

Faculty Development Programme on MS EXCEL

Topic : MS Excel Date : 25-09-2020

Number of participants: 26

Resource Person : Dr. Soumik Ray

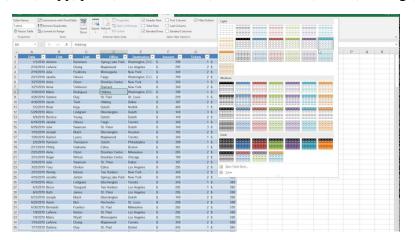
Mode : Online

The session was addressed by Dr. Soumik Ray, Assistant professor, Agricultural Statistics The session started with discussion of the features of Excel and to input data in excel, the session briefed on the usage of excel for the staff to increase the work efficiency of the administrative staff.

- Open Excel Starter and take a look around
- Create a new workbook
- Save a workbook
- Enter data
- Make it look right
- Copy, move, or delete data
- Change the order
- Filter out extra information
- Calculate data with formulas
- Chart your data
- Share, using e-mail or the Web

Objective: 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



Screenshot of the event



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Organised by:

Centurion University of Technology & Management

RESOURCE PERSON

Dr. Soumik Ray

Assistant professor, Agricultural Statistics

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Participants List

1	Dr. Anita Patra	Professor
2	Mr. Pramod Saini	Professor
3	Mr. Gouri Kumar Sahu	Assistant Professor
4	Dr. Satyanarayan Dhal	Associate Professor
5	Dr.Prasanta Kumar Rath	Associate Professor
6	Dr. Subhasmita Mishra	Assistant Professor
7	Dr. Narayan Gouda	Associate Professor
8	Dr. Rosy Mallik	Assistant Professor
9	Dr. Santosh Kumar Nanda	Assistant Professor
10	Dr. Sivala Kumar	Professor
11	Dr. Gitanjali Behera	Assistant Professor
12	Dr. Shekhar Kumar Sahu	Assistant Professor
13	Dr. Santosh D.T.	Assistant Professor
14	Dr. Mitali Madhumita	Assistant Professor
15	Dr. Ruby Pandey	Assistant Professor
16	Dr. Sonam Sandeep Dash	Assistant Professor

17	Dr. Rajashree Jena	Assistant Professor
18	Dr. Prasanta Kumar Choudhury	Assistant Professor
19	Dr. Bhisma Narayan Rath	Assistant Professor
20	Dr. Satyabrata Nanda	Assistant Professor
21	Dr. Ashish Ranjan Dash	Associate Professor
22	Dr. Trilochan Penthia	Assistant Professor
23	Nanda Kishore Ray	Assistant Professor
24	Mr. Satyanarayan Padhy	Assistant Professor
25	Mr. Rajesh Kumar Misra	Assistant Professor
26	Ms. N. Jeevaratnam	Assistant Professor

Dr. Prasanta Ku, Mohani

Dr. Prasanta Ku. Mohanty Dean Academic

Prabhat K. Pattnaik FDP Coordinator