

GOVERNMENT DEGREE COLLEGE


Jammikunta, Dist: Karimnagar.



CERTIFICATE OF PARTICIPATION

This is to certificate is presented to _____

for participating in the "Micro-soft Excel" Training in Feb 2022. Given this
March of 2022.


Principal
Govt. Degree College
Jammikunta, Dist: Karimnagar

TITLE:

MICRO SOFT EXCEL

DAY1: Create a workbook

DAY2: Import data from a delimited text file

DAY3: ▪ Add a worksheet to an existing workbook

DAY4: Copy and move a worksheet

DAY5: Search for data within a workbook

DAY6: Navigate to a named cell, range, or workbook element

DAY7: Insert and remove hyperlinks

DAY8: ▪ Change worksheet tab color

DAY9: Rename a worksheet

DAY10: Change worksheet order

DAY11: Insert and delete columns or rows

DAY12: Change workbook themes

DAY13: Adjust row height and column width

DAY15: Insert headers and footers

DAY16: Hide or unhide worksheets

DAY17: Modify document properties

DAY18: Customize the Quick Access toolbar

DAY19: ▪ Display formulas

DAY20: Inspect a workbook for hidden properties or personal information

DAY21: Inspect a workbook for accessibility issues

DAY22: Inspect a workbook for compatibility issues

DAY23: Create custom number formats

DAY24: Populate cells by using advanced Fill Series options

DAY25: Configure data validation

DAY26: Create custom conditional formatting rules

DAY27: Create conditional formatting rules that use formulas

DAY28: Manage conditional formatting rules

DAY29: Create and modify simple macros

DAY30: Insert and configure form controls

Student List

S.NO	HT NO	NAME
1	20077124402501	A. PRASHANTH
2	20077124402503	B VENKATESH
3	20077124402505	D VENKATESH
4	20077124402506	D JYOSHNA
5	20077124402507	HEMANTH
6	20077124402508	EVENJALI
7	20077124402509	SAI PRIYA
8	20077124402510	G SAICHARAN
9	20077124402512	M SATHISH
10	20077124402513	M SHRAVYA
11	20077124402516	M RAJESH
12	20077124402517	P ANVESH
13	20077124402519	S MAHENDAR
14	20077124402520	T RAKESH
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