

Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College, Vashi [Autonomous]
Department of Commerce & Accountancy
Report on "Advance Excel"

Title: Advanced Excel

Date(s): 24th February 2021 to 23th March 2021

Preamble: Skill based course on Advanced Excel has been conducted from **24th February 2021 to 23th March 2021**, at Karmaveer Bhaurao Patil College, Vashi. This Student Training Program has been conducted in collaboration with Brilliant Computech, B-2/14/9 Sector 16 Vashi.

The 30 Hrs Advance Excel was introduced to make students aware about the advance features in Microsoft Excel. In the academic year 2020-21, 29 Students were enrolled for the course. The course was outsourced to "Techgen Computer Training Institute". Online lectures were conducted for the same due to restrictions of pandemic. Students get the knowledge of various aspects in connection with advance features and short cuts used in excel for better and quicker use of Microsoft excel. At the end, exam was conducted online and E-certificates were shared on the mail IDs of students

Participant's Details: A total of 29 participants attended the workshop.

Description about the Program:

The Inaugural started with a welcome speech by Assistant Professor Dr.Vivek Bhoir
The Student Training Program was held by Rayat Shikshan Sanstha's, Karmaveer Bhaurao Patil College, Department of Commerce in collaboration with Techgen Computer training Institute on Advanced Excel. Training was conducted by Techgen Team.This program is designed for executives who are already familiar with the basics of Microsoft Excel, and who would like to work with more advanced features of Microsoft Excel that help in improving their efficiency of working with worksheets, analyzing data, creating MIS reports, and automating various tasks.

Program Objectives

1. Performing complex calculations more efficiently, using various Excel functions.
2. Organizing and analyzing large volumes of data.
3. Creating MIS reports.
4. Designing and using templates.
5. Consolidating and managing data from multiple workbooks.

Audience

Executives and managers who have already been using Microsoft Excel, but now feel the need for learning more powerful features and options of Excel, to manage their worksheet-related tasks more efficiently.

Advance Excel Topics Covered

- Understand Excel
- Working with Formulas

- Overview of the Basics
- Working with Functions
- Data Validations
- Working with Templates
- Dashboards
- Sorting and Filtering Data
- Working with Reports
- Formatting
- CREATING CHARTS AND GRAPHICS
- DATA PROTECTION TECHNIQUES

MOU



TECHGEN

COMPUTER TRAINING INSTITUTE

AN ISO 9001 : 2015 CERTIFIED
(A Division of Techgen Infosolutions)



Rayat Shikshan Sanstha's
KARMAVEER BHURAO PATIL COLLEGE, VASHI
[Autonomous College]

Reaccredited by NAAC with Grade 'A' (CGPA 3.93) | ISO 9001: 2008 Certified Institute
'Best College' Award by University of Mumbai



18/01/2021

Memorandum of Understanding

TERMS AND CONDITIONS

Order Commitment

- The Invoice /Mail shall set forth the Services for Imparting ADVANCED EXCEL Training at Karmaveer Bhaurao Patil College, Vashi Navi Mumbai .
- TECHGEN shall Conduct a Training program of 30 hours of ADVANCED EXCEL program as Discussed and agreed on MONDAY TO SATURDAY.
- TECHGEN team will able to complete the program in 25 DAYS (approx) for each batch as commitment
- Internal Exam will be taken after 30 hours of the course commencement and will submit the report to the college management.

Tenure

These Terms and Conditions shall be in full force and effect for a period beginning with date of signing of MOU by the TECHGEN team/ college management till the end of period as mentioned in the order including any automatic extension unless terminated pursuant to the terms hereof.

Deliverables from Techgen

ADVANCED EXCEL Training
Softcopy will be provided by Techgen vashi

Course Timings

Monday to Saturday
11.00 am to 3.00 pm



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