



## Faculty Development Programme on MS EXCEL

**Topic** : MS Excel  
**Date** : 25-09-2020  
**Number of participants** : 26  
**Resource Person** : Dr. Soumik Ray  
**Mode** : Online

The session was addressed by Dr. Soumik Ray, Assistant professor, Agricultural Statistics  
The session started with discussion of the features of Excel and to input data in excel, the session briefed on the usage of excel for the staff to increase the work efficiency of the administrative staff.

- Open Excel Starter and take a look around
- Create a new workbook
- Save a workbook
- Enter data
- Make it look right
- Copy, move, or delete data
- Change the order
- Filter out extra information
- Calculate data with formulas
- Chart your data
- Share, using e-mail or the Web

### **Objective: To Learn**

Saving of file ,Cell formatting, Alignment, Insert cell, row, column, Adjusting height, width, wrap text, Autofill, cut, copy, paste, Sort and filter, Formulas: sum, count, average, if functions

Date	Name	Office	Location	Amount	Tickets	
1/30/2018	Ashana	Bismarck	Spring Lake Park	Washington, D.C.	\$ 398	1 5
2/16/2018	Lakshmi	Chang	Maplewood	Los Angeles	\$ 295	2 5
2/18/2018	Jake	Fredericks	Minneapolis	New York	\$ 349	2 5
2/27/2018	Janelle	Oliver	Fargo	Washington, D.C.	\$ 399	2 5
3/27/2018	Ashley	Olson	Brooklyn Center	New York	\$ 349	1 5
3/27/2018	Anna	Torkelson	Blount	New York	\$ 349	2 5
3/30/2018	Maria	Hollinger	Hilltop	Washington, D.C.	\$ 399	1 5
4/05/2018	Darlene	Clay	St. Paul	St. Louis	\$ 299	5 5
4/08/2018	Jason	Trent	Hilberg	Dallas	\$ 187	2 5
4/10/2018	Sean	Kopp	Duluth	Harbin	\$ 469	1 5
5/28/2018	Alice	Lindgren	Bloomington	Duluth	\$ 149	3 5
6/09/2018	Denise	Young	Duluth	Duluth	\$ 149	2 5
6/18/2018	Janelle	Oliver	Fargo	Toronto	\$ 349	1 5
6/29/2018	Jake	Swanson	St. Peter	Duluth	\$ 149	3 5
1/16/2019	Joseph	Black	Bloomington	Houston	\$ 186	2 5
1/05/2019	Rachel	Lyons	Maplewood	Toronto	\$ 349	1 5
1/20/2019	Harrison	Thompson	Duluth	Philadelphia	\$ 398	1 5
2/11/2019	Wally	Gonzalez	Edina	Denver	\$ 365	1 5
2/20/2019	Ashley	Olson	Brooklyn Center	Milwaukee	\$ 285	2 5
3/10/2019	Roger	Wilson	Brooklyn Center	Chicago	\$ 199	2 5
3/26/2019	Jake	Swanson	St. Peter	Dallas	\$ 147	2 5
3/25/2019	Tony	Cherkov	Edina	Los Angeles	\$ 295	2 5
3/27/2019	Wendy	Hollinger	Two Harbors	New York	\$ 349	2 5
4/16/2019	Jennifer	Jordan	Spring Lake Park	New York	\$ 349	2 5
4/18/2019	Alice	Lindgren	Bloomington	Toronto	\$ 349	1 5
4/19/2019	Denise	Thompson	Two Harbors	Los Angeles	\$ 295	1 5
6/20/2019	Ruth	James	St. Peter	Los Angeles	\$ 295	2 5
6/12/2019	Joseph	Black	Bloomington	Duluth	\$ 149	2 5
6/22/2019	Ashley	Olson	Richfield	St. Louis	\$ 299	2 5
6/30/2019	Edmundo	Fuentes	St. Paul	Milwaukee	\$ 285	2 5
1/05/2020	Lakshmi	Hollinger	St. Paul	Los Angeles	\$ 295	2 5
1/05/2020	Maria	Wyatt	Minneapolis	Los Angeles	\$ 295	2 5
1/18/2020	Lakshmi	Chang	Maplewood	Toronto	\$ 349	2 5
1/17/2020	Darlene	Clay	St. Paul	Denver	\$ 245	1 5

**Screenshot of the event**



# Faculty Development Programme

## MS EXCEL

DATE: 25-09-2020

Organised by:

Centurion University of Technology &  
Management

RESOURCE PERSON

**Dr. Soumik Ray**

Assistant professor, Agricultural Statistics

centurion university of technology and management  
*Shaping Lives... Empowering Communities...*

### Participants List

1	Dr. Anita Patra	Professor
2	Mr. Pramod Saini	Professor
3	Mr. Gouri Kumar Sahu	Assistant Professor
4	Dr. Satyanarayan Dhal	Associate Professor
5	Dr. Prasanta Kumar Rath	Associate Professor
6	Dr. Subhasmita Mishra	Assistant Professor
7	Dr. Narayan Gouda	Associate Professor
8	Dr. Rosy Mallik	Assistant Professor
9	Dr. Santosh Kumar Nanda	Assistant Professor
10	Dr. Sivala Kumar	Professor
11	Dr. Gitanjali Behera	Assistant Professor
12	Dr. Shekhar Kumar Sahu	Assistant Professor
13	Dr. Santosh D.T.	Assistant Professor
14	Dr. Mitali Madhumita	Assistant Professor
15	Dr. Ruby Pandey	Assistant Professor
16	Dr. Sonam Sandeep Dash	Assistant Professor

17	Dr. Rajashree Jena	Assistant Professor
18	Dr. Prasanta Kumar Choudhury	Assistant Professor
19	Dr. Bhisma Narayan Rath	Assistant Professor
20	Dr. Satyabrata Nanda	Assistant Professor
21	Dr. Ashish Ranjan Dash	Associate Professor
22	Dr. Trilochan Penthia	Assistant Professor
23	Nanda Kishore Ray	Assistant Professor
24	Mr. Satyanarayan Padhy	Assistant Professor
25	Mr. Rajesh Kumar Misra	Assistant Professor
26	Ms. N. Jeevaratnam	Assistant Professor



Dr. Prasanta Ku. Mohanty  
Dean Academic



Prabhat K. Pattnaik  
FDP Coordinator