Marathwada MitraMandal's
INSTITUTE OF MANAGEMENT EDUCATION RESEARCH AND TRAINING
(IMERT), Pune
S. No. 18, Plot No. 5/3, CTS No. 205, Behind Vandevi Temple, Karvenagar,
Pune – 411052

Since 1994

AY: 2022-23

MS Office Certification - IIT KANPUR Report

Date of the Event: (DD/MM/YYYY)	29/05/2023 to 31/5/2023	Duration:	9:00 AM-12:30 PM & 2:00 PM – 5:30 PM
Day of the Event:	Monday, Tuesday, Wednesday	Venue:	MM.IMERT Computer Lab

MM's IMERT organised a three-days MS Office Certification Course by IIT Kanpur in college for MBA Ist year students on 29th MAY 2023 to 31st MAY 2023. The MS Office Certification Course by IIT Kanpur was co-ordinated by Dr. Mangalgouri Patil and Prof. Amruta Kshirsagar under the Guidance of Director Dr. Shubhangee Ramaswamy.

The sessions were conducted in 2 batches. In all 70 students participated in the certification programme. Resource person from IIT Kanpur was Mr. Rajeev Gupta (Speaker). The session started with brief overview of use of Excel along with its functions and advantages. It followed by in-depth description about Data Analysis and Data Science.

On First Day following points where covered:
1. Use of Excel - Store, Manipulate, Analysis
2. Data Analysis - MS Excel, PowerPoint tool, SAS, PYTHON, ML, AI, Deep learning
3. Data: Structured and Unstructured
4. Importance of data: information-insights-business decision
5. Identify questions- Data collection & analysis- presenting result – Implementing changes

On Second Day following points where covered:
1. Formulas: put in
2. Functions: Char, Code, Concatenate, Find, Search, Left, Right, Len, lower, Upper, Mid, Replace, Substitute, Trim, Text
3. Dynamic data, Dynamic time, Dynamic day & month
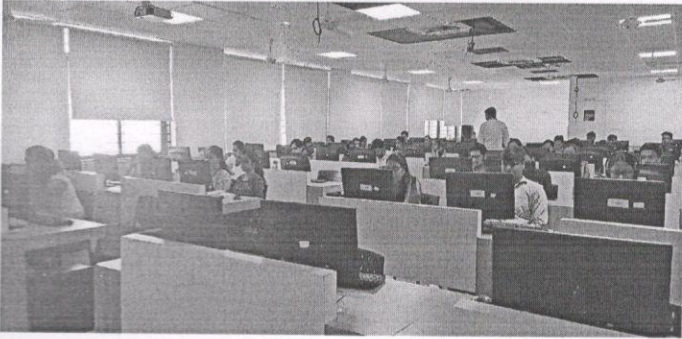4. IF function
5. Nested if

On Third Day following points where covered:

1. Sorting Data
2. Filters
3. How to calculate difference of year, time and date
4. How to calculate our own birthdate
5. Advance filter
6. How to calculate difference in year, time, date in our own birthdate
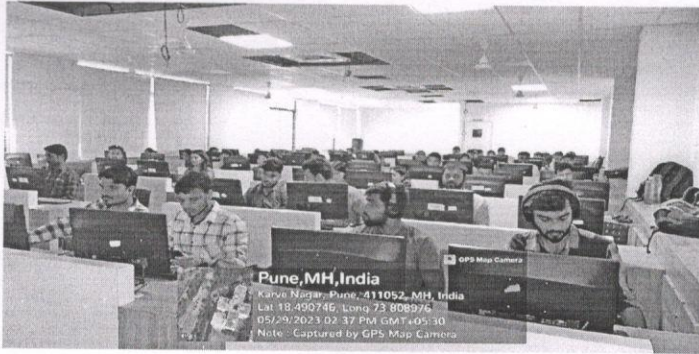7. Vkookup

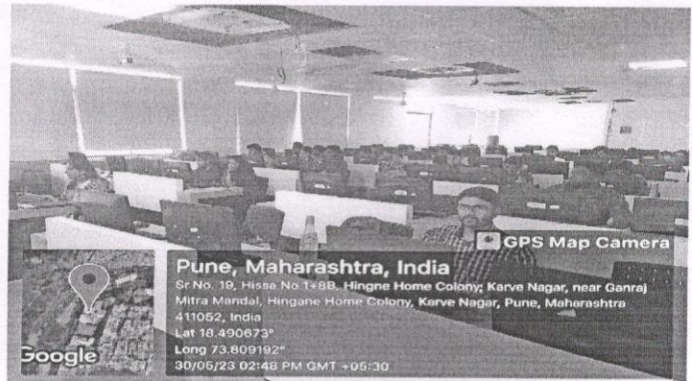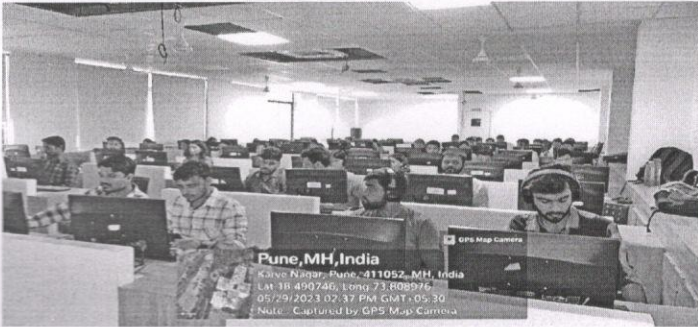|			
Prof. Amruta Kshirsagar MBA-I Coordinator Prepared by	Dr. Mangalgauri Patil IQAC – Co Coordinator Reviewed by	Dr. Pranav Kayande IQAC – Co Ordinator Recommended by	Dr. Shubhangee Ramaswamy I/C Director Approved by

