



**RAYAT SHIKSHAN SANSTHA'S
KARMAVEER BHAURAO PATIL COLLEGE, VASHI
(AUTONOMOUS)**

ACCREDITED BY NAAC AT 'A+' GRADE, ISO 9001:2015 CERTIFIED INSTITUTE

DEPARTMENT OF MATHEMATICS
Organizes
STUDENTS' TRAINING WORKSHOP
on
'Microsoft excel & Advance excel'



Under the aegis of RUSA
22nd February – 10th March 2021

ABOUT RAYAT SHIKSHAN SANSTHA

The Rayat Shikshan Sanstha is one of the leading educational institutions in India. It was established in 1919 by Padmabhushan Dr. Karmaveer Bhaurao Patil with emphasis on the education of the down-trodden, poor and ignorant which forms the major bulk of society. He was a great humanitarian who endeavored hard to educate the masses and to bring a life of hope in their lives of misery and ignorance. He was honored with "Padmabhushan" by Government of India for his enormous educational work. Currently, its branches spread over 14 districts of Maharashtra and one in Karnataka. Under its flagship the Sanstha administers 41 Colleges, 438 Secondary schools, 159 junior colleges, 28 primary schools, 8 Training Colleges, 68 hostels, 8 Ashram Schools, 2 ITI's and 57 Ancillary branches. Around 4.4 lakhs of students are created with their educational needs.

ABOUT COLLEGE

KBP College is one of the most flourishing branches of the Rayat Shikshan Sanstha, Satara and well reputed in the Jurisdiction of Maharashtra Board, Mumbai Division and University of Mumbai. Since, its inception in 1979, the college has been galloping towards Academics, Quality Education and Infrastructure accomplishment.

- Autonomous since AY2018-19
- Reaccredited 'A+' grade by NAAC with CGPA 3.53
- ISO 9001: 2015 certified
- Star College status from DBT

ABOUT DEPARTMENT OF MATHEMATICS

The very idea of starting Mathematics subject in 1979 was to create confidence by equipping all the students with knowledge of Mathematics. It is related to various branches of science, Technology, Agriculture, Industry, Engineering, Information Technology, Computer Science etc.

We are proud to be the only college in the Navi Mumbai who offer T.Y.B.Sc. Mathematics course from the academic year 2005 - 2006 and M.Sc. Mathematics course from academic year 2012 - 2013. Provided Skill Based Training programs on 'Data Science' and 'Advanced Excel' to enhance employability of students.

ABOUT MICROSOFT EXCEL

Uses of Microsoft Excel in daily life is to perform the calculation, analysis, and visualization of data and information. Microsoft Excel is one of the most important workplace applications that help to organize the business system and processes of data and information by the use of columns and rows with formulas.

Where to use Excel: Business, Charting, Manage Expenses, Goal planning, worksheets, Task listing, Inventory tracking, Creating forms, Sorting information, etc.

Dates: 22nd Feb. – 10th March, 2021

Training Duration: 30 hrs.

Timing: 3.00 pm – 5.00 pm (Mon – Sat)

Mode of Training: Online

Platform: Google Meet

Register at following link: <https://forms.gle/a39n6k8UQL5wBoeN8>

Link for training session will be provided 30 minutes before.

Resource Person

Mr. Vighnesh Bhoir
SPECTRUM I-TECH VASHI

At the end of the training, an assessment test will be conducted and Certificate will be awarded to only those candidates who pass the test.

