





# Administrative Training Programme on MS EXCEL

**Topic** : MS Excel  
**Date** : 02-02-2019  
**Number of participants** : 15  
**Resource Person** : Dr. Mohammad Taj  
**Venue** : Computer lab, CUTM, Paralakhemundi

**Objectives:** To Learn Saving of file ,Cell formatting, Alignment, Insert cell, row, column, Adjusting height, width, wrap text, Autofill, cut, copy, paste, Sort and filter, Formulas: sum, count, average, if functions etc.



**FACULTY  
DEVELOPMENT  
PROGRAMME**



*Centurion University, Bhubaneswar  
Campus*

# MS EXCEL

Date- 02-02-2019

**Resource Person:**  
Dr. Bibhunandini Das &  
Dr. Pramod Kumar Patjoshi



**Fig. Participants of MS Excel**

**Participants List**



**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT**  
**PARALAKHEMUNDI**  
**FDP ON "EXCEL"**

**Date: 02.02.19**

NAME	FULL SIGNATURE
<b>SoAS</b>	
1. Ms. SNS Neelima	<i>SNS Neelima</i> 02/02/19
<b>SoET</b>	
2. Mr. Sukanta Nayak (MECH)	<i>Sukanta Nayak</i>
3. Mr. Abinash Paikray (CIVIL)	<i>Abhinash Paikray</i>
4. Mr. Sashi Bhusan Maharana (CSE)	<i>Sushisham Maharana</i>
5. Mrs. Rashmi Rekha Behera (EEE)	<i>Rashmi</i> 2/2/19
6. Ms. Bijay Bharati Bag (B.Tech Ag)	<i>Bharati</i> 2/2/19
<b>MSSSoA</b>	
7. Mr. Ajit Kumar Sahu	
8. Mr. Dinkar Gaikwad	<i>Dinkar Gaikwad</i> 02/02/19
9. Ms. Sudepta Patnaik	<i>Sudepta</i> 2/2/19
10. Ms. Soumya Hota	<i>Soumya Hota</i> 2/2/19
11. Ms. Pragyan Paramita	<i>Pragyan</i> 02/02/19
12. Dr. Srihima	
13. Mr. Durgadatta Meher	<i>Durgadatta Meher</i> 2/2/19
<b>SoM</b>	
14. Prof. N.D. Prasad	
15. Prof. S. Kameswara Rao	<i>S. Kameswara Rao</i> 02/02/2019
16. Prof. Kalee Prasanna Patnaik	
<b>SoVET</b>	
17. Mr. Chittaranjan Digal	<i>Chittaranjan Digal</i> 02/02/19
18. Mr. K Govind Raju	

Dr. Prasanta Ku. Mohanty  
Dean Academic

Prabhat K. Pattnaik  
FDP Coordinator