

Rayat Shikshan Sanstha's

**Shri Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani
Commerce College, Kopargaon**

"One Week Training Program on Smart Tricks of Excel"
2021-22

Date: 17th to 22nd January, 2022

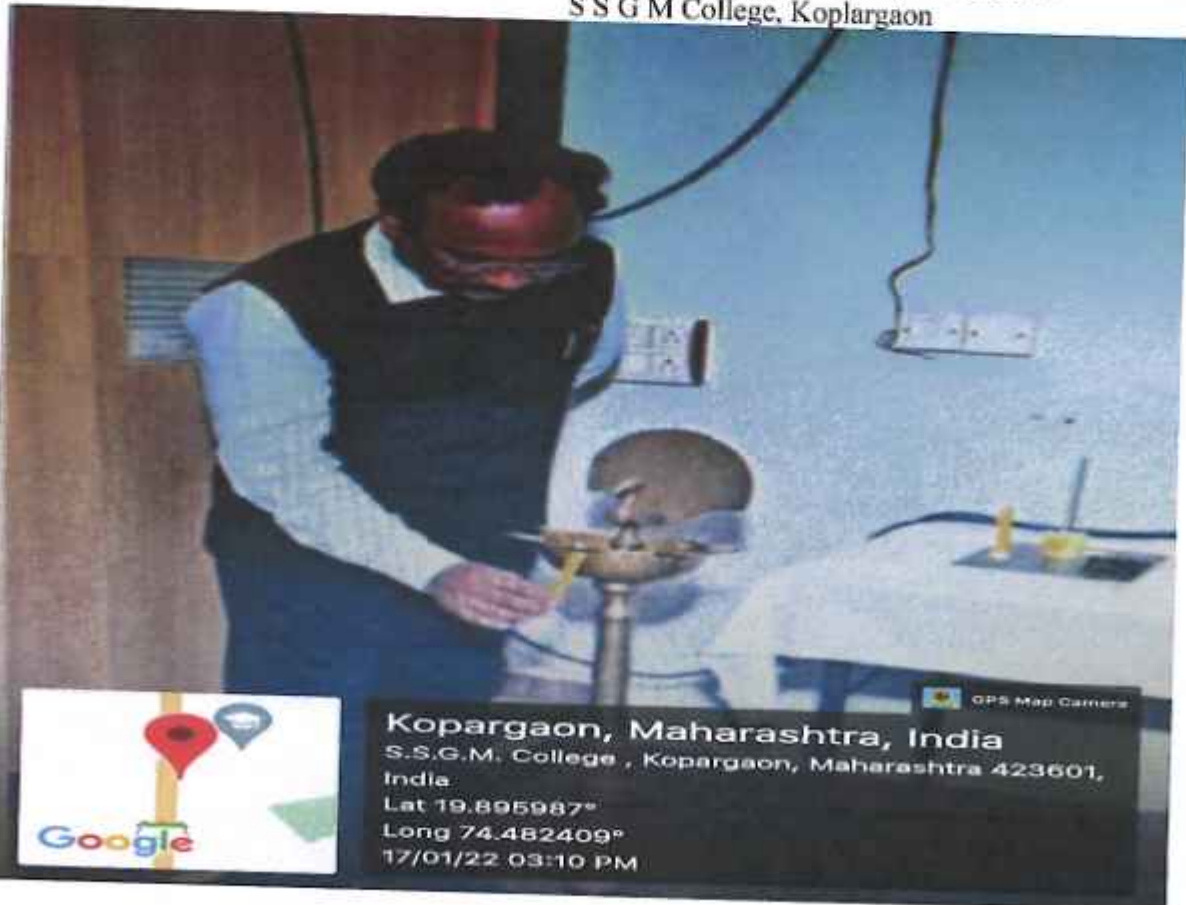
Name of Activity : "One Week Training Program on Smart Tricks
of Excel