Our Inspiration

Hon. Sharadchandra Pawar
President,
Rayat Shikshan Sanstha, Satara

Hon. Dr. Anil Patil
Chairman,
Rayat Shikshan Sanstha, Satara

Our Chief Patrons

Hon. Dr. V.S. Shivankar
Secretary,
Rayat Shikshan Sanstha, Satara

Hon. Dr. Pratibha Gaikwad
Joint Secretary,
Rayat Shikshan Sanstha, Satara

Organizing Committee

I/c Principal Dr. Shubhada Nayak
Chairman

Dr. Gajanan A. Dhanorkar
Coordinator & HOD

Mr. Dattatray J. Bhosale
Convener(9702860040)

Members

Mr. Nilesh N. Nalawade
Ms. Shubhangi Phadtare

Mr. Shrikant G. Jakkewad
Ms. S. Revathy

For Contact

RAYAT SHIKSHAN SANSTHA'S
KARMAVEER BHAURAO PATIL COLLEGE
Juhunagar, Sector 15 – A, Vashi,
Navi Mumbai –400 703
Phone NO : 022-27661210

**Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College, Vashi [Autonomous]**

Department of Mathematics

Report Student Training Program on Microsoft and Advanced Excel

Title: Student Training Program on Microsoft and Advanced Excel

Date(s): 22nd February 2021 to 10th March 2021

Time: 03.00pm-05.00pm

Preamble: Student Training Program on MS-Excel has been conducted from **22nd February 2021 to 10th March 2021**, at Karmaveer Bhaurao Patil College, Vashi. This Student Training Program has been sponsored by RUSA (Rashtriya Uchchar Shiksha Abhiyan) and collaboration with Spectrum i-tech Vashi

Participant's Details: A total of 23 participants attended the workshop.

Description about the Program:

The Inaugural started with a welcome speech by Assistant Professor Mr. Dattatray Bhosale. The Student Training Program was held by Rayat Shikshan Sanstha's, Karmaveer Bhaurao Patil College, Department of Mathematics in collaboration with The Spectrum i-tech Vashi under the Aegis of RUSA on MS-Excel. Training was conducted by Ms. Deepali Shinde, faculty of Spectrum I-Tech, Vashi, who took up the use of standard operators, creating charts and slicers, how to protect an excel worksheet, various ways of sorting and filtering large data sets, working of the lookup functions and also the various tools of data analysis in EXCEL.

Objective:

To enable participants:

To gain Basic knowledge of Microsoft Excel and Advanced Excel.

To acquire Object Oriented Skills in Excel.

To develop the skill of Advance Excel.

To develop the ability to Data Extraction.

Student Training Program Content:

Introduction to the Excel

• **Hello to Excel 2016**

· Introduction to Excel, · Launching Excel, Entering Data in Cell, Types of Data, Format Data, Edit Data, Best Fit/Auto fit, Moving around the Worksheet, Simple mathematical calculation, Saving of workbook, Opening an existing workbook, Closing workbooks and Excel

• **Managing workbook and worksheets**

· Working with rows and columns, · Change colour of text, Organise worksheet, Table and pre-defined table style, Use style for easier formatting, Custom List, Format Painter, Playing with Cell References, Relative Cell references, Absolute Cell references, Mixed Cell References, Circular Cell references, 3-D Cell references

• **Excel 2016**

· Filling series, Flash fill, Number Formatting, Conditional Formatting, Name Range, Adding comments and formatting

• **Working with formulae**

· Understanding formula basics, Math and Trigonometry Functions, · Statistical Functions

• **Logical Functions**

· Logical Function, Application of Date Value

• **Working with formulae**

· Date related function, Math and Trigonometry Functions, Statistical Functions

• **Excel 2016**

· Data validation, Pasting in special ways

- **Lookup and References Functions**
- VLOOKUP, HLOOKUP
- **FINANCIAL FUNCTIONS**
- Financial Functions
- **Data Protection and Chart**
- Senario Manager, Goal Seek, Solver, Chart
- **Data Extraction**
- Filtering of Data, Remove Duplicates, Conditional Formatting - New Rules
- **Pivot Table and Charts**
- Why Pivot Table?, Creating Pivot Table, · Grouping Data in Pivot Table, Report Filters in Pivot Table, Slicers and timelines, Pivot Table Formatting, Pivot Chart
- **Excel 2016**
- Sorting a Table, Subtotalling of Data, Auditing, Tracing Cell Relationship, Consolidating Data
- **Excel 2016 - Functions**
- Concept of Arrays, Information Functions, Logical Functions, Custom Excel Templates
- Importing Data, Sparklines, Quick Analysis
- **Excel 2016 - Workbook**
- Splitting worksheet window, Freeze Panes, Tracking Workbook changes, Worksheet Protection
- Workbook Protection, Changing Pages Views, Page Setup Settings.

