REGIONAL CAPACITY BUILDING AND KNOWLEDGE INSTITUTE, JAIPUR
"MS Office (Advanced)"
From 22.04.2024 to 26.04.2024

PROGRAMME		
SESSION TIMINGS	**NON-SESSION TIMINGS**	**NON-SESSION DAYS**
I 10.15 AM to 11.30 AM II 11.45 AM to 01.00 PM III 02.00 PM to 03.15 PM IV 03.30 PM to 04.45 PM	Tea Break: 11.30 AM to 11.45 AM Lunch Break: 01.00 PM to 02.00 PM Tea Break: 03.15 PM to 03.30 PM	--Nil--

DATE & DAY	SESSION	TOPIC	FACULTY
22.04.2024 (Monday) Day 1		**Inauguration by Principal Director**	
	I	**Overview of the Basics of Ms-Office**	**Sh. Puneet Kumar Sharma,** Core Faculty/RTI Jaipur
	II	Advanced Document Formatting: Styles and Themes: Creating and modifying styles, using themes for consistent formatting.	**Sh. Puneet Kumar Sharma,** Core Faculty/RTI Jaipur
	III	Customizing headers and footers, Generating, and customizing tables of contents Inserting and managing cross-references, footnotes, endnotes, and citations.	**Sh. D.K. Saxena,** AAO(A&E) Jaipur
	IV	Exercise	
23.04.2024 (Tuesday) Day 2	I	Relative Versus Absolute Cell References in Formulas; Creating Subtotals in a List; Format Data as a Table.	**Sh. Naresh Kriplani,** AAO(A&E) Jaipur
	II	Working with Functions: **-** Using logical functions (AND, OR NOT)**.** Using Conditional Function**:-** IF & Nested IF Functions, COUNTIF(),SUMIF() & IFERROR()	
	III	Working with Text Based Functions: **-** LEFT (), RIGHT () and MID () Function; LEN (), SEARCH () & CONCATENATE () Function. Some More Functions**: -** VLOOKUP (), HLOOKUP (), INDEX () & MATCH () Function	**Sh. Mahesh Kumawat,** AAO(A&E) Jaipur
	IV	Exercise	

24.04.2024 (Wednesday) Day 3	I	Using Conditional Formatting to Find Duplicates; Removing Duplicates.	**Sh. Naresh Kriplani,** AAO(A&E) Jaipur
	II	Excel Data Validation: Understanding the Need for Excel Data Validation; Creating an Excel Data Validation List; Excel Decimal Data Validation; Adding a Custom Excel Data Validation Error; Dynamic Formulas by Using Excel Data Validation Techniques.	
	III	Using Macros: - Relative & Absolute Macros; Editing Macro's	**Sh. D.K. Saxena,** AAO(A&E) Jaipur
	IV	Exercise	
25.04.2024 (Thursday) Day 4	I	What If Analysis: - Goal Seek; Data Tables; Scenario Manager.	**Sh. Vinod Sencha,** Core Faculty/RTI Jaipur
	II	Advance Charts: - Sparkline, Inline Charts, data Charts.	
	III	**Holistic Well being**	**Dr. Puneet Chaturvedi,** NIA Jaipur
	IV	Exercise on session I, II	**Sh. Puneet Kumar Sharma,** Core Faculty/RTI Jaipur
26.04.2024 (Friday) Day 5	I & II	Applying advanced animation effects: motion paths, emphasis, and entrance/exit animations. **Creating Interactive Presentations** Using hyperlinks and action buttons for navigation and interactivity, Incorporating interactive elements: quizzes etc.	**Sh. Vinod Sencha,** Core Faculty/RTI Jaipur
	III	Case Study on MS Excel	**Sh. Puneet Kumar Sharma,** Core Faculty/RTI Jaipur
	IV	End Course Assessment & Valediction	