

ENRICHMENT ACTIVITY  
ON  
WORKING WITH  
**MICROSOFT EXCEL**  
UNDER PMMMNMTT PROJECT

*18<sup>th</sup> February, 2019*

Organized by :  
**Department of Education**  
Guru Ghasidas Vishvavidyalaya, Bilaspur



**CHIEF PATRON**

Prof. Anjila Gupta, Hon'ble Vice Chancellor

**PATRON**

Prof. Shailendra Kumar, Registrar

**CONVENER**

Dr C S Vazalwar

**COORDINATOR**

Dr Sonia Sthapak

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**Participants:** Teacher Educators, Teachers, Research Scholars, Prospective Teacher Educators

**Venue:** GGV CAMPUS

**Important Dates:**

**Workshop on 18<sup>th</sup> February, 2019**

**Registration on or before 17<sup>th</sup> February, 2019**

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**No Registration fee will be charged for this workshop. Participation will be finalized on first come first serve basis**

**Accommodation:** Accommodation may be made available on nominal charges on first come first serve basis

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**Registration Form**

- (1) Name: .....
- (2) Designation: .....
- (3) Institution: .....
- (4) E-mail: .....
- (5) Mobile No.: .....
- (6) Contact Address: .....
- .....
- (7) Accommodation Required: .....
- (8) Account No. & Type : .....
- (9) Bank Name & Branch : .....
- (10) IFSC Code : .....

Date:

Signature of Participant

- Note:** 1. Please send scanned copy of duly filled registration form by 17<sup>th</sup> February, 2019  
2. Participation will be finalized on first come first serve basis.

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**About the Department:**

The Department of Education is committed to bring out the best potential of its students to develop them envisioned leaders of Indian Education. The department possesses a team of able and sensitive teacher educators - a high standard of knowledge, professional skills, cultural understanding, social responsibility and synergistic progress within a truly multicultural educational environment.

**About the activity :** Microsoft Excel is considered to be one of the important tools because of the key role it plays in many sectors. It is the most used spreadsheet program in many business activities, classwork and even personal data organization. Excel was first released in the year 1985. Since then, it has played a vital role in performing formula based arithmetic and calculations, and other activities that may require mathematical calculations. Many businesses, personal and institutional enterprises have embraced the use of Excel because of its utility and the ability to serve as a visual basic for different applications. The knowledge of excel in computation and analysis of data plays an important role in the field of research as well. Seeing the importance of excel in graphing, data organizing and programming an activity for teacher educators is hereby thought of.

**Prerequisites**

- ◆ Familiarity with using a personal computer, mouse, and keyboard.
- ◆ Ability to navigate to information stored on the computer; and manage files and folders.