

ANNEXURE 1

CAMBRIDGE INSTITUTE OF TECHNOLOGY RANCHI (Schedule for the one week/40 hours training on ADVANCE EXCEL for MBA Students) Dates: 4-11 January 2023

DAY/TIME	9.45-11.15 AM	11.15-11:30 AM	11:30-1:00 PM	1:00-2:00 PM	2:00-3:15 PM	3:15-3:30 PM	3:30-5:00 PM
Day 1 4-1-2023	Session 1 Brushing up Excel -Prof. A. Usmani	T E A B R E A K	Session 2 Brushing up Excel -Prof. A. Usmani	L U N C H B R E A K	Session 3 Formatting Worksheet & Cells -Prof. A. Usmani	T E A B R E A K	Session 4 Formatting Worksheet & Cells -Prof. A. Usmani
Day 2 5-1-2023	Session 5 Working with Formulas & Functions -Prof. D.K. Verma		Session 6 Working with Formulas & Functions -Prof. D.K. Verma		Session 7 Working with Formulas & Functions -Prof. D.K. Verma		Session 8 Data filters: AutoFilter and advanced filters -Prof. A. Usmani
Day 3 6-1-2023	Session 9 Data filters: AutoFilter and advanced filters -Prof. A. Usmani		Session 10 Working with Charts and Analysing Data -Dr. Ritesh Kumar		Session 11 Working with Charts and Analysing Data -Dr. Ritesh Kumar		Session 12 Working with Charts and Analysing Data -Prof. D.K. Verma
Day 4 9-1-2023	Session 13 Advance Page layout -Dr. Ritesh Kumar		Session 14 Control-flow statements -Prof. D.K. Verma		Session 15 Control-flow statements -Prof. D.K. Verma		Session 16 Using Name Manager -Prof. A. Usmani
Day 5 10-1-2023	Session 17 Using Name Manager -Prof. A. Usmani		Session 18 Mastering PivotTables -Dr. Ritesh Kumar		Session 19 Mastering Pivot Tables -Dr. Ritesh Kumar		Session 20 Workbook sharing & Data Manipulation in Excel -Prof. D.K. Verma
Day 6 11-1-2023	Session 21 Workbook sharing & Data Manipulation in Excel -Prof. D.K. Verma		Session 22 Project -Prof. A. Usmani -Prof. D.K. Verma -Dr. Ritesh Kumar		Session 23 Project -Prof. A. Usmani -Prof. D.K. Verma -Dr. Ritesh Kumar		Feedback & Valedictory