



Asansol Girls' College

(NAAC Accredited with 'B**' Grade)
(GOVT. SPONSORED)

Affiliated with The Kazi Nazrul University
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Ref. No.....

Date...18/02/2026.....

NOTICE

This is to inform all students that *ASP Infotech* will be conducting a **Two-Day Technical Workshop on Basic Microsoft Excel** in the Seminar Room on **23rd and 24th February 2026**.

The objective of this workshop is to strengthen students' practical knowledge of Excel fundamentals, data management, and professional reporting techniques. Upon completion, participants will be equipped to confidently perform basic tasks in Excel, create and format spreadsheets, apply formulas, analyze data, and prepare professional reports.

Workshop Details:

- **Duration:** 2 Days (23rd & 24th February 2026)
- **Daily Schedule:** 4 Hours (including a 30-minute break)
- **Topics to be covered:**
 1. Excel Fundamentals & Data Handling
 2. Formatting, Formulas & Functions
 3. Data Management (Sorting, Filtering, Validation)
 4. Charts & Visualization
 5. Productivity Tools & Real-life Practice Projects



For,

Abha Mallik

Principal 18.2.26

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Principal

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