B. P. PODDAR INSTITUTE OF MANAGEMENT & TECHNOLOGY
PODDAR VIHAR : 137, VIP Road, Kolkata – 700 052

NOTICE

Ref. No.BPP/Notice/Prc/1674/2023   Date: 13.09.2023

This is for the information of all staff members of this Institute that a 5–Day **"Staff Development Program"** on **"Fundamentals of MS Excel"** is going to be held as per following schedule:

Venue: Block – A, Room No. 205, PG Lab		
Date	**Time**	**Topic**
16/09/2023	3:00 pm – 5:00 pm	Brief Introduction, Components of Datasheet
23/09/2023		Cell Addressing, Formatting
30/09/2023		Filtering Operations
07/10/2023		Basic Functions and its Working
13/10/2023		Small Project Demonstration

All members are advised to participate in the above-mentioned program.

Prof. (Dr.) Sutapa Mukherjee
principal

Copy to: (1) Registrar's Office
                 (2) Dy Registrar's Office
                 (3) All HODs/Section In-charge
                 (4) System Cell for website