Assistant Prof Mr. Dattatray Bhosale, proposed a vote of thanks.

The entire programme was coordinated with the support of the Principal Dr.Shubhada Nayak, HOD Dr.G.A.Dhanorkar and faculties of the Mathematics Department.

Mode of Workshop: Google Meet

Link: <https://meet.google.com/jux-rgur-nxs>

Feedback:

The entire session was an interactive session and the speakers answered many queries and doubts raised by the participants. Students understood the Student Training Program and it was helpful for them.

To view the feedback. Link is given below

<https://forms.gle/APGUjzHuN5QFuJgZ9>

Outcomes :-

Student are able to

1. Examine spreadsheet concepts and explore the Microsoft Office Excel environment.
2. Create, open and view a workbook.
3. Save and print workbooks.
4. Enter and edit data.
5. Modify a worksheet and workbook.
6. Work with cell references.
7. Learn to use functions and formulas.
8. Create and edit charts and graphics.

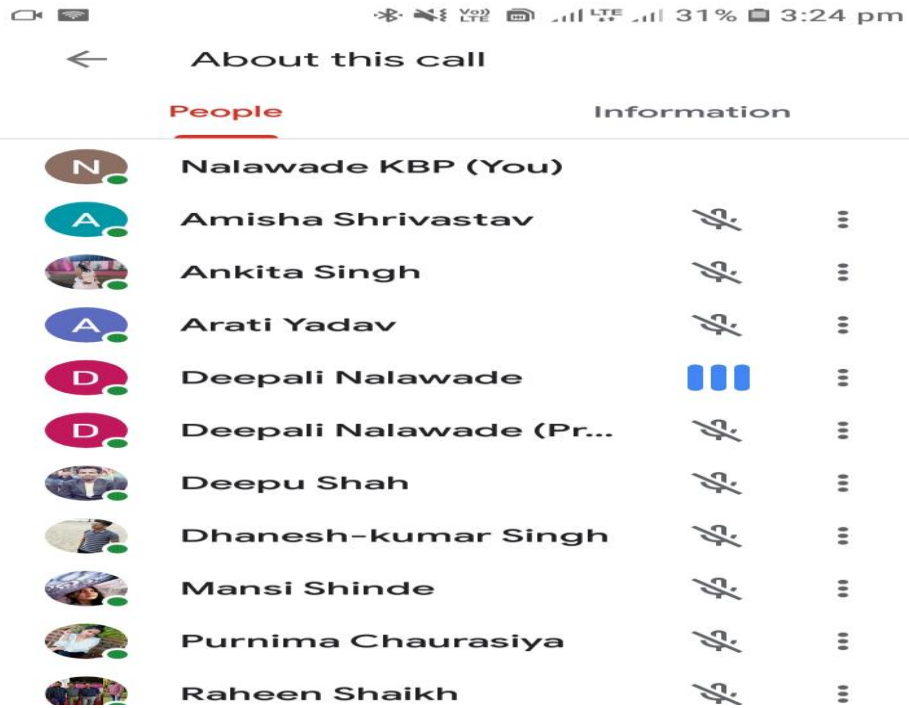
List of Enrolled Student:

Karmaveer Bhaurao Patil College, Vashi
Department of Mathematics
Students' Training on Microsoft Excel and Advance Excel
List of enrolled students (M.Sc.-I Mathematics)

