



Registration Form

SEVEN DAYS WORKSHOP

on

Competency in MS-Excel for Physical Education and Research

(22nd-24th August & 29th August- 01st September, 2016 at IGIPRESS)

Registration Details

Mr./ Ms./ Dr./ Prof.

Designation/Position..... Department.....

Class Roll No.

Institution/Organisation:.....

Address:.....

..... Pin Code

Phone.....Mobile No

Email ID.....

Registration Fees (Cash Only): Rs. 500

Date : _____

Signature_____

For office use only

Received Rs. _____ from Dr. /Mr. / Ms. _____

by cash.

Signature_____

INDIRA GANDHI INSTITUTE OF PHYSICAL EDUCATION & SPORTS SCIENCES

(University of Delhi)

B-Block, Vikaspuri, New Delhi – 110018.

Workshop on

“Competency in MS-Excel for Physical Education and Research”

(from 22nd August to 24th August & 29th August to 01st September, 2016)

Programme Schedule

Lecture & Practical Demonstration and Hand on Practice at Computer Lab/Educational Lab/ ICT Lab

Day & Date	Time	Program
MONDAY 22.08.2016	10.00 AM – 01.00 PM	Registration
	02.00 PM – 02.15 PM	Inauguration Ceremony
	02.15 PM – 03.45 PM	<ul style="list-style-type: none">• Basic of ExcelProperties of Cell, Alignment, StylesData Entry, Sorting & FilteringCreate a ChartPage Layout option
	03.45 PM-05.00 PM	Practicals (Computer Lab/ Educational Lab/ ICT Lab)
TUESDAY 23.08.2016	10.00 AM - 01.00 PM	Hand on Practice (Computer Lab/ Educational Lab/ ICT Lab)
	02.00 PM – 03.30 PM	Formula & Functions Financial Calculations, Sum, Subtract, Multiplication ,Autofill, Series, etc.
	03.30 PM-05.00 PM	Practicals (Computer Lab/ Educational Lab/ ICT Lab)
WEDNESDAY 24.08.2016	10.00 AM - 01.00 PM	Hand on Practice (Computer Lab/ Educational Lab/ ICT Lab)
	02.00 PM – 03.30 PM	Data Operations Test Row to Columns /Group & Ungroup/ Subtotal Protect the Sheet /Pivoting Table/ Conditional Formatting.
	03.30 PM-05.00PM	Practicals (Computer Lab/ Educational Lab/ ICT Lab)

MONDAY 29.08.2016	10.00 AM - 01.00 PM	Hand on Practice (Computer Lab/ Educational Lab/ ICT Lab)
	02.00 PM – 03.30 PM	Freeze Panes/ Split/Hide Options Design the Table Dropdown lists in Excel Transpose the Data vlookup & hlookup functions
	03.30 PM-05.00 PM	Practicals (Computer Lab/ Educational Lab/ ICT Lab)
TUESDAY 30.08.2016	10.00 AM - 01.00 PM	Hand on Practice (Computer Lab/ Educational Lab/ ICT Lab)
	02.00 PM – 03.30 PM	Concatenate Functions Calculation of t-test, Regression analysis & Anova test in Excel
	03.30 PM- 05.00 PM	Practicals (Computer Lab/ Educational Lab/ ICT Lab)
WEDNESDAY 31.08.2016	10.00 AM - 01.00 PM	Hand on Practice (Computer Lab/ Educational Lab/ ICT Lab)
	02.00 PM – 03.30 PM	Form Creation Dash Board Creation
	03.30 PM- 05.00 PM	Practicals (Computer Lab/ Educational Lab/ ICT Lab)
THURSDAY 01.09.2016	10.00 AM - 01.00 PM	Hand on Practice (Computer Lab/ Educational Lab/ ICT Lab)
	02.00 PM – 03.30 PM	Time Series Data College Attendance Data Sheet
	03.30 PM onward	Feedback & Closing Ceremony