

ACTIVITY REPORT

Name of the activity	Value Added Course on Excel Your Professional Career by Learning Excel	Date	12 th Dec,2022-22 nd Dec,2022
Name of the Moderator	Dr. Gurpreet Kaur	Time	1:15 – 4:00
Name of the Resource Person	Dr. Anuj Gupta	Mode	Offline
Nature of the activity	Value Added Course	Program & Batch	B.Com (Hons.) 2020 Batch and 2021
Number of students participated	37	Academic Session	2020-2023

About the Activity

The session started with an excellent introduction of basic of MS excel. It was a very useful session as we learned from basics to advance excel. On the first day basics of MS Excel like what are the difference between ranges and column were discussed and what are the different tools called like quick access toolbar, ribbon, rows and columns etc. The next day discussion about how to customized the ribbon and how it can be added in toolbar. Shortcuts of different things in excel were also discussed. The value-added course helped students to gain knowledge for CV building.

Aligned Activity Outcomes with Objectives

Activity Objectives	Activity Outcomes
1. To provide knowledge about advanced excel.	Students developed an understanding about basis excel tools.
2. To help students in building an effective resume.	Students gained insights on how to build an effective resume.

GLIMPSES OF THE ACTIVITY



Image 1-Students learning the MS Excel from the trainer

Image 2 -Students with Dr. Anuj Gupta on last day of the session