Date of Activity : 17th to 22nd January, 2022

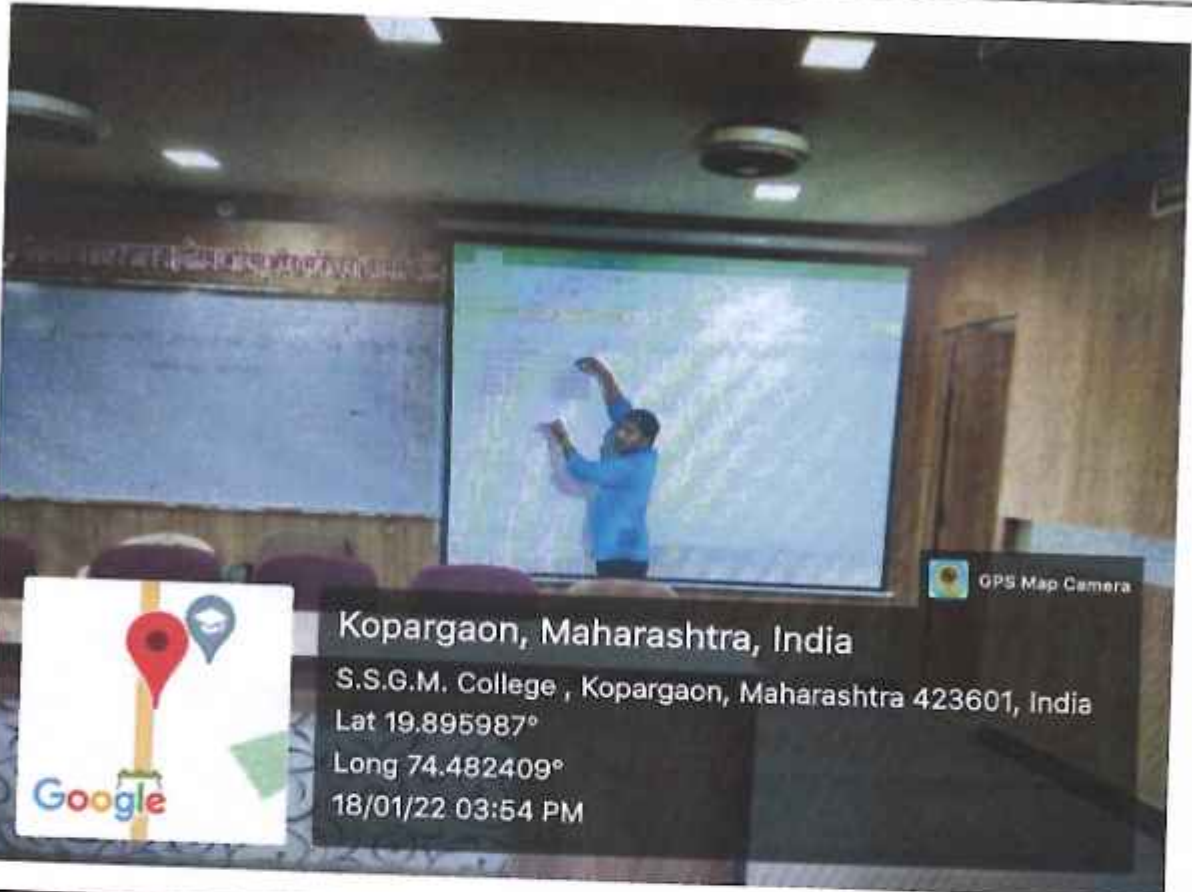
Place : Seminar Hall

No. of Participants : 14

Resource Person : Mr. D B Vairal
Head, Department of Computer Science
S S G M College, Koplargaon




ICAC CO-ORDINATOR
S.S.G.M.College,Kopargaon



Kopargaon, Maharashtra, India
S.S.G.M. College , Kopargaon, Maharashtra 423601, India
Lat 19.895987°
Long 74.482409°
18/01/22 03:54 PM

GPS Map Camera



Kopargaon, Maharashtra, India
S.S.G.M. College , Kopargaon, Maharashtra 423601, India
Lat 19.895987°
Long 74.482409°
18/01/22 03:54 PM

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IQAC CO-ORDINATOR
S.S.G.M.College,Kopargaon

Mr. Vairal D.B.
Department of Computer Science

Date: 13/01/2022

To,
Principal,
S.S.G.M.College
Kopargaon, Dist-Ahmednagar

Subject: Permission to organize training program for non-teaching staff.

Respected sir,

IQAC and Department of Computer Science jointly wish to organize an One Week training program on, "Smart tricks of Excel" between 17th January 2022 to 22nd January 2022, for all administrative non-teaching staff.

We kindly request you to please grant permission to conduct the program.

Thanking you!

Yours faithfully,



Head,

Department of Comp. Science

Allowed

13/1/2022


Principal
S.S.G.M.College
Kopargaon

Rayat Shikshan Sanstha's
Shri Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani
Commerce College, Kopargaon
Dist.-Ahmednagar

DEPARTMENT OF COMPUTER SCIENCE

Date: 14/01/2022

NOTICE

All administrative non-teaching staff and laboratory assistants are hereby informed that the IQAC and Department of Computer Science has jointly organized an One Week training program on, "Smart tricks of Excel" between 17th January 2022 to 22nd January 2022. The program is compulsory for all non-teaching staff members and all should attend the same.

