

**REPORT on 30-hour Online Short-Term Certificate**  
**Course**  
**on**  
**“Microsoft Global Certification on Excel”**  
**By**  
**9Ledge Pro**

**Date of Commencement:** 21st January 2023

**Date of Valedictory:** 9th February 2023

It seems like everyone wants to contribute [to machine learning]. I'm like, you go for it — I'm going to be over here getting data out of Excel spreadsheets.

With this notion, **The Placement and Internship Cell, Mata Sundri College for Women** in collaboration with **9LedgePro**, hosted a session on “**Microsoft Global Certification on Excel**” by the prestigious members of 9ledgePro, **Mr. Parth Shukla**.

Mr. Parth Shukla is the Co-founder of 9ledgePro, a Microsoft partner network, and Google cloud reseller. He is an International Trainer and workshop leader on Open Source frameworks for Python, IoT-based Application development, Security, as well as Cloud Application Security. He has conducted more than 500 workshops all over India & abroad. The speaker for the session was welcomed by Ms. Srishti Sachdeva.

**9ledgePro** is one of India's leading certification training providers. They partner with companies and individuals to address unique needs and provide training and coaching that helps students, as well as working professionals, achieve their career goals. They offer global certifications, workshops, webinars, E-learning facilities, and faculty development programs. They have partnered with various educational institutions across Delhi and Maharashtra. Their mission is to identify the right skill sets that fulfill the present industry

requirements and train individuals to effectively become potential job seekers, skilled employees, and entrepreneurs. It's best to say that surely the brand speaks for itself. Our decision to affiliate with 9ledge Pro has proven to be very valuable and it gives me immense honor and pleasure to welcome one of the most spectacular members of 9ledge Pro on behalf of our college.

With dedication and support, Mr. Shukla guided and teach students that There will always be a wide range of exposure, experience, and competency on the part of students in using Excel Not only did he show the functions and details of how to do it, he even gave tips and tricks throughout.

Some of the topics he covered are

- How to create a Pivot Table in Excel
- How to enter basic formulas and calculations in Excel
- Use the SUM function to add up a column or row of cells in Excel
- Scale your spreadsheet to fit on one page when printing from Excel
- Print an Excel 2010 spreadsheet with page numbers
- Freeze or lock rows and columns in an Excel worksheet
- How to use the IF function in Excel to calculate values based on different criteria
- How to use the filter in Excel

And many more things, the students are, all the session witnessed enthusiastic participation and all the queries were answered by him on the spot, or in the next session.

The screenshot shows a Microsoft Teams meeting interface. The main window displays a shared Excel spreadsheet with the following tasks listed in the first column:

- Q1) Change column width of column B to 25
- Q2) Change the row height of all rows to 20
- Q3) For the cells A2:B11 change cell style to 60%Accent 5
- Q4) Format the column of time such that it contains all decimal nos with 2 decimal digits/places
- Q5) Add Conditional Formatting to time column as follows-
  - 3 Flags
  - Green flag for  $\geq 11$  Type = Number
  - Yellow flag  $\geq 10$  Type = Number
  - Red flag for  $< 10$
- Q6) Reuse the formatting applied to cells A2:B11 & apply it to the cells C2:C11
- Q7) Apply theme "Marquee" to all the worksheets of this workbook

The 'People' sidebar on the right lists participants: YG yakshi goel (Guest), AG Akanksha Gupta (Guest), DN Divya Nalhal (Guest), GM Gurnjan Mangla (Guest), H Hishita (Guest), I Isha Batra (Guest), JD JASLEEN DHALL, KC Khushi Chadha (Guest), KB Kirat Kaur Bhatia (Guest), M meenakshi (Guest), PS Parth Shukla (Organizer), and RM Riya Malhotra (Guest).

This screenshot shows a mobile view of a Teams meeting. At the top, the time is 7:43. The main content area displays a list of tasks, which is a smaller version of the list seen in the desktop screenshot above. Below the task list, there are four circular icons representing participants: SS SWETHA, KB Kirat K., PS Parth S., and NK. At the bottom of the screen, there are icons for muting/unmuting, video on/off, and a red call button.

Microsoft Teams Meeting Interface

Meeting Title: Race Competition

Participants:

- Stephens: 10.10
- Delhi University: 10.25
- Somayas: 9.88
- Xaviers: 10.10
- Pauls: 9.25
- Pauls: 9.33
- AKMAL: 11.00
- Ashutosh Singh: 12.15
- Terrence Togaru: 11.22

People List:

- yakshi goel (Guest)
- Akanisha Gupta (Guest)
- Diya Nalhad (Guest)
- Gurjan Mangla (Guest)
- Hishita (Guest)
- Isha Batra (Guest)
- JASLEEN DHALL
- Khushi Chadha (Guest)
- Kirat Kaur Bhatia (Guest)
- meeenakshi (Guest)
- Parth Shukla
- Riya Malhotra (Guest)

Microsoft Certification program by...

Meeting Controls:

- Microphone: Muted
- Video: Off
- Screen Share: Off
- Chat: Off
- Call: On

Participants:

- Hishita S
- meeenakshi S
- Parth S