

# Microsoft Excel Training

**Date: 11-16 Dec., 2023**

**Venue: iCar Computer Lab, Techno Knowledge Campus**

**Faculty: Mr. Aaditya Maheshwari, Project Head & Assistant Professor**

This basic course of excel introduce basic Excel skills such as entering various types of data, working with common formulas and functions, and creating a simple chart. We'll also cover formatting a worksheet, naming a range of cells, adding columns to a spreadsheet, and creating a data table.

## PrerequisiteSkills

- Useamouse
- Openandclosewindows
- Openandsavefiles
- Switchbetweenapplicationwindows

## LearningObjectives

- Enterdataintoaspreadsheet
- Formata worksheet
- Entera formula
- Entera function
- Createandusename dranges
- Createasimplechart
- Modifydata
- Insertanewworksheet
- Insertrowsandcolumnsinatoa worksheet
- Sortandfilter data
- CreateanExceltable


## ModulesCoveredinthistraining:

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**Module-1:Gettingstartedwithexcel**

**Module-2:Dataentry,DataEditing,andNumberFormatting**

**Module-3:Data Formatting**

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**Module-4:WorkingwillCellsand Ranges****Module-5:managingWorkSheets**

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14	AvikaSurana
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16	BhumiIJain
17	BhuwanSuthar
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25	DhaneshJoshi
26	DheerajSinghThapa
27	Dhwani Khushlani
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29	Ms DikshitaSharma
30	Divya Bagora
31	DivyanshuSharma
32	DivyashaktiPal
33	Diya Jain
34	DiyaPaliwal
35	FalgunChoudhary
36	GargiSharma
37	GarvBakliwal
38	Garvit Nandawat
39	GauravJain
40	GauraviNegi

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42	HimankLohar
43	Himanshi Prajapati
44	Himanshu kalal
45	Honhar Rawal
46	HusainBohra Tidiwala
47	JainishJain
48	JayeshJoshi
49	JayeshMandawat
50	JinendraSinghDodiya
51	Kanika Gupta
52	Kanishk Gupta
53	Kapil Kalal
54	KaranSwami
55	KartikJain
56	KartikKrishnaKale
57	KavyaPaliwal
58	KetanOjha
59	KhushJain
60	Khushi Sharma
61	Kirtan Tamboli
62	Konpal Sharma
63	KritiPatwa
64	Kush Parsai
65	Kushal Meena
66	LakshitPaliwal
67	LakshyJain
68	LakshyarajChoudhary
69	LalSingh Jhala
70	LuckyLohar
71	Mahatv Bhatnagar
72	MahendraSinghSisodiya
73	Ms MahimaChouhan
74	MahipalSinghJhala
75	MahirajSingh Sankhla
76	Manas Parwani
77	Manasvi Sharma
78	Manaswini Sharma
79	MansiDube
80	MayankKasera
81	MayankTrivedi
82	Medhavi Kaushik
83	MeetrajSingh
84	MitaliPaliwal
85	Mitvesh Ameta

86	Mohammed Yasar
87	Mohit Kalal
88	Mohit Kumawat
89	MonilSeth
90	NakulPandya
91	NeerajDangi
92	NikhilRaj Mali
93	NimikshaChauhan
94	NishantMenaria
95	MSPalak Kumawat
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97	PragyaBuj
98	PratibhaSingh
99	PrinceDangi
100	PriyanshJain
101	Purvam Chaturvedi
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106	RajLaxkar
107	RajShrimali
108	RamMundra
109	RammithK R
110	RanithBiswas
111	RanjitSinghShaktawat
112	MSRaunakTak
113	RaviJoshi
114	RaviMenaria
115	Ritik Sharma
116	Ritisha Sen
117	Rohit Agarwal
118	RoshanSharma
119	Roshni Menaria
120	Rudra Purohit
121	RudraveerSingh Panwar
122	Shaan Sanadhya
123	ShachiJain
124	ShauryaKundar
125	ShouryaBordia
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140	Ushit Sharma
141	UtkarshBajpai
142	Vaibhav Goyal
143	Vansh Bhatnagar
144	VinayVadera
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149	VivekShrimali
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