

SKILL DEVELOPMENT WORKSHOP

Organized By:

Mathematics Training and Placement Cell

in collaboration with

Central Placement Cell, Panjab University



6 NOVEMBER - 9 NOVEMBER

3:00 PM - 5:00 PM



**Seminar Hall,
Department of Mathematics
Panjab University
Chandigarh**

6 November - 8 November

MS Office and Power BI

Mr. Kunal Goel

(Founder, Brighter Beings)

9 November

LaTeX

Dr. Charanjit Singh

(Department of Mathematics)

Director:

Prof Meena Sharma

(Central Placement Cell)

Chairperson:

Ms. Suman Bala

(Department of
Mathematics)

Coordinator:

Dr. Manisha Sharma

(Training and Placement
Officer)

SKILL DEVELOPMENT WORKSHOP

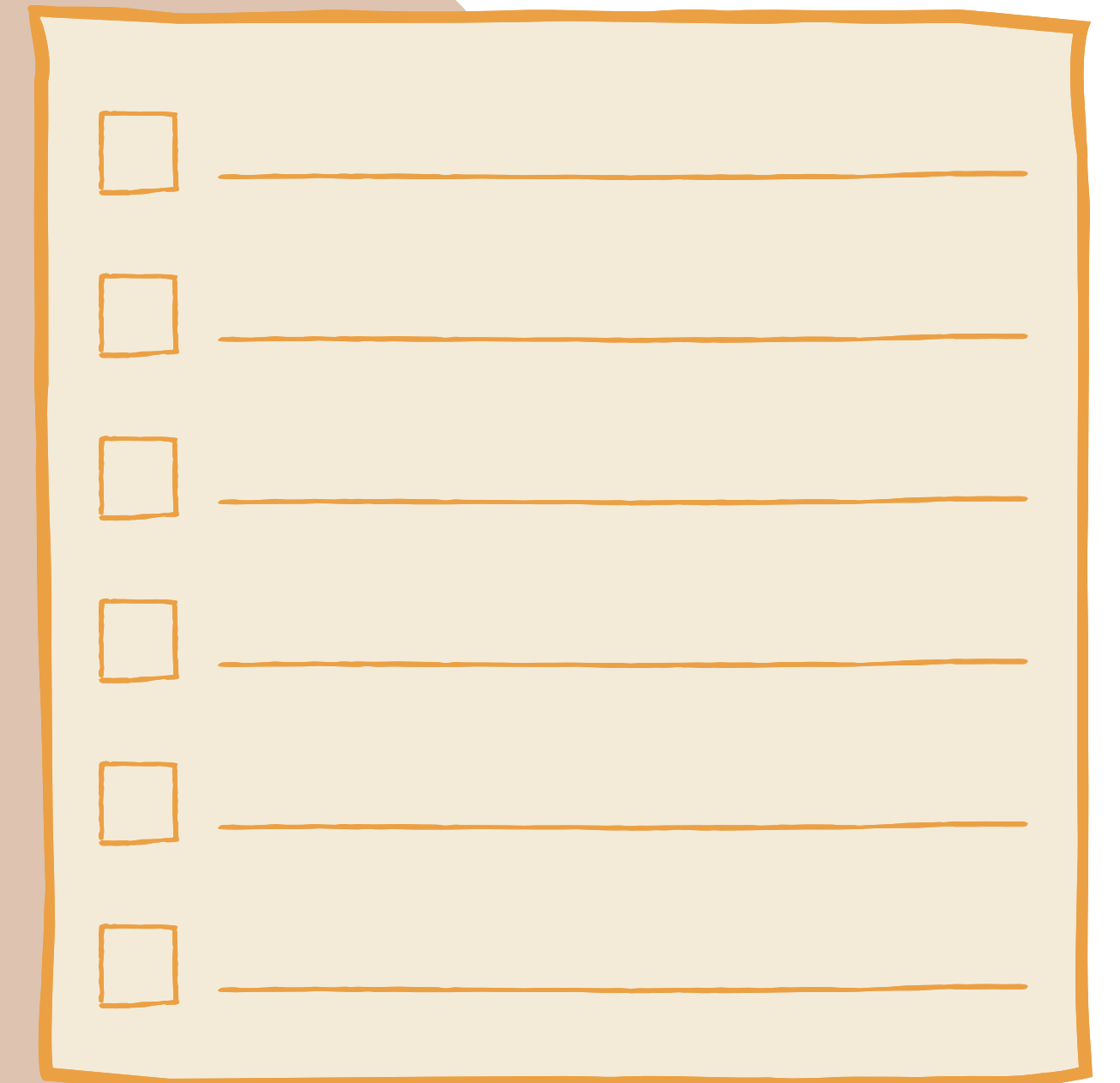
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Chandigarh

