

SHORT COURSE ON COMPUTER TRAINING MS EXCEL (1ST BATCH)

JULY 23, 2000 – AUGUST 07, 2000

COURSE GUIDELINES



BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE
SAVAR, DHAKA

**SHORT COURSE ON
COMPUTER TRAINING MS EXCEL (1ST BATCH)
23 July 2000 – 07 August 2000**

**COURSE DIRECTOR: RIZWAN KHAIR
COURSE COORDINATOR: M. ARIFUR RAHMAN**

**BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE
SAVAR, DHAKA**

SHORT COURSE ON COMPUTER TRAINING MS EXCEL (1ST BATCH)

Bangladesh Public Administration Training Centre arranges regular Computer Courses and even specialized Computer Courses for different clientele groups. This SHORT COURSE ON COMPUTER TRAINING MS EXCEL (1ST BATCH) is one of those specialized courses tailor-made for the Class III employees of the Centre.

OBJECTIVES OF THE COURSE

- To acquaint the staff members of the Centre with MS-Excel.
- To help them utilize some of the techniques of MS Excel in office work.

NATURE OF THE COURSE

The nature of the course is largely elementary. It is designed for the trainees who are using computers for their office work. Though very basic, the course contents may seem somewhat extensive because of the attention given to the practical need of the trainees.

After completing of this course, the trainees are expected to use their acquired skills and knowledge for handling data using MS Excel 97.

The contents of the course includes:

- Introduction, Getting Started, Columns, Rows and Cells, The active Cell, Select Cell.
- Entering and Editing Data, Delete data, Undo last change, Move Data, Copy data.
- Save, Exit Excel, Open a Workbook.
- Formatting Worksheet, Insert Column, Row, Sheet and Delete Column, Row, Sheet.
- Create a Chart, Edit a Chart, Print a Chart, Delete a Chart.
- Working with Table.
- Using Formula, Enter a Formula, Copy formula.
- Sorting Data, Query Data
- Exercise

TRAINING METHODOLOGY:

- Lectures and discussions
- Practice/Exercise/Test
- Question-Answer

DURATION OF THE COURSE:

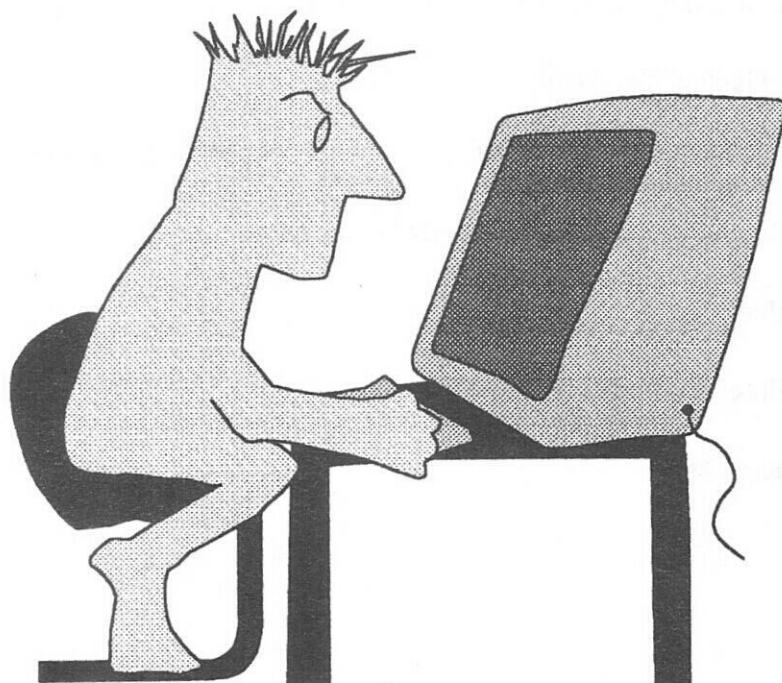
The Course will commence on July 23, 2000 and end on August 07, 2000 with 12 working days. Sessions will be held from 3:30 to 4:30 everyday at Lab-2 of the Computer Centre.

EVALUATION:

Trainees will be evaluated on one hundred (100) marks. The evaluation process has two parts: (1) Written test and (2) Practical Test. **Trainees should pass both parts separately, and the pass mark is 50%.**

List of Resource Persons:

	Name	Designation	Code
1.	Md. Zakir Hossain	Assistant Director	Zakir
2.	M. Arifur Rahman	Evaluation Officer	Arif
3.	Md. Zohurul Islam	PS to Rector	Zohur
4.	Mehedi Masud	Evaluation Officer	Masud
5.	Md. Nazrul Alam Chowdhury	Assistant Director	Nazrul
6.	Khondker Abdul Mottaleb	Assistant Director	Mottaleb



LIST OF PARTICIPANTS

SL. No.	NAME	DESIGNATION
1.	Mr. Md. Altaf Hossain	Stenographer
2.	Mr. Hasinur Rahman	Stenographer
3.	Mr. Md. Sultan Alam	Stenographer
4.	Mr. Md. Shamsul Alam	Stenographer
5.	Mr. Mujibur Rahman Talukder	Stenographer
6.	Ms. Tahmina Akter	Steno-typist
7.	Mr. Abdul Majid	Steno-typist
8.	Mr. Aquib Uddin	Accountant
9.	Mr. Md. Ahsanullah	U.D.A
10.	Mr. Syed Md. Yunus	U.D.A
11.	Sheikh Emdadul Kabir	U.D.A
12.	Mr. Abdul Kader	U.D.A
13.	Mr. Altaf Hossain Joarder	Cataloguer
14.	Kazi Morsheda Begum	Receptionist
15.	Ms. Nazma Begum	Typist
16.	Mr. Shafiullah Majumder	Typist
17.	Syed Ahmed Bhuiyan	Typist
18.	Mr. Md. Mojibul Haque	Typist
19.	Mr. Md. Ismail	Typist
20.	Mr. Md. Monirul Huq	Typist
21.	Ms. kohinoor Begum	Typist
22.	Mr. Arjun Chandra Das	Typist
23.	Ms. Jesmin Akter	Typist
24.	Mr. Md. Monirul Islam	Cataloguer
25.	Mr. Md. Nurul Islam	L.D.A
26.	Ms. Rasheda Khanom	L.D.A

Tentative Schedule

Date	Day	Topic	Facilitator	Trg. Method
23.07.2000	Sunday	Introduction to MS Excel.	Zakir/Arif	Discuss/Pract.
24.07.2000	Monday	Editing and Formatting W. Sheet	Mottaleb/Masud	Lect/Practice
25.07.2000	Tuesday	Creating File, Entering Data, etc.	Nazrul/Mottaleb	Lect/Practice
26.07.2000	Wednesday	Working with Table	Arif/Masud	Lect/Practice
27.07.2000	Thursday	Working with Chart	Arif/Nazrul	Lect/Practice
30.07.2000	Sunday	Practice/Exercise/Test	Zakir/Arif	Exercise/Test
31.07.2000	Monday	Working with Formula	Zakir/Arif	Lect/Practice
01.08.2000	Tuesday	Practice/Exercise/Test	Zakir/Arif	Exercise/Test
02.08.2000	Wednesday	Working with database	Zohurul/Masud	Lect/Practice
03.08.2000	Thursday	Review Session	Zakir/Arif	Lect/Practice
06.08.2000	Sunday	Printing and Trouble Shooting	Zakir/Arif	Lect/Q.A/Pra.
07.08.2000	Monday	Test	Zakir/Arif	Test

* The Schedule may be changed due to unavoidable circumstances.

* Additional Sessions may be arranged if required.