

ACTIVITY REPORT

Name of the activity	Value Added Course on Excel Skills and Report Writing	Date	11 th December 2023 – 21 st December 2023
Name of the Moderator	Dr. Nidhi Malhotra	Time	09:15 AM – 3:30 PM
Name of the Resource Person	Dr. Anuj K Gupta	Mode	Offline
Nature of the activity	Value Added Course	Program & Batch	IP M - 2023 Batch
Number of students participated	58	Academic Session	2023 - 2026

About the Activity

The first day of the session started with an excellent introduction. The students were acquainted with the concept of Excel Skills and Report Writing. As the VAC proceeds, the moderators helped students to familiarize with the formulas and functions, data Sorting and Filtering, Pivot Tables and other concepts and related terminologies. The function of Data validation was taught to the students in order to reduce errors and increase accuracy. The moderators also discussed the other related tools and keyboard shortcuts for better understanding. The ultimate aim of the VAC is to foster within the students progressive thinking by gaining skills essential for using excel and Report Writing. A detailed discussion consisting of all major parameters of Report Writing namely clarity, structure, visuals, language, citations, revision, executive summary, consistency and proof reading was taught during the sessions to give an in-depth knowledge about the parameters covered while writing a report.

Aligned Activity Outcomes with Objectives

Activity Objectives	Activity Outcomes
1. To make the students understand the basic to advance concepts of Fundamentals of information and technology and use of MS excel.	Training will guide the students to use the advanced features of Excel and they will be able to create awesome reports in excel.
2. To utilize data validation and protection techniques to ensure data integrity.	The course aims to empower students with essential Excel Skills and report writing abilities.

GLIMPSES OF THE ACTIVITY



“ Dr. Anuj K Gupta delivering the session”