

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

(A Govt. Aided UGC Autonomous NAAC Accredited Institute affiliated to RGPV, Bhopal)

Report on One Day Training Workshop

On

Microsoft Excel: Beginner to Advance

1. Name of the department: Civil Engineering
2. Name of the activity: One Day Training Workshop
3. Date of the activity: 13th November 2021
4. Detail of Activity: An inhouse one day training program for staff members of MITS titled "Microsoft Excel: Beginner to Advance" was organized by Civil Engineering Department.

This training program covers the following areas

- Training on data formatting and working with formulas
- Training on data validation, list functions and large data sets management
- Training on excel sheet protection and "what if" analysis

Dr. Abhilash Shukla who is an expert in MS Excel and a Faculty Member of MITS have acted as training coordinator and conducted three sessions (1.5 hour each) dedicated to each area of training program. A total of five staff members have attended the training program.


HCED 15/11/2021

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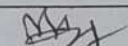
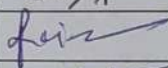
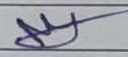

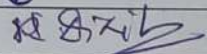
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Attendance of One Day Training Workshop

On

Microsoft Excel: Beginner to Advance

Day 1 (13/11/2021)

S. No	Name of Participant	Signature
1.	Mr. M.L. Sahu	
2.	Mr. Rajendra Pawse	
3.	Mr. Mahendra Gaur	
4.	Ms. Renu Gupta	
5.	Mr. R. Dixit	


HCED

13/11/2021

HEAD
CIVIL Engg. Deptt.
M.I.T.S. Gwalior



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ONE DAY WORKSHOP ON “MICROSOFT EXCEL: BEGINNER TO ADVANCE”

This is to certify that **Mr. M.L Sahu** of **Madhav Institute of Technology and Science (Gwalior)** has attended and actively participated the One-Day Workshop on “**Microsoft Excel: Beginner to Advance**” organized by the **Department of Civil Engineering, MITS Gwalior** on November 13, 2021.

Dr. Abhilashi Shukla
Coordinator
MITS, GWALIOR

Dr. M. K. Trivedi
H.C.E.D
MITS, GWALIOR