Sr. No.	Name of Student	Roll No
1	SHABANA BANU ANSARI	209171
2	VISHAL DEVIDAS PHAPALE	209172
3	AMISHA ANIL SHRIVASTAV	209173
4	AMOL RAJARAM JADHAV	209174
5	SUPRIYA BABASAHEB PAKHARE	209176
6	DEEPU BUDHAN SHAH	209177
7	NOOR MOHAMMED MUBIN AHMED SHEIKH	209178
8	RAHEEN SHAMSHUDDIN SHAIKH	209179
9	PARVATI APPASAHEB SHINDE	209180
10	AARTI RAJMANGAL YADAV	209181
11	VASUNDHARA VITHAL KULKARNI	209182
12	SUSHMA ATMARAM GUPTA	209183
13	MANSI RAJESH SHINDE	209184
14	RAGINI RAMESH JADHAV	209185
15	VIJAY TATOBA UBALE	209186

16	SUKANYA MAHADEV KHARSADE	209187
17	DHANESH KUMAR PRADYUMN SINGH	209188
18	YASMEEN HAJI SHAIKH	209189
19	SANJANA SAMADHAN PATIL	209190
20	ARATI YADAV DAYASHANKAR YADAV	209191
21	CHAURASIYA PURNIMA DINESH	209192
22	ANKITA PRADYUMN SINGH	209193
23	IRFAN ABDULLAH SHAIKH	209194

Photo



Certificate Format



Rayat Shikshan Sanstha's
KARMAVEER BHAURAO PATIL COLLEGE, VASHI, NAVI MUMBAI



(Autonomous College)

Reaccredited by NAAC with 'A+' Grade, CGPA 3.53, ISO 9001:2015
Certified Institute "Best College Award" by University of Mumbai

DEPARTMENT OF MATHEMATICS

Student's Training Program in

"MICROSOFT EXCEL & ADVANCE EXCEL"

In Collaboration with

Spectrum i Tech



This is to certify that

*Mr. / Miss. **Amisha Anil Shrivastav***

*of **MSc Part-1 Mathematics** has completed the Skill Based Course of **30** Hours in
"MICROSOFT EXCEL & ADVANCE EXCEL" in the academic
year 2020-21 and obtained **"A"** grade.*

Academic Registrar

L. S. Pillai

Course Coordinator

Mr. Datta Bhosale

I/C Principal

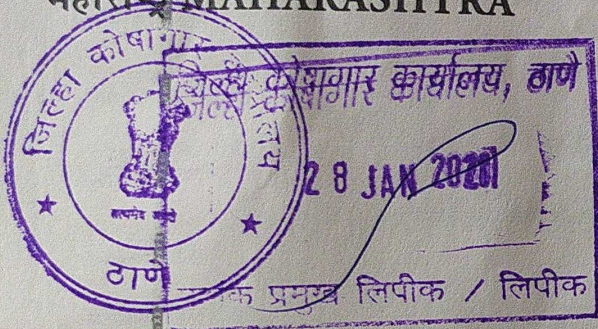
Dr. Shubhada Nayak



महाराष्ट्र MAHARASHTRA

2020

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MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is done at **KARMAVEER BHAURAO PATIL COLLEGE** Vashi, Navi Mumbai.

BETWEEN

The Rayat Shikshan Sanstha's **KARMAVEER BHAURAO PATIL COLLEGE VASHI, NAVI MUMBAI** (hereinafter referred as **K.B.P. College**) a Government recognized and autonomous college affiliated to the University of Mumbai rendering services for the propagators of education in Arts, Commerce, Sci. and professional courses in this area/region, through **Dr. Shubhada S. Nayak**, the **Principal** of College, having address at Sector 15 A, Juhunagar, Vashi, Navi Mumbai- 400 703, as the party of **FIRST PART**

