

Microsoft Excel and PowerPoint Training for College Faculty

28th September 2020 -3rd October 2020

The e-learning cell of Shivaji College organised Microsoft Excel and Microsoft PowerPoint training for teachers from 28th September 2020 - 3rd October 2020. The resource person for the training was Dr. Surbhi Madan, Department of Mathematics, Shivaji college.

The aim of the training was to facilitate the skills of the faculty in using these office tools, which are now needed extensively for various official tasks to be performed.

Key features discussed

were **MS Excel:**

- Preparing an excel sheet : Entering and editing data
- Inserting/Adding and formatting columns/rows/cells
- Conditional formatting
- Built-in formulae (eg: sum, average, minimum etc.)
- Data filtering and sorting
- Creating different types of charts
- Pivot Tables
- Flash Fills
- Freeze panes

MS PowerPoint:

- Creating a presentation
- Running a slideshow
- Transitions, sound effects etc.
- Animations
- Insert Object: video, audio etc.
- Exporting PPT as an mp4 video

The sessions were interactive and hands on, with participants satisfactorily grasping the discussed features.