

SHORT COURSE ON
COMPUTER TRAINING MS EXCEL (2ND BATCH)
(17 December, 2000 - 08 January, 2001)

COURSE GUIDELINES



Bangladesh Public Administration Training Centre
Savar, Dhaka

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Course Director : Rizwan khair
Course Coordinator : M. Arifur Rahman

**Bangladesh Public Administration Training Centre
Savar, Dhaka**

SHORT COURSE ON COMPUTER TRAINING MS EXCEL (2ND BATCH)

Bangladesh Public Administration Training Centre (BPATC) arranges regular Computer Courses and even specialized Computer Courses for different clientele groups. This SHORT COURSE ON COMPUTER TRAINING MS EXCEL (2ND 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 the 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 completion of this course, the trainees are expected to use their acquired skills and knowledge for handling data using MS Excel.

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 Row(s), Column(s), Sheet, Delete Row(s), Columns(s), Sheet Change Column Width, and Change Row Height.
- Create, Edit, Print and 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

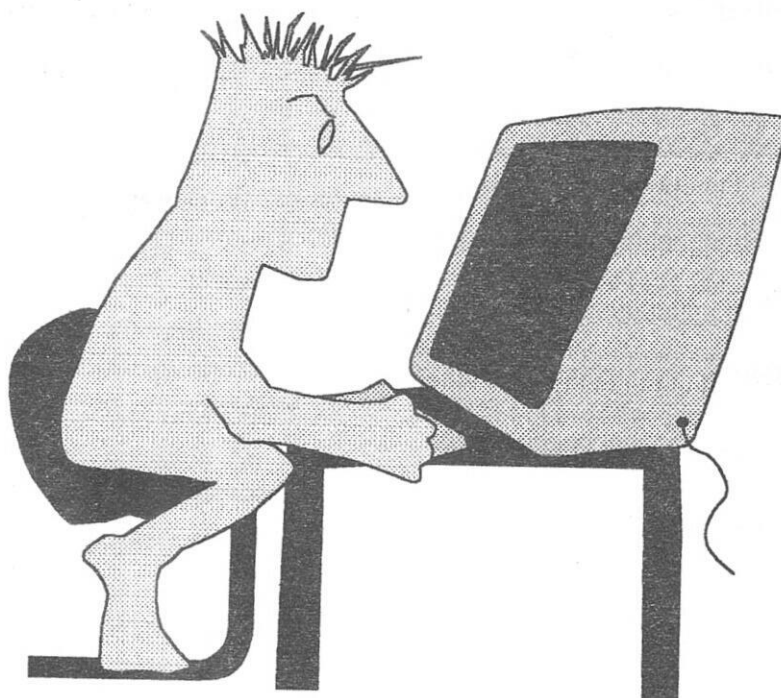
The duration of the Course is from December 17, 2000 to January 08, 2000 with 13 working days. Sessions will be held from 12.00 PM to 1:00 PM. everyday at Lab-2 of the Computer Centre.

EVALUATION:

Trainees will be evaluated on one hundred (100) marks. The evaluation will be Practice based. The pass mark is 50%.

List of Resource Persons:

1.	Nahid Rashid	Assistant Director	Nahid
2.	Md. Zohurul Islam	PS to Rector	Zohur
3.	Rokeya Fahmida	Evaluation Officer	Fahmida
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	DEIGNATION
1.	Md. Eleyas Uddin	Steno-Typist
2.	Md. Helaluddin-2	Steno-Typist
3.	Ram Kishore Gour	Steno-Typist
4.	Ruhul Amin	Steno-Typist
5.	Md. Azizur Rahman	Store Keeper
6.	Syed Nazrul Islam	Accountant (Cashier)
7.	Azizul Haque	Cataloguer
8.	Abdul Khalek	Cafeteria Cashier
9.	Asgar Ali	Telephone Operator
10.	Abdul Mannan	Dormitory Supervisor
11.	Dilip Chandra Roy	Cafeteria Accounts Assistant
12.	Nilimesh Sarker	Accountant (Project)
13.	Selina Akhter	LDA-Cum-Typist
14.	Abdus Samad	Typist
15.	Salma Akhter	Typist
16.	Nazma Begum	Typist
17.	Abul Kashem	Typist
18.	Das Sagorika	Typist
19.	Sudeb Chandra Devnath	Typist
20.	Md. Shafiqur Rahman	Typist
21.	Manzurul Haque	Typist
22.	Md. Shamsul Alam	LDA
23.	Md. Shafiqul Islam	LDA
24.	Md. Anwarul Islam	LDA
25.	Md. Khalilur Rahman	LDA

Tentative Schedule

Date	Day	Topic	Facilitator	Trg. Method
17.12.2000	Sunday	Introduction to MS Excel	Zohur/Motaleb	Discussion/Practice
18.12.2000	Monday	Editing & Formatting W.Sheet	Masud/Nazrul	Lecture/Practice
19.12.2000	Tuesday	Creating File, Entering Data, etc	Nahid/Fahmida	Lecture/Practice
20.12.2000	Wednesday	Working with Table	Zohur/Nazrul	Lecture/Practice
21.12.2000	Thursday	Working with Chart	Fahmida/Motaleb	Lecture/Practice
26.12.2000	Tuesday	Practice/Exercise/Test	Nahid/Masud	Exercise/Test
31.12.2000	Sunday	Working with Formula	Zohur/Fahmida	Lecture/Practice
01.01.2001	Monday	Practice/Exercise/Test	Masud/Motaleb	Exercise/Test
02.01.2000	Tuesday	Working with database	Nahid/Nazrul	Lecture/Practice
03.02.2001	Wednesday	Review Session	Zohur/Nazrul	Lecture/Practice
04.01.2001	Thursday	Practice/Exercise/Test	Nahid/Masud	Exercise/Test
07.01.2001	Sunday	Review Session	Fahmida/Motaleb	Lecture/Practice
08.01.2001	Monday	Test	Zohur/Masud	Test

- **The Schedule may be changed due to unavoidable circumstances**
- **Additional Sessions may be arranged if required.**