AND

SPECTRUM I-Tech (A Division of SPECTRUM VENTURES) through **MRS. LATA S PILLAI - Proprietor**, having office at S188 Corporate Wing, Haware Fantasia Business Park, Sector 30A, Vashi, Navi Mumbai- 400703, as the party of the **SECOND PART**

ओडपत्र-२/ Annexure-II

- 3 FEB 2021

१. मुद्रांक विक्री मोदराही अनु. क्रमांक/दिनांक	173/04
२. दस्तावेज प्रयोग	
३. हस्त नोंदणी करण्यात आले का?	होय / नाही
४. निष्कर्षात येथील उक्तावली आहे -	
५. मुद्रांक विक्रीत बांधण्याबाबत होय / नाही	
६. हस्त अवरुद्धीत त्यांचे नाव, पत्ता व सही	
७. दुसऱ्या पक्षधारकचे नाव	
८. मुद्रांक शुल्क रक्कम	
९. परवानाधारक मुद्रांक विक्रीसाठी सही व परवाना क्रमांक तसेच मुद्रांक विक्रीचे ठिकाण/पत्ता	व्ही. एस. सराफ परवाना क्र. १२०१०२५ बी-३/६/०२, सेक्टर-२, वारी, नवी मुंबई ४०० ७०६.



V S Saraf

या कारणासाठी ज्यांनी मुद्रांक खरेदी केला त्यांनी त्याच कारणासाठी मुद्रांक खरेदी केलेल्या मुद्रांक विक्रीच्या घटनेचे बंधनकारक आहे.

- 3 FEB 2021



Whereas SPECTRUM I-Tech is specialised in training of various IT Software and Hardware Networking Courses and KBP College is desirable of conducting relevant short-terms training courses for their bonafide students, both parties hereby enter into an Understanding as stated below

On

20th Jan, 2021 for the Academic Year 2020-21:

NOW THIS MEMORANDUM OF UNDERSTANDING WITNESS AS UNDER-

1. This Memorandum of Understanding (hereinafter referred to as the **MOU**) is entered into by the parties for the academic year 2020-2021.
 - I. The Training will be for Microsoft Excel + Advance Excel.
 - II. Duration will be for 30 Hours.
 - III. The topics covered under the training is given as **ANNEXURE A**, forming part of this **MOU**.
 - IV. Training will be delivered through Online/Classroom Lectures as per the Govt norms prevailing at the time.
 - V. Attendance will be maintained by **SPECTRUM I-Tech**
 - VI. The exam (theory and practical) will be conducted by **SPECTRUM I-Tech**.
 - VII. Feedback (student's feedback on particular course) will be collected by **SPECTRUM I-Tech**
 - VIII. The course certificates in **Digital Format** will be provided to the successful Students by **SPECTRUM I-Tech**.
 - IX. It is agreed that course material will not be issued to the students for the training.
2. KBP College will nominate the list of students to be trained with their email address and contact telephone number to enable prepare the batch.

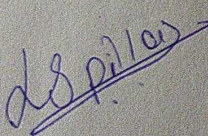
3. Payment will be made in favour of SPECTRUM VENTURES

4. FEES

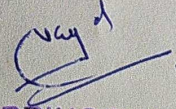
Sr. no	Training Module	Total Duration	Fee be paid directly to (DP)
1	1. Microsoft Excel and Advance Excel	30 hours	Rs. 20,000/-
Training Dates 22nd Feb 2021 and 10th March 2021. Timing: 3 pm to 5 pm			

In Witness the parties hereto have set and subscribed their respective hands and seals on 20th January 2021 as herein above mentioned.

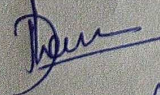
Signed, Sealed and Delivered By


SPECTRUM VENTURES




PRINCIPAL
KARMAVEER BHAURAO PATIL COLLEGE
VASHI, NAVI MUMBAI-400703

In Witness-

- 1) Dr. Gajanan A. Dhanorkar : 
- 2) Mr. Dattatray J. Bhosale : 