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

Strates taken lesting Co

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

Dr Sumeet Khurana

Director

DIRECTOR ement of DIRECTOR ement of Management, Indone Shivaling Radam pentent, Indone Shivaling Radam agement, Indone Technology & Management

ACROPOLIS TECHNICAL CAMPUS FACULTY OF MANAGEMENT STUDIES

MS EXCEL TRAINING PROGRAMME ATTENDANCE SHEET

	MS EXCEL TRAINING PROGRAMME ATTENDANCE SHEET																	
DATE 10 1 2019-2020 25 25 25 25 25 25 25 25 25 25 25 25 25																		
NO	ENROLLMENT NO	NAME OF STUDENT	20/9	1469)	14/01/1	Mosty,	1/Ball	19. N.	A SHE	Alexander	" Legis	Maria	Nett	Media.	Sold I	Mayer	Peglig	Regin
1	DC1512706	AASHISH MANDLOI		43	1/3	AS	AS	As	AS	AS	AS	As	AS	15	10	枯	AS	AS
2	DX1903837	ABHISHEK PARMAR		Ahli	ANI	Ash	ASC	Abhi	APT	Abhi	Abu	Abr	10	Aho	ALL	Able	All	Ah
3	DX1903840	ADITYA PAL		Autya	D	26	H	m	2	M	W	.4	M	M	W	3	N	u
4	DX1903841	ANUBHA KORI		Due	20ruh	males	make	neeks	mule	make	mille	met	mod	ment	ma	need	mak	meile
5	DX1903845	AYUSH AGRAWAL		Wn. (B	02	5	M	0	NO	m	10	M	0	00	100	5	2
6	DX1903851	BRAJMOHAN SHAKYA		augle	Daw?	802	Si	Squ	Dry	8	T.	Q.	De	agu	ag .	La	So	
7	DX1603538	DHIRAJ BARHATE		The same of the sa	They	Jay	Tay	Tay	Far	Toy	Thy	94	Pas	Ton	To	- Syl	70	Mos
8	DC1508084	HARSHIT AGRAWAL			0	2	6	9	a.	1	8	9	3	0	83	81	8	8
9	DS1618453	JAYA CHOUHAN			2	8	8	8	0	B	1	8	8	8	5	8	1	8
10	DC1510486	MADHU CHAWDA		Ser	Sty	81	84	8	8	8	0	de	8/	8	8	8	87	Se
11	DX1903867	MONIKA SHARMA		COS	OM	Col	0	Cef	Con	1 6d	Cor	de	(99)	Ge	05	ast	- CAN	2
12	DX1502712	NIKHIL DADH		- ASKI	Say	Screen	Belly	8 Sty	Stry	Bay	884	Syl	812	850	DEY!	180	1 Ky	a . Lira
13	DC1519568	NITYA UPADHYAY		vilue	JUMA	THE	Nim	NAM	DIM	JUM	nith.	July	N. J.	N.M.	NAME OF THE PARTY	77.77	134	Das
14	DX1903874	PRASHANSA AGARWAL		Zan	300	JIE	W		000		No.	N.	30/	1	Ya.		12	190
15	DX1903875	RAJUL DIXIT		Nebe	(A)Va	- (Na)	1 (New	y Ner	gerien	9 (Non	y New	John	1 Eleh	Nen	9 (10)	4 (Non	g ven	y Non
16	DC1604142	SAKSHI KATARE		Nilesh	nues	Myes	Nuls	W	18	10	The	10	N	N	1000	N D	100	No.
17 [DS1611058	SHARMILI YADAV		ALG!	Jane	of our	Has	0	0	0	No surface	N J	Sa	Stilla	Share	MIN	my shi-	eni Kuto
18	DC1306412	SHIVANI JAIN		30	300	Se		for	Jan &	tes	fas	Jus	2	Jes.	JEN 3	1	2 gov	The state of the s
19	DC1607367	SHUBHAM WAGH		8	0	0	8	0	1	12	13	-	3	10	0	2	3	C
20	DC1512446	SONAM SHARMA	-7	2000	2	3	1	9	30	2	9	1	4	3	12	3	1	3
21	DX1903886	SWAPNIL SHRIVAS		May	T	Director	17	12	1 3	17	DIRE	CTOR		1	19	1	1	
	Director Faculty of Management																	

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

Shivajirao Kadam Katuute of Technology & Man garent, Indom

22 DX1903887	TANIYA CHOPRA	200 200	A A A A	XX X	SAN.	De se sell	AS AN	A RED BA	8-8-8-8
23 DC1609637	VAIBHAVI SHAH	Values Value		Joiles (aile Value	Value Valle	Valle Ventre	Vailles Vailthat	without Jeri bu
24 DC1511645	VISHAL TONGYA	Just vist	we with	a July	Con Just	Jya Just	Joz Ju	JUS 3	30
25 DC16101751	YUKTA PATIDAR	Mike Yul	Buy they e	2. July	way Jules	4 water 10 ble	yobba yob	MIKENUMEN	uch yub

