

Part A – Plan

Microproject Proposal

Title of the Microproject

Excel Timetable

Brief Introduction :

- Excel is a computer program used to create electronic spreadsheets.
- Within excel user can organize data ,create chart and perform calculations.
- Excel is a convenient program because it allow user to create large spreadsheets, reference information, and it allows for better storage of information.
- Excels operates like other Microsoft (MS) office programs and has many of the same functions and shortcuts of other MS programs.

Aim of Microproject :

- To create table using various formatting.
- To use various cell operations like merge and split cells.
- To use formulas and functions.

Sr.No.	Details of activity	Planned start date	Planned finish date	Name of the Responsible Team Members
1	Discussion and finalization of topic	09/10/2021	12/10/2021	All Team Members
2	Preparation and submission of Abstract	19/10/2021	25/10/2021	All Team Members
3	Literature Review	29/10/2021	06/11/2021	Purva Kamble Shweta Gawade .
4	Collection of Data/ Experimental	15/11/2021	26/11/2021	Riya Kharade . Pratiksha Pawar .
6	Discussion and outline of Content	02/12/2021	10/12/2021	All Team Members
7	Editing and proof Reading of Content	12/12/2021	20/12/2021	Samiksha Sawant Kartik Pawar Akshata Bachche
8	Compilation of Report And Presentation	21/12/2021	24/12/2021	All Team Member
9	Seminar / Viva voce	25/12/2021	29/12/2021	All Team Members
10	Final submission of Micro Project	30/12/2021	31/12/2021	All Team Members

Resources Required

Sr.No.	Name of the Resource/Material	Specifications	Qty	Remarks
1	Computer System	With Proper operating System	As per requirement	-
2	Wikipedia	As per resource	As per requirement	-
3	Software	Microsoft word	As per requirment	-
4	Office Software Package	Microsoft Word and Microsoft Excel	Office Software Package	-

Name of Team Members with Roll .NO.

- **259 _ Sakshi Subash Mohite**
- **260 _ Akshata Subash Bachche**
- **261 _ Sumit Baban Mane**
- **262 _ Pratiksha Arjun Pawar**
- **263 _ Riya Sunil Kharade**
- **264 _ Sanika Vilas Powar**
- **265 _ Kartik Ramchandra Pawar**
- **266 _ Samiksha Suryakant Sawant**
- **267 _ Purva Murlidhar Jadhav**
- **268 _ Purva Satish Kamble**
- **269 _ Shweta Vasant Gawade**