

ACTIVITY REPORT

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| Name of the activity | Value Added Course on Workshop on Advanced Excel | Date | 5 th Dec 2022 to 9 th Dec 2022 |
| Name of the Moderator | Dr Ajit Bansal | Time | 9:15 am to 4:15 pm |
| Name of the Resource Person | Dr Ajit Bansal | Mode | Offline |
| Nature of the activity | Value Added Course | Program & Batch | BBA Professional 2021 |
| Number of students participated | 23 | Academic Session | 2022-23 |

About the Activity

Microsoft Excel is a spreadsheet developed by Microsoft and it can be using in different Operating systems like Microsoft Windows, iOS, Android and etc. Excel tool is used for calculation, graphing tools, pivot tables, and a macro programming and data visualization. Microsoft excel is a familiar and most recommended tool for all industries from technical to management level.

Aligned Activity Outcomes with Objectives

| Activity Objectives | Activity Outcomes |
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| 1. This course aims to provide skills and knowledge which will allow the attendee to Learn MS Excel tools, Techniques and create lookup functions, set Excel working options, enhance charts, protect worksheet data, perform advanced data operations using summarising, PivotTables, data consolidations, goal seeking, and Solver, and create and use macros. | Use the Excel 2016 Ribbon, Create, save and print worksheets, Create formulas, Use functions for SUM, AVERAGE, MIN, and MAX, Use the function for IF, Use functions of SUMIF, Use Functions of SUMIFS, Use Functions of COUNT, COUNTA, Use Functions of COUNTIF, COUNTAIFS |
| 2. After completing this course students will be able to design and manage spreadsheets; apply best practices; troubleshoot complex models; analyse large amounts of data with PivotTables and Pivot Charts; generate and customise charts to suit most purposes. | Use Functions of Avg, Max, Min and Median, Use Functions of IF and OR, Use Functions of FREEZE PANES & CELLS, Use Functions of V LOOKUP, HLOOKUP, Format cells using many of the formatting tools, Select contiguous and noncontiguous ranges of cells, Freeze and unfreeze panes, Use the cut, copy and paste features, Insert and delete columns and rows |

GLIMPSES OF THE ACTIVITY



Image 1-Students of BBA Professional and LSCM attending VAC-Workshop on advanced Excel

Image 2 – Students learning Excel commands