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

Shivajirao Kadam Institute of Technology & Management - Technical Campus INDORE

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

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

Dr.Sumeet Khurana

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 2019-2020

	Batch 2019-2020	
S.NO ENROLLMEN	T NUMBER STUDENTS NAME	GRADE
1 DC1512706	5 AASHISH MANDLOI	4)
2 DX190383	7 ABHISHEK PARMAR	A
3 DX1903840	O ADITYA PAL	B
4 DX190384	1 ANUBHA KORI	A
5 DX190384	5 AYUSH AGRAWAL	C
6 DX190385	BRAJMOHAN SHAKYA	В
7 DX160353	8 DHIRAJ BARHATE	c
8 DC1508084	4 HARSHIT AGRAWAL	3
9 DS1618453	JAYA CHOUHAN	В
10 DC151048	6 MADHU CHAWDA	A
11 DX190386	7 MONIKA SHARMA	A
12 DX150271	2 NIKHIL DADH	c
13 DC151956	8 NITYA UPADHYAY	В
14 DX190387	4 PRASHANSA AGARWAL	A
15 DX190387	5 RAJUL DIXIT	4
16 DC160414	2 SAKSHI KATARE	В
17 DS161105	8 SHARMILI YADAV	ß
18 DC130641	2 SHIVANI JAIN	В
19 DC160736	7 SHUBHAM WAGH	B
20 DC151244	6 SONAM SHARMA	c
21 DX190388	6 SWAPNIL SHRIVAS	A
22 DX190388	7 TANIYA CHOPRA	4
23 DC160963	7 VAIBHAVI SHAH	e
24 DC151164	5 VISHAL TONGYA	8
25 DC161017	51 YUKTA PATIDAR	A DIREC

Director
Shivajirao Kadam Institute of Jechnology &

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

Ayush Agrawal

ACROPOLIS TECHNICAL CAMPUS FACULTY OF MANAGEMENT STUDIES

MS EXCEL QUIZ 2019-2020

1. You can activate a cell by

a. Pressing the Tab key

c. Pressing an arrow key

b. Clicking the cell

d. All of the above

2. Text formulas:

a. Replace cell references

c. Concatenate and manipulate text

b. Return ASCII values of characters

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

e. 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. Modifiy 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 form 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

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

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

Anubha kori

ACROPOLIS TECHNICAL CAMPUS FACULTY OF MANAGEMENT STUDIES

MS EXCEL QUIZ 2019-2020

1. You can activate a cell by

a. Pressing the Tab key

c. Pressing an arrow key

b. Clicking the cell

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. Modifiy 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 Fife>Properties form 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

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

e. 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.

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

ACROPOLIS TECHNICAL CAMPUS **FACULTY OF MANAGEMENT STUDIES**

MS EXCEL QUIZ 2019-2020

1. You can activate a cell by

a Pressing the Tab key

c. Pressing an arrow key

b. Clicking the cell

d. All of the above

2. Text formulas:

a. Replace cell references

c. Concatenate and manipulate text

b. Return ASCII values of characters

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

- 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. Modifiy the worksheet

e. 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
- e. 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 form 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:

2. 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

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

Chivalirao Kadam Institute of Techn Ive as ment . Technical Campas, N

fashish Mandloi

ACROPOLIS TECHNICAL CAMPUS FACULTY OF MANAGEMENT STUDIES

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. Modifiy the worksheet

e. 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 form 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

Manayemet Technical Campus, INDORE Shival (30 Kalana insulute of Technology &

Shivajirao Kadami Institute of Technology & Management, Indore

Director

Kadam institute of Technology Hannical 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 GuptaProgram Coordinator
MS EXCEL Training Program

Dr. Sumeet Khurana Director Faculty of Management Studies

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



FACULTY OF MANAGEMENT STUDIES

Certificate of Participation
Awarded to

Mr./Ms ANUBHA KORI 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 GuptaProgram Coordinator
MS EXCEL Training Program

Dr. Sumeet Khurana Director Faculty of Management Studies

Shivalirao Kadam Institute of Technology & Management - Technical Campus INIDORE



FACULTY OF MANAGEMENT STUDIES

Certificate of Participation Awarded to

Mr./Ms ADITYA PAL 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 GuptaProgram Coordinator
MS EXCEL Training Program

Dr. Sumeet Khurana Director Faculty of Management Studies

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



FACULTY OF MANAGEMENT STUDIES

Certificate of Participation Awarded to

Mr./Ms AASHISH MANDLOI 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 GuptaProgram Coordinator
MS EXCEL Training Program

Dr. Sumeet Khurana Director Faculty of Management Studies

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



FACULTY OF MANAGEMENT STUDIES

Certificate of Participation Awarded to

Mr./Ms ABHISHEK PARMAR
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 GuptaProgram Coordinator
MS EXCEL Training Program

Dr. Sumeet Khurana Director Faculty of Management Studies

Thusana

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