EXECUTION PLAN

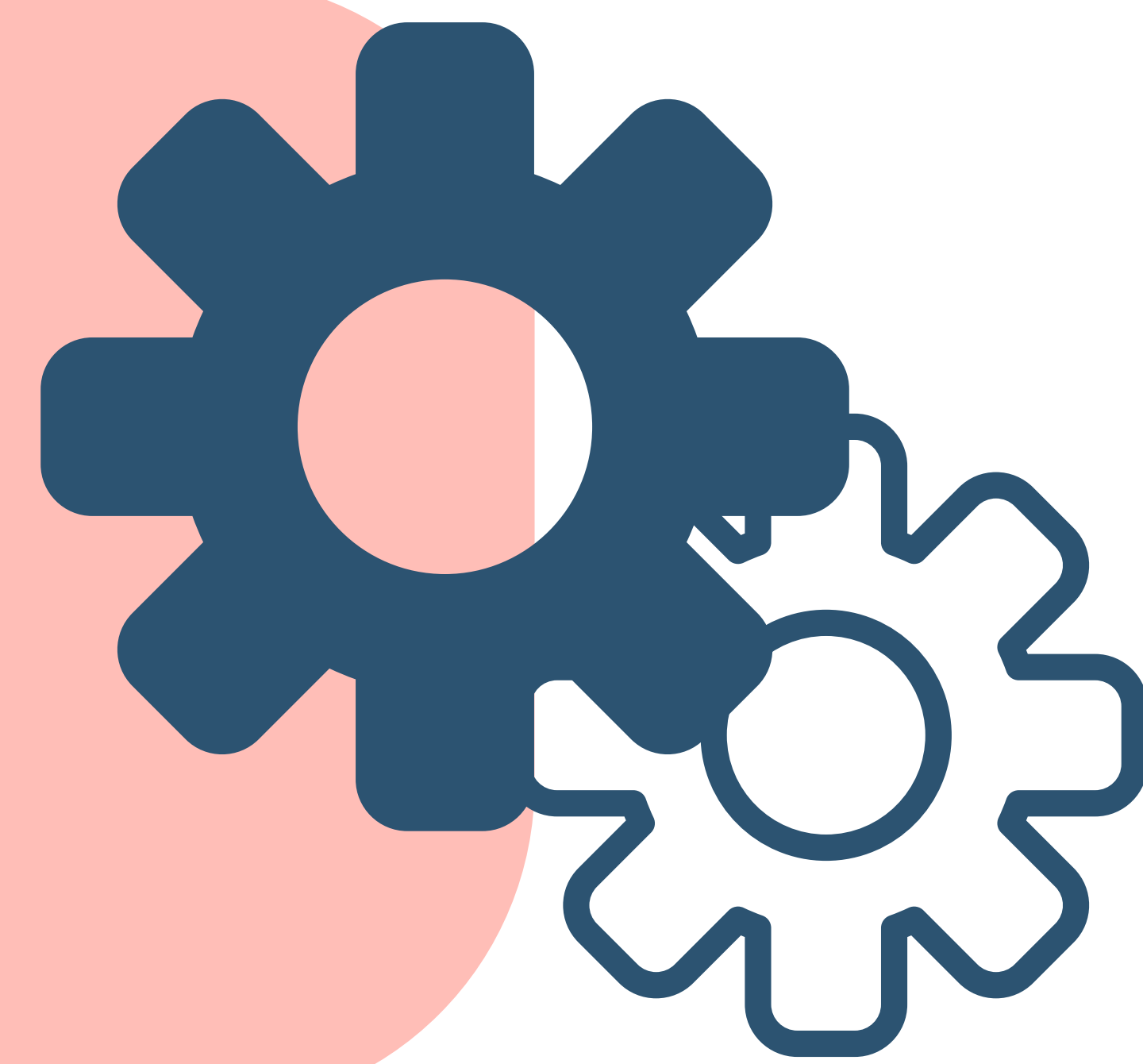
1 Day 1 : MS Excel (2 Hours)

