Two-Day Technical Workshop
on
Basic Microsoft Excel

Organized by
Asansol Girls' College
in collaboration with
ASP Infotech

Topics to be Covered:

- ❖ Excel Fundamentals & Data Handling
- ❖ Formatting, Formulas & Functions
- ❖ Data Management (Sorting, Filtering, Validation)
- ❖ Charts & Visualization
- ❖ Productivity Tools & Real-life Practice Projects

- **Dates:** 23rd & 24th February 2026

- **Venue:** Seminar Room, Asansol Girls' College

- **Duration:** 2 Days, 4 Hours daily (including 30-minute break)

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