

Government M. H. College of Home Science & Science for Women  
Autonomous, Jabalpur (M.P.)  
NAAC Reaccredited 2025: A Grade



*Department of Mathematics & Computers*  
**Activity Report September 2025**

**Excel Essentials: Mastering the Basics**

For: B.Sc. III Year — Major: Mathematics, CS & CA, All departments

Date: 28.09.2025

Time: 3:00 PM – 4:00 PM

Venue: Department of Mathematics/Room no 204

Attendance: 45

Lecture By: Ritu Ramrani Achharya

**Activity Summary:**

The session focused on enhancing students' practical skills in Microsoft Excel. Participants were introduced to essential tools and features commonly used in data handling and analysis.

**Topics Covered in the activity: -**

- Multilevel filter and sorting.
- Create a Pivot Table from a dataset.
- Describe why data validation is used in Excel.
- Sheet handling & manage Excel files
- Time table and some more templates.

**Outcome:**

Students gained hands-on experience and improved confidence in managing Excel operations effectively.



*(Signature)*  
H.O.D

*(Signature)*  
Principal  
Principal  
Govt. M. H. College of Home Sc.  
& Sc. for Women, Jabalpur (M.P.)





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***Department of Mathematics & Computers***

**NOTICE**

**Activity Theme**

**Excel Essentials: Mastering the Basics**

**Students are to be informed that Department of Mathematics & Computers**

**organizing departmental activity. Details are as follows: -**

**For: B.Sc. III Year — Major: Mathematics, CS & CA, All departments**

**Date: 28.09.2025**

**Time: 3:00 PM – 4:00 PM**

**Venue: Department of Mathematics/Room no 204**

**Attendance: Compulsory**

**Lecture By: Ritu Ramrani Achharya**

**Activity Objectives:**

- Create, open, save, and manage Excel files
- Create a Pivot Table from a dataset.
- Describe why data validation is used in Excel.
- Apply basic rules to highlight values based on conditions.
- Time table and some more templates.

**\*\*\*\*\*All students are instructed to be present on time.**

*Choubey*

**H.O.D**

*26/9/25*

**PRINCIPAL**  
Govt. M.H. College of Home Sc. & Sc  
for Women, Jabalpur (M.P.)

BSc. 7<sup>th</sup> year.

28/09/2020.

S.No.	Student Name	Signature	S.No.	Student Name	Signature
1	Manu Jain	Manu	33	Raghavi Rai	Raghavi
2	Dali Sahu	Dalibabu	34	Vaishnavi Rajpoot	Vaishnavi
3	Palak Patel	Palak	35	Saraja Rajak	Saraja
4	Shreaddha Saini	Shreaddha	36	Aarzu	Aarzu
5	Sapna Kushwaha	Sapna	37	Pinki Agrawal	Pinki Agrawal
6	Akhiti Tiwari	Akhiti	38	Anam Bano	Anam
7	Shikha Pandey	Shikha	39	Pooja Parikh	Pooja
8	Priyanka Patel	Priyanka	40	Sneha Vishwakarma	Sneha
9	Tamanna Oshanma	Tamanna	41	Pooja Divvedi	Pooja
10	Chand Kushwaha	Chand	42	Tanushika Kushwaha	Tanushika
11	Shiva Shukla	Shiva	43	Sneha Mishra	Sneha
12	Aastha Mishra	Aastha	44	Sakshi Lodhi	Sakshi
13	Bulbul Choudhary	Bulbul	45	Pooja Sahu	Pooja
14	Muskan Patel	Muskan	46		
15	Reshmi Barman	Reshmi	47		
16	Deeksha Chakravarti	Deeksha	48		
17	Pooja Mishra	Pooja	49		
18	Siddhi Puthur	Siddhi	50		
19	Neeta Lodhi	Neeta	51		
20	Shikha Divvedi	Shikha	52		
21	Tamanna Marikola	Tamanna	53		
22	Pranshi Barman	Pranshi	54		
23	Pratibha Shah	Pratibha	55		
24	Priya Tiwari	Priya	56		
25	Kritika Jain	Kritika	57		
26	Ilina Parle	Ilina	58		
27	Neha Vikey	Neha	59		
28	Muskan Chakravarti	Muskan	60		
29	Riya Sahu	Riya	61		
30	Khushi Dubey	Khushi	62		
31	Jyoti Tekam	Jyoti	63		
32	Anushka Silawat	Anushka	64		