

# DEEN DAYAL UPADHYAY KAUSHAL KENDRA (DDU-KK)

## D.A.V.V., INDORE

(Under UGC Scheme for Skill Development)

### 1.3.2 Number of value-added courses for imparting transferable and life skills offered during 2020 - 2021

DDU-KK, DAVV, INDORE  
ANNOUNCES



**40 HRS ONLINE  
COURSE**

**ACCOUNTING  
SOFTWARE  
TALLY (GST  
VERSION)**

For more details, visit on [www.ddukk.dauniv.ac.in](http://www.ddukk.dauniv.ac.in)  
Or Contact: 9424450170

March 30, 2021  
8am to 10am

FRIDAY AND  
SATURDAY

 **DEEN DAYAL UPADHYAY KAUSHAL KENDRA (DDU-KK)**  
DEVI AHLIYA VISHWAVIDYALAYA, INDORE  
(Under UGC Scheme for Skill Development)  
2<sup>nd</sup> Floor Vigyan Bhawan, Takshashila Campus, Khandwa Road, Indore  
Email ID: [ddukkdaavv@gmail.com](mailto:ddukkdaavv@gmail.com) Website: [www.ddukk.dauniv.ac.in](http://www.ddukk.dauniv.ac.in) 

Date: 25 January 2021

Short Term Course  
on  
**ADVANCED EXCEL**  
from  
**27 January 2021 (42 Hours)**

Time: 3:00 pm to 5:00 pm  
at  
**IT LAB, DDU-KK, 2nd Floor Vigyan Bhawan, DAVV, Khandwa  
Road Campus, Indore**

**Objectives**  
After completing the workshop, students will be able to:

1	Create a basic worksheet by entering text, values, and formulas.
2	Change the appearance of worksheet data by using a variety of formatting techniques.
3	Create formulas by using some of Excel's built-in functions.
4	Create and copy a formula using relative/absolute references
5	Filter and sort Excel data.
6	Plan, create and modify charts.
7	Prepare a document for printing by using a variety of printing options.
8	Summarize data that meets specific conditions.
9	Link to data in other worksheets and workbooks.
10	Use some of the more complex Excel functions.
11	Protect Workbooks, worksheets, Locking cells
12	Perform Analytics using Pivot tables, What if analysis

**Note:** Students are expected to complete all hands-on exercises and assignments. Active participation is appreciated.

**REGISTRATION PROCEDURE**

- Registration Link: <https://forms.gle/YagJYPTANU3aHetY9>
- Registration charges **Rs. 3000/-** are to be paid online through Google Pay using ID **anshu261293-1@okicici** (Anshika Jain)
- The Money Transfer Receipt is to be attached during fill up registration form.

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