EXCEL Training Program

Dr. Sumeet Khurana
Director
Faculty of Management Studies

Director
Shivalirao Kadam Institute of Technology &
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**Mr./Ms ADITYA PAL
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Dr. Sonal Gupta
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MS EXCEL Training Program

Dr. Sumeet Khurana
Director
Faculty of Management Studies

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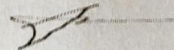
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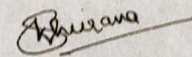
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Of MBA

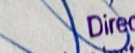
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