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Day 1 Batch 1

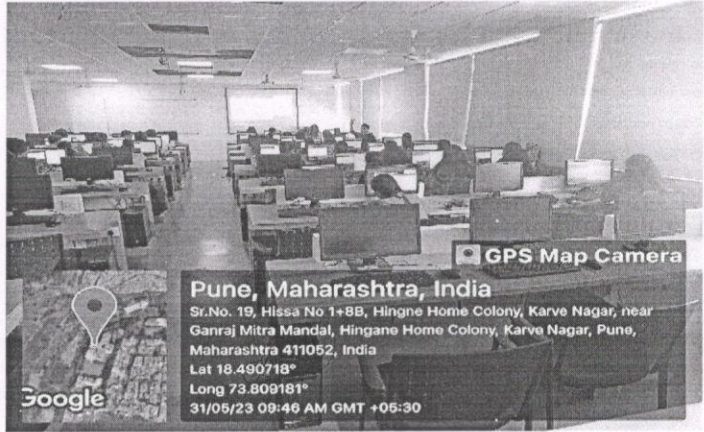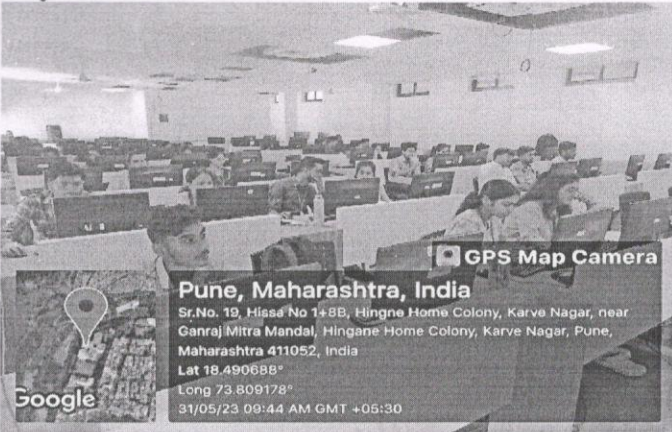
Day 1 Batch 2

Day 2 Batch 1

Prof. Amruta Kshirsagar MBA-I Coordinator Prepared by	Dr. Mangalgauri Patil IQAC – Co Coordinator Reviewed by	Dr. Pranav Kayande IQAC – Co Ordinator Recommended by	Dr. Shubhangee Ramaswamy I/C Director Approved by

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Day 2 Batch 2

Day 3 Batch 1

Day 3 Batch 2

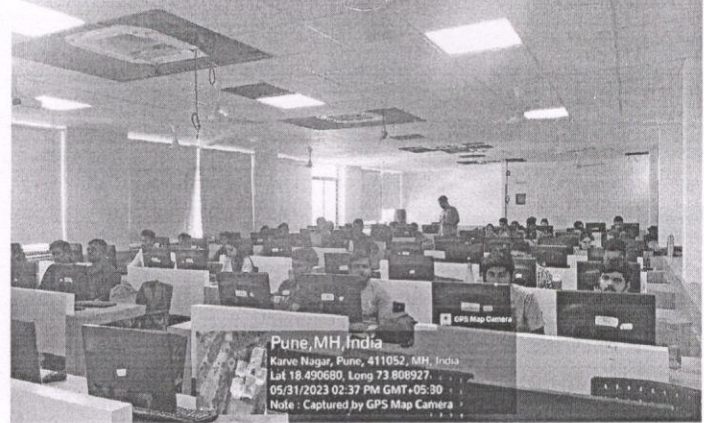| Prof. Amruta Kshirsagar MBA-I Coordinator Prepared by	Dr. Mangalgauri Patil IQAC – Co Coordinator Reviewed by	Dr. Pranav Kayande IQAC – Co Ordinator Recommended by	Dr. Shubhangee Ramaswamy I/C Director Approved by