



LOYOLA COLLEGE (AUTONOMOUS)

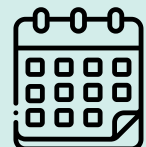
Chennai - 600034

College of Excellence

LIAC
LEARNING BEYOND BORDERS

Department of B.Com (Computer Applications)

Invites for
EXCEL PRACTICUM
Basis to Advance



26th July 2023



2 p.m to 3 p.m



Cel 09, 4th Floor, LIAC

Trainers

Dr. Maria Selvi , Dr. Sheneela , Mr.Shankar Subbiah, Mr.Imran Wadkar

Registration Fee : Rs.500 (Inclusive of GST)

Limited Registration Only

To Register Contact

Dr. Maria Selvi

+91 98843 59324





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EXCEL PRACTICUM

Basics to Advance

PROGRAM SCHEDULE

Introduction to MS Excel

Operations in Worksheets

Exploring Shortcuts and Menus

Tables and Formatting

Creation of Tables

Data Entry Techniques

Data Management in Excel

Types of Charts

Introduction to Advanced Excel

Excel Files and Templates

