

R.S. Mundle Dharampeth Arts & Commerce College, Nagpur
**The BBA & BCCA Department organized Three days workshop on “Advanced
Excel for Office Use”**
For Non- Teaching Staff
15th to 17th April 2021

1) Number of Participant – [List of Participant](#)

2) Link of Program –

<https://us04web.zoom.us/j/78918168046?pwd=UCtyZ1FmRmZKaFFyN111RHR4Y3dzQT09>

<https://us04web.zoom.us/j/78918168046?pwd=UCtyZ1FmRmZKaFFyN111RHR4Y3dzQT09>

<https://us04web.zoom.us/j/77662870018?pwd=cENHREhxQkRaNlM4Y05JUHFyRzZoQT09>

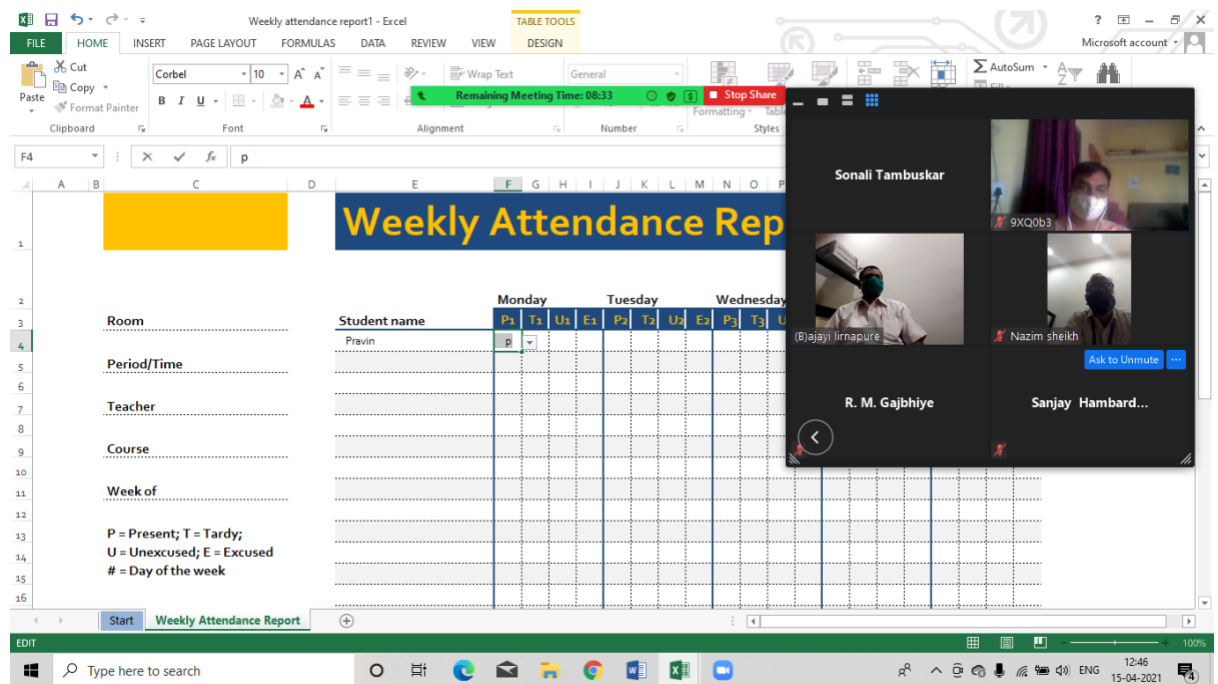
3) Report – [Report of FDP for Non-Teaching Staff](#)

Name	Contact no
Sanjay Hambarde	9371906403
Nazim Sheikh	9767761661
Pravin Shambharkar	9767628999
Lankeshwar Sonkusare	9421969396
Sandip Joshi	9850950455
Payal Nagdeve	9145609083
Arun Tamboli	9923595012
Ajay Kirnapur	9404086579
R. M. Gajbhiye	9960056295
Rashmi Tathe	9075074275
Yashwant Dhawale	9326668008
Prasad Bokshe	9850888656

Report on Three days workshop on “Advanced Excel for office use” for Non-Teaching staff.

15th to 17th April 2021

The BBA & BCCA Department conducted a Three Days Workshop on “Advanced Excel for Office Use” for Non-teaching staff. from 15th April to 17th April 2021. All the non-teaching staff attended the workshop. Dr. Sonali Tambuskar was the Resource Person of the workshop. On 15th April Introduction of MS-Excel and Advanced Excel (Security, MS-Excel Theme, Templates, Graphics) were elaborated. On 16th April Data Tables, Data Validation with practical was conducted. On 17th April topics like Filtering Data, Sorting, charts etc were explained with practical.



Pension Calculator - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Spelling Research Thesaurus Translate New Comment Delete Previous Next Show/Hide Comment Show All Comments Show Ink Protect and Share Workbook Allow Users to Edit Ranges Protect Sheet Protect Workbook Share Workbook Track Changes

M13

Sr. No.	employee Name	Age on Retirement	Basic Pay	Total Service Year	Pension Limit 30 Year	Gross Pension	Net Pension
1	A	58	65000	28	28	42466.67	27603.33
2	B	65	75000	25	25	43750	28437.5
3	A	62	45000	32	30	31500	20475
4	B	75	62000	34	30	43400	28210
5	A	66	40000	24	24	22400	14560
6	B	58	32000	25	25	18666.67	12133.33
7	A	65	99865	26	26	60584.77	39380.1
8	B	55	78542	29	29	53146.75	34545.39
9	A	59	75000	32	30	52500	34125
10	B	58	65000	33	30	45500	29575

Protect Sheet dialog box:

Protect worksheet and contents of locked cells
 Password to unprotect sheet:
 ...
 Allow all users of this worksheet to:
 Select locked cells
 Select unlocked cells
 Format cells
 Format columns
 Format rows
 Insert columns
 Insert rows
 Insert hyperlinks
 Delete columns
 Delete rows

Zoom Meeting

Pravin Shambha... Laksheshwar Son... Sonali Tambuskar

Nazim sheikh 9XQ0b9
 Laksheshwar Sonkusare (B)ajayi linapure
 R. M. Gajbiye Sanjay Hambar...
 Sonali Tambuskar

Recording

student record - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

From Access From Web From Text From Other Sources - Get External Data Connections Refresh All Properties Edit Links Sort & Filter Filter Clear Reapply Advanced Text to Columns Flash Fill Remove Duplicates Validation Data Consolidate What-If Analysis Relationships Group Ungroup Subtotal Hide Detail

D6 5000

Sr. No.	Name of the student	Course	Admission fees	Fees Paid	Balance
1	ABC	B.Com-I	₹ 5,000.00	₹ 2,000.00	₹ 3,000.00
2	DEF	BBA-II	₹ 15,000.00	₹ 10,000.00	₹ 5,000.00
3	GHI	BCCA-I	₹ 18,000.00	₹ 5,000.00	₹ 13,000.00
4	JKL	B.com-II	₹ 4,500.00	₹ 3,500.00	₹ 1,000.00
5	MNO	B.A-I	₹ 4,000.00	₹ 2,000.00	₹ 2,000.00

Advanced Filter dialog box:

Action:
 Filter the list, in-place
 Copy to another location
 List range: \$A\$5:\$F\$10
 Criteria range: \$I\$5:\$H\$5
 Copy to: \$I\$5:\$H\$5
 Unique records only

Sheet1

READY AVERAGE: ₹ 6,200.00 COUNT: 15 SUM: ₹ 93,000.00 100%