



Wissen Baum Engineering Solutions

BEL Batch 4 Training Report

Date: 12 August 2023

Wissen Baum Engineering Solutions

Germany | USA | India

Training No: WB_PD_006



Executive Summary

This report was prepared to provide information on the “Training Program on Basics of Microsoft Excel” program conducted on 12th August 2023. Recommendations include the continuity of the program and the creation of training activities

Objectives

The training plan’s objectives were:

- To brush up the “**Training Program on Basics of Microsoft Excel**” knowledge to the Batch 4 team (Freshers)

Background:

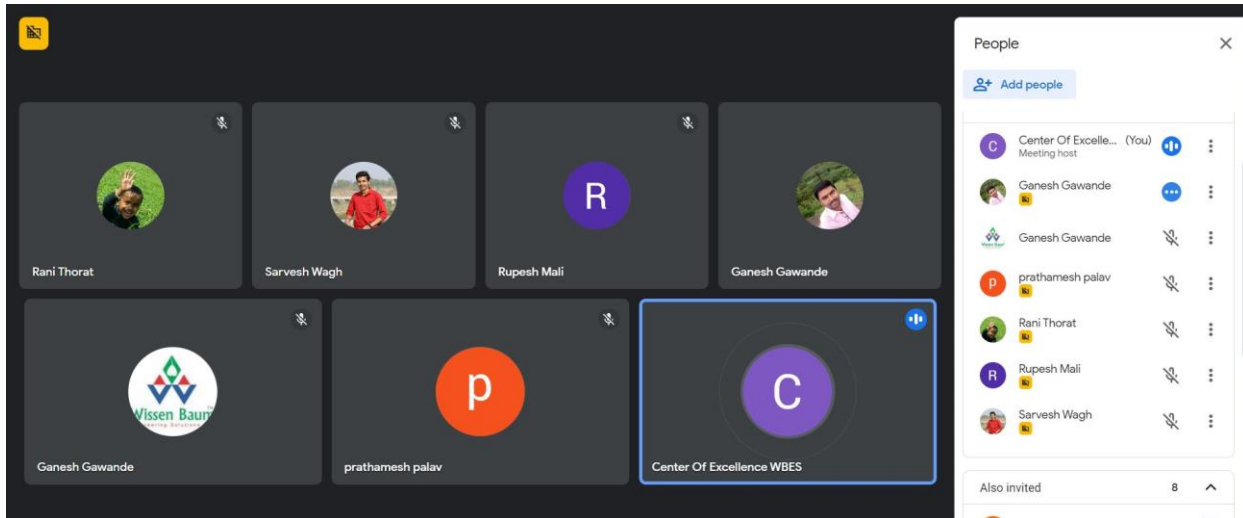
- Design Engineers working as onsite support to BEL (Batch 4: Freshers).
- We choose to offer to enhance presentation skills needed to create, edit and present professional looking presentations using text, tables, diagrams, charts and pictures.
- **Training Date:**
- 12th August 2023

Trainer:

- Swapnil Jadhav
- Ganesh Gawande

Attendees:

- Wasim
- Sarvesh
- Rani
- Rupesh
- Nakul
- Prathamesh



Mode / Methodology

- Online Mode

Training Content:

- Why Microsoft Excel?
- How to start using Microsoft excel?
- Introduction
 - Interface, worksheets, Data entry, Rows and columns
- Formulas
 - Autofill, Calculations, Auto Sum function, Absolute reference, True or false
- Formatting
 - Formatting, Cells style, Conditional formatting, Data validation/ Dropdown, Hide-unhide, rename sheet, Tab colour, Protect Sheet
- Editing
 - Filters, Sort, Custom Short, Find & Replace, Fill, Clear,
- Charts and tables
 - Tables, Column Chart, Line Chart, Pie Chart
- Workbook management
 - Freeze panes, Printing, Windows, Templates

Way Forward:

To enhance the soft skill of writing effective and persuasive business communication through PowerPoint presentation.