

The advertisement features a blue header with the BBDNIIT logo and text: "All Engineering Departments organizing Faculty Development Programme (FDP) on Data Analysis Using Advance Excel in association with EMCT Academy IT Kanpur". Below this is a red section with a portrait of Dr. Rahul Garg, a QR code, and the dates "February 01 to 05, 2022" and "2:30pm to 03:30pm". It also includes a registration link, the EMCT Academy logo, and the Zoom logo.

BBDNIIT
All Engineering Departments organizing
Faculty Development Programme (FDP) on
Data Analysis Using Advance Excel
in association with EMCT Academy IT Kanpur

February 01 to 05, 2022
2:30pm to 03:30pm

Dr. Rahul Garg
Chief Architect, EMCT Academy, IT-Kanpur
Director, Proctorial

Registration Link
<https://itkgpuvt.com/learn/64-62a>

EMCT ACADEMY
ZOOM

FDP COURSE CURRICULUM

Day 1: Overview of Basic and Advanced Excel

- Introduction to Microsoft Excel 2019
- What is Microsoft Excel?
- Why Should I Learn Microsoft Excel?
- Where can I get Microsoft Excel?
- How to Open Microsoft Excel?
- Setting the color theme
- Settings for formulas
- Proofing settings
- Save settings
- Important Excel shortcuts
- Best Practices when working with Microsoft Excel
- Basic arithmetic operations in Excel
- Formatting data in Microsoft Excel