

Prestige Institute of Management and Research, Indore

Data Requisition Sheet

Type of Activity Organized (Please tick)	<ul style="list-style-type: none"> • Management Development Program • Faculty Development Program • Student Training Program/Certifications ✓ • Consultancy • Co-Curricular Activity • Extra Curricular Activity 		
Title	Grooming session 3 (Personal Finance and Advance Excel) by Management Lab 2.0		
Number of Faculties Coordinating	2		
Name of the Faculty/s Assigned and Designation	Ms. Aditi Gaykwad, Research Associate Dr. Deepesh Y. Mahajan, Assistant Professor		
Duration (DD/MM/YYYY)	From Date: 2 nd May 2021	To Date: 2 nd May 2021	Total No. of Hours: 01
Whether On Campus/Off Campus (Please Mention)	Zoom Meet		
No. of Participants	Professors	02	
	Candidates	37	
<u>Description of the Activity:</u>			
<p>On 2nd May 2021, the Grooming Session 3 for Executives was done by Management Lab in Prestige Institute of Management and Research, Indore. The course was done in Zoom Meet with the presence of Ms. Aditi Gaykwad Ma'am, Dr. Deepesh Y. Mahajan Sir. Around 37 candidates participated in this session along with the seniors. Trainer for the course was Ms. Aditi Gaykwad, Dr. Deepesh Y. Mahajan.</p> <p>The course is held on every Sunday. This course has let them dive deep into concepts of Finance and Advance Excel. In this session discussion held on various topic by Ms. Aditi Gaykwad Ma'am:-</p>			
<p>1. <u>Basics about the Excel :-</u></p> <ul style="list-style-type: none"> • What are rows and columns? • Which the workspace • How to set the cells. 			

- Alignments
- Font size
- Borders
- Bullets

2. Pre-Formatting:-

- Selecting the text (shortcut keys)
- Formatting the text.
- Setting the cell size and inserting the row and column

3. Formula's:-

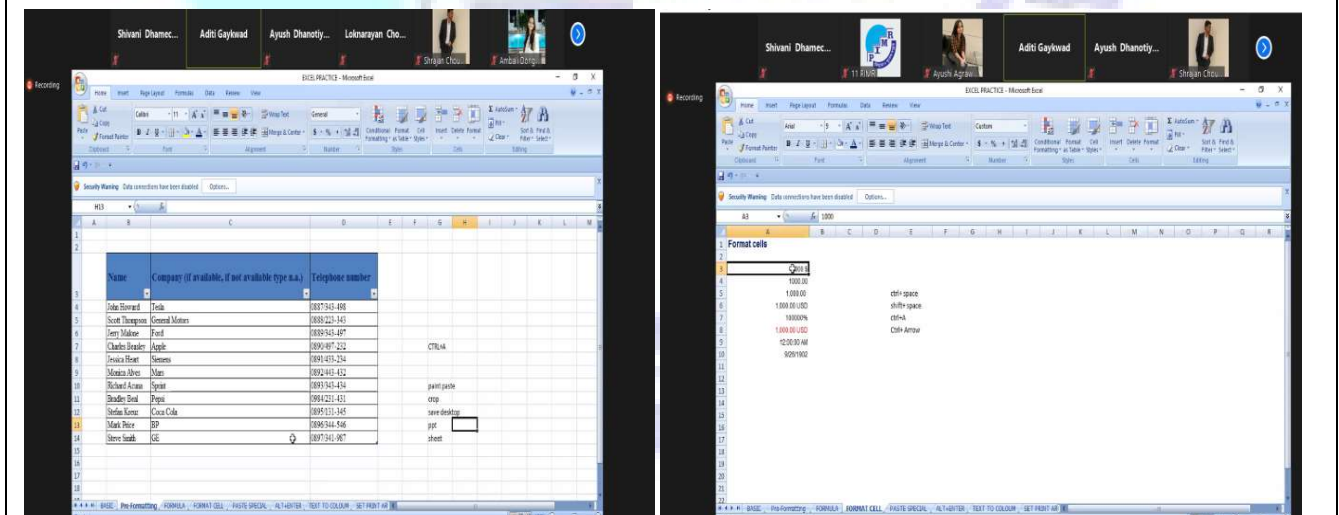
- Shortcut keys
- Sum the digits

4. Paste special:-

5. Alt+Enter :-

- Wrap text

6. Hyperlink:-



Recording

Shivani Dhamec... Aditi Gaykward Ayush Dhanotiy... Mahak Goyal

Kushal Patida... Vivek Singh...

EXCEL PRACTICE - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Conditional Formatting Cell Styles Insert Delete Format Autosum Find & Filter

Security Warning Data connections have been disabled Options...

D13

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									
7	Company	Name	Year	2005	2006				
8	Company A			34	25	Ctrl+C	Copy		
9	Company B			32	36	Ctrl+V	Paste		
10	Company C			47	44	Ctrl+Z	UNDO		
11				115	85				
12									
13	Paste Formulas:			91					
14	Paste Values:			91					
15									
16									
17									
18									
19									
20									
21									