- Formatting Worksheets
- Range Names
- Conditional Formulae
- Conditional Formatting



2 Day 2: MS Excel (2 Hours)

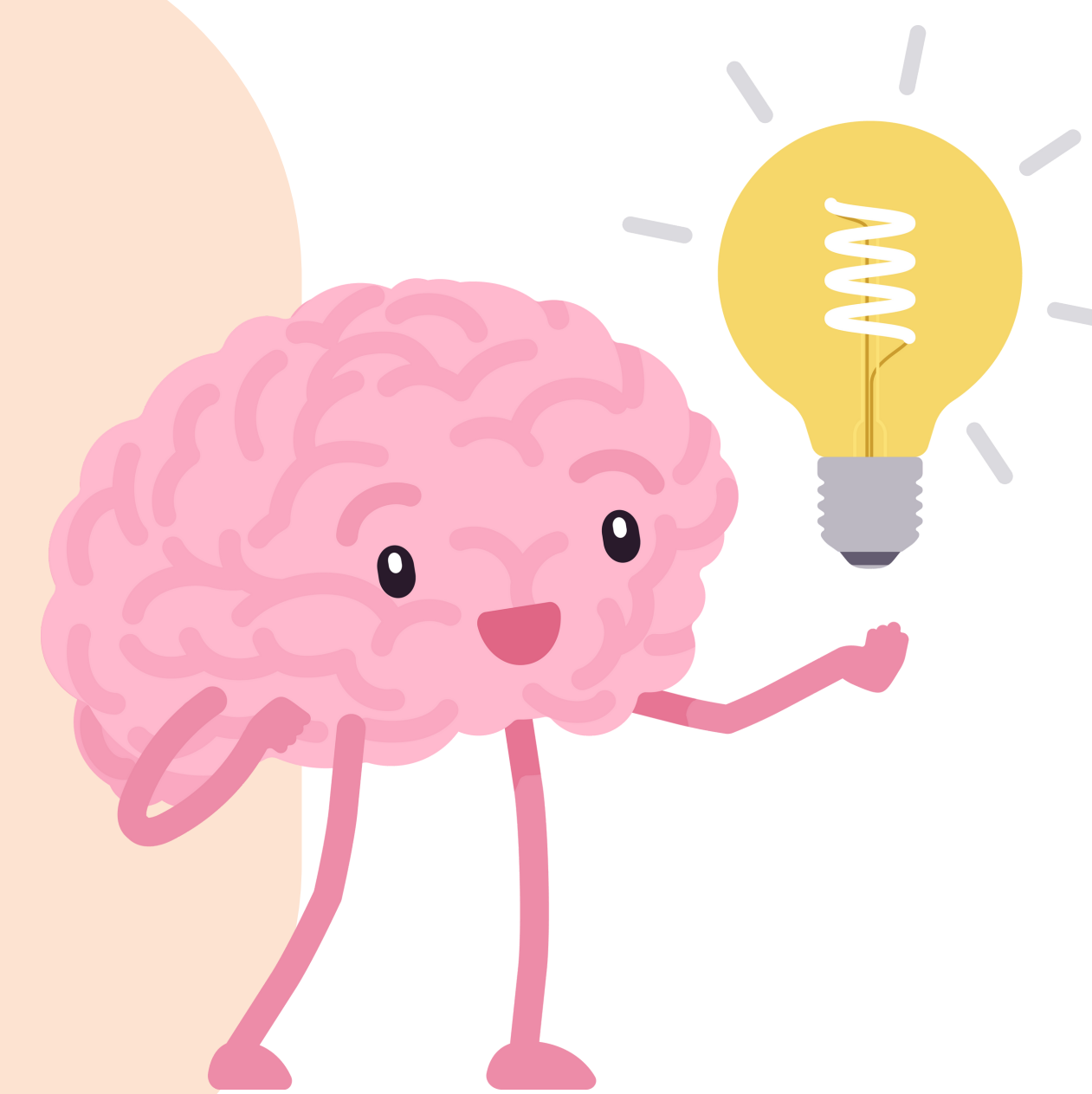
- Data validation
- Look Up Functions
- Pivot Tables
- Slicer