Venue: Seminar Hall

Timings: 03:00 PM

Trainer: Mr. D. B. Vairal



Head,
Department of Comp. Science



I/C Principal,
S.S.G. M. College



Principal
S.S.G.M.College
Kopargaon

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Shri Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani
Commerce College, Kopargaon
Dist.-Ahmednagar
IQAC AND DEPARTMENT OF COMPUTER SCIENCE
Organized an One Week training Program on
"Smart tricks of Excel"

Program Schedule

Time:03:00 PM

Venue: Seminar Hall

Date: 17/01/2022

- ❖ 03:00 pm to 03:05 pm - Welcome address
(Miss.Avhad.B.R., Assist. Prof., Dept.of Comp.Sci.)
- ❖ 03:05 pm to 03:10 pm - Introduction to the Trainer
(Dr. N. V. Malpure, IQAC Coordinator)
- ❖ 04:50 pm to 05:00 pm - Presidential address
(Prin. Dr. R. R. Sanap, I/C Principal)
- ❖ 05:00 pm to 05:10 pm - Vote of thanks
(Dr. S. B. Dawange, Assist. Prof., Dept. of Botany)



Head,

Dept. of Comp.Sci.





I/C Principal

S.S.G.M. College, Kopargaon



Principal
S.S.G.M.College
Kopargaon

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Commerce College, Kopargaon
Dist.-Ahmednagar

Program Schedule Per Day

Sr.No.	Time	Topic to be covered
1	03.00 pm to 03.15 pm	Introduction Revision
2	03.15 pm to 04.00 pm	New Topic Discussion and training
3	04.00 pm to 06.00 pm	Practice and Doubt




Principal
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Dist.-Ahmednagar**

One Week Program Schedule

Sr.No.	Date	Topic to be covered
1	17/01/2022	Introduction Cell Message Centre across Selection Show photo on aadhar number Use of Clipboard
2	18/01/2022	Print heading on every page Print selected data Hide Column Print Transpose Fill Series (sr.no.,Date)
3	19/01/2022	How to delete duplicate value Conditional Formatting Create a new file from single sheet Protect the Workbook Formula(Functions)
4	20/01/2022	Insert chart Hyperlink Page break preview Set cell height width Number formats
5	21/01/2022	Freeze option Spelling and grammar Increase/Decrease decimal Shift Columns left right How to highlight blank cell
6	22/02/2022	Filter Data Sorting Wrap text Margin Orientation




**Principal
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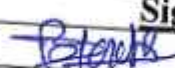
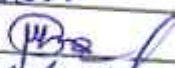



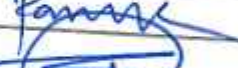


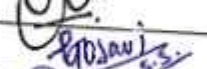
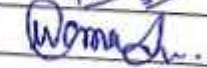



IQAC AND DEPARTMENT OF COMPUTER SCIENCE
 Organized an One Week training Program on

“Smart tricks of Excel”
Program Attendance

Time: 03:00 PM

Date: 17/01/2022

Venue: Conference Hall

Sr.No	Name	Sign
1	Handore Dipak Bhausaheb	
2	Bangar moresh Kamalakar	
3	Rokade Sanjay Kashinath	
4	Jaytap Ganesh Dilip	
5	Shri. Mokal Pravin Nandde	
6	Nanwarne Jayanand Ganesh	
7	Pawar Suresh Kashinath	
8	Jadhav. S.P.	
9	Jadhav D.D.	
10	Sabole T.A.	
11	Changarde B.R.	
12	Gasavi Sachin S.	
13	Waman Jaywant Chandrabhan	

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Program Attendance

Time: 03:00 PM

Date: 18/01/2022

Venue: Conference Hall

Sr.No	Name	Sign
①	Rokade Sanjay Kashinath	
②	Bangar Muresh Kamalakar	
③	Handore Dipak Bhausabeb	
④	Jaytap Ganesh Dilip	
⑤	Namwane Dnyanendra Somnath	
⑥	Mokal Pravin Namdeo	
7	Patwar Suresh Kashinath	
8	Tambur S. P	
9	Jansari D D	
10	Schale T.A.	
11	Gosavi sachin S.	
12	Cramesh Santosh	
13	Wansur Jaywant chandrabhan	