3 Day 3: MS Powerpoint & Power BI (2 hours)

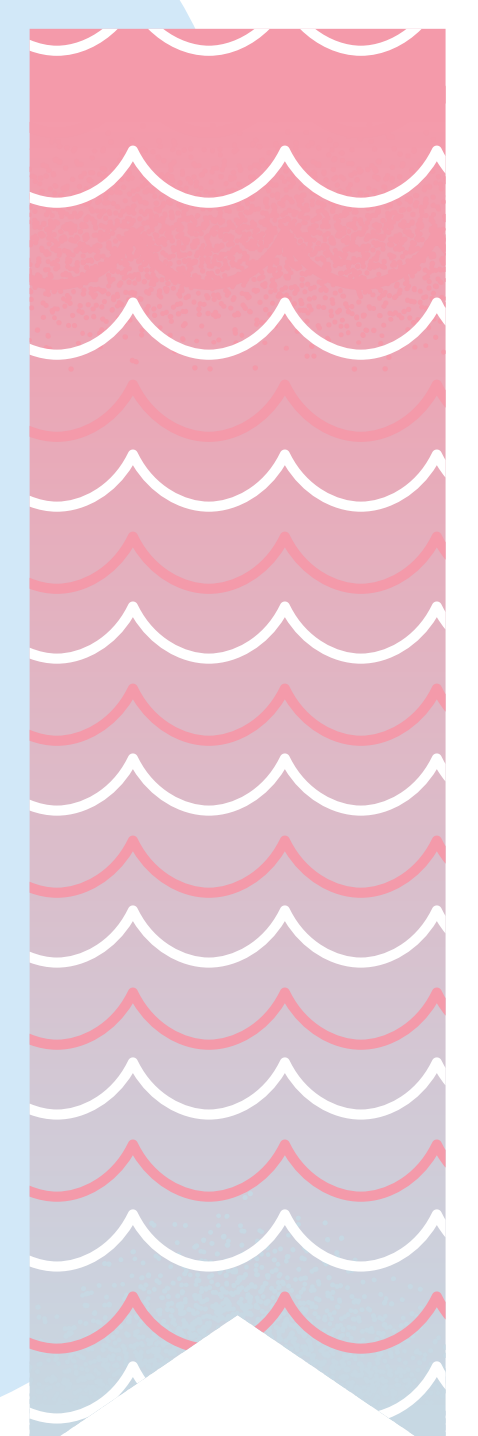
- Formatting Slides
- Transitions and Animations
- Smart Guides and alignment

Introduction to Power BI
Data sources
Data Insights



4 Day 4: LaTeX (2 Hours)

- Creating LaTeX Documents
- Tables, Brackets and Arrays
- Editing and Debugging



EXECUTION PLAN

- The workshop is scheduled from 6 November 2023 to 9 November 2023
- There are in total 60 participants.
- The workshop will be of 8 hours in total (2 hours each day).
- Timings for the workshop will be 3:00 PM to 5:00 PM each day.
- Venue : Seminar Hall, Department of Mathematics, Panjab University, Chandigarh.

NOTE:

- Kindly install MS Excel , MS PPT, Power BI and LaTeX in your laptop.
- Get your laptop charged beforehand so that it can run for 2 hours as in no charging facility will be available in the seminar hall.
- Get yourself updated with the basics of the above mentioned softwares in order to get maximum out of this workshop.