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Program Attendance

Time: 03:00 PM

Date: 19/01/2022

Venue: Conference Hall

<u>Sr.No</u>	<u>Name</u>	<u>Sign</u>
①	Jayraj Ganesh Dilip	
2)	Mamunare Jayaram Somnath	
3	Bangar Sunsh Kashinath	
4	Handore Dipak Bhausaheb	
5	Rokade Sanjay Kashinath	
6	Sabale Tejashree Antee	
7	Bangar Muresh Kamalakar	
9	Jalgaon S.P.	
10	Jayaram R.A.	
11	Chaugurde B.R.	
12	Mokal Pravin Namdeo	
13	Ganesh Dattaraj	
14	Waman Jaywant Chandrakhan	

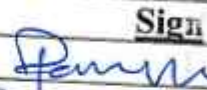
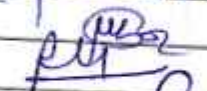

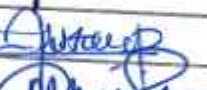
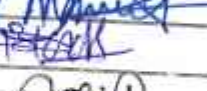






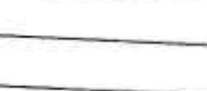
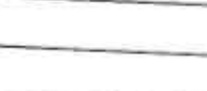
Principal
 S.S.G.M College
 Kopargaon

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Program Attendance

Time: 03:00 PM

Date: 20/01/2022

Venue: Conference Hall

Sr.No	Name	Sign
1	Dhruv Sunil Kashinath	
2	Bangar Muresh Kamalakar	
3	Mokal Praan Namdeo	
4	Rokade Sanjay Kashinath	
5	Mokal Praan Namdeo	
6	Jayraj Ganesh Dilip	
7	Namulane Jayant S.	
8	Dipak Bhausaheb Handore	
9	Jayraj Ganesh Dilip	
10	Arjun S.P.	
11	Jayant R.A.	
12	Sabale T.A.	
13	Waman Jaywant Chandrabhan	

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 Organized a One Week training Program on

**“Smart tricks of Excel”
Program Attendance**

Time: 03:00 PM

Date: 21/01/2022

Venue: Conference Hall

Sr.No	Name	Sign
1	Lokesh Sanjay Kashinath	[Signature]
2	Mokal Parth Namdeo	[Signature]
3	Handore Dipak Bhausaheb	[Signature]
4	Jyotraj Ganesh Dilip	[Signature]
5	Namwaraj Jayaram Somnath	[Signature]
6	Bangur Mohan Kamalakar	[Signature]
7	Panwar Sunesh Jyotsnath	[Signature]
8	Dakshin S.P.	[Signature]
9	Jayant R.A.	[Signature]
10	Sabote T.A.	[Signature]
11	Waman Jaywant Chandrabhan	[Signature]
12	Jagtap U.	[Signature]

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Dist.-Ahmednagar
 IQAC AND DEPARTMENT OF COMPUTER SCIENCE
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"Smart tricks of Excel"
Program Attendance

Time: 03:00 PM

Date: 22/01/2022

Venue: Conference Hall

Sr.No	Name	Sign
1	Manuwarne Jayaram S.	
2	Yanwar Sunesh Kashinath	
3	Kokode Sanjay Kashinath	
4	Jagtap Gunesk Dilip	
5	Dipak Bhausabeb Handore	
6	Bangar Muresh Kanchankar	
7	Mokal Pravin Navdeo	
8	Jadhav S.D.	
9	Jansav R.D.	
10	Sabate T.A.	
11	Jagtap Gunesk	
12	Waman Jaywant Chandrabhan	

Principal
 S.S.G.M. College
 Kopargaon



Rayat Shikshan Sanstha's
**SHRI SADGURU GANGAGEER MAHARAJ SCIENCE,
GAUTAM ARTS & SANJIVANI COMMERCE COLLEGE**
Kopargaon-423601, Dist. Ahmednagar.



Affiliated to Savitribai Phule Pune University, Pune
NAAC Accredited 'B++' Grade

IQAC AND DEPARTMENT OF COMPUTER SCIENCE

Organized

"One Week Training Program on Smart Tricks of Excel"

CERTIFICATE

*This is to certify that, Mr./Mrs. _____ from S.S.G.M. Science, Gautam Arts & Sanjivani Commerce College, Kopargaon has actively participated in **One Week Training Program on "Smart Tricks of Excel"** jointly organized by Internal Quality Assurance and Department of Computer Science during, 17th to 22nd January 2022.*

Head,
Dept. of Computer Science

IQAC, Coordinator
S. S. G. M. College, Kopargaon


IQAC CO-ORDINATOR
S.S.G.M.College,Kopargaon

Principal
S. S. G. M. College, Kopargaon