

Department of Business Administration and Research

Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Report on **Workshop on Microsoft Excel**, 3 Mar 2023 – 10 Mar 2023

A workshop on Microsoft Excel was organized at the Department of Business Administration and Research, SSGMCE for students of MBA 1st and 2nd year. The hands-on training in the workshop equipped the students with the basics of excel so as to use it for analytics. Total 17 students cleared the workshop.



The poster features a light blue background with a white diagonal stripe. On the left is the BARS A logo, which includes a tree and the text 'BARS A'. On the right is the SSGMCE Shegaon logo, which includes a circular emblem with a figure and the text 'SSGMCE SHEGAON'. The main title 'A Workshop on Microsoft EXCEL' is centered in blue. Below it, the department and college names are listed. The faculty trainer is Prof. Bilal Husain. The training topics are listed on the left, and student coordinators are listed on the right. The dates and mode are provided below the coordinators. The venue is also listed. A note about certificates and contact information is at the bottom. The footer contains the website URL 'ssgmce.ac.in' and a geometric graphic.

A Workshop on
Microsoft EXCEL

SSGMCE
SHEGAON

Department of Business Administration and Research
Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Faculty Trainer: Prof. Bilal Husain

Hands on Training on

- Excel Basics
- Data analysis
- Data visualization



Student coordinators:

- Vaishnavi Sahu
- Dhanashree Waghole
- Vaishnavi Khandare
- Prerana Sonankar

Dates: 3th Mar - 10th Mar 2023, Mode: Offline
Venue: DBAR, SSGMCE

Certificates would be issued subjected to sufficient participation

For registration and details contact :
Prerana-7218236731, Vaishnavi- 9373002403

ssgmce.ac.in

Department of Business Administration and Research
Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Date:02Mar2023

Notice- AWorkshop on Microsoft Excel, 3Mar2023 – 10 Mar2023

A workshop on Microsoft Excel has been organized at the Department of Business Administration and Research, SSGMCE for students of MBA 1st and 2nd year. The hands-on training in the workshop would equip students with the basics of excel so as to use it for analytics. All students are requested to get registered and attend the same.

Title of Workshop	Microsoft Excel
Name Of Expert	Prof. Bilal Husain (in -house)
Designation	Assistant Professor, DBAR, SSGMCE
Student Coordinators	Vaishnavi Sahu, DhanashreeWaghole, Vaishnavi Khandare, PreranaSonankar
Course Content	Excel basics, essential, formulas, data analysis. PFA Annexure for specific topic & schedule
Duration	7hr (7 days)
Expected Outcomes	1- Students would be able to apply knowledge of excel to solve cases based on market information 2- Students would be able to create meaningful information from data at hand by using concepts of data analysis and data representation
Justification	The content designed for this course is treated as a prerequisite for better job opportunities in current job scenario. Majority of the students in our department come from non-technical background and lack technical skills.This is a big obstacle in employability. Considering the current scenario, handling and dealing with large amount of data has become important in any sector. Thus, this course will assist in imparting Basic skills of Microsoft Excel whichwould help students in becoming better efficient employees in the corporate world.

Annexure:

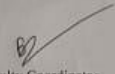
Schedule and timings:


Topic	Content	Date	Duration	Time
1	Paste Special	3 March 2023	2hr	3.15pm-5.15pm
	Shortcuts and excel tricks			
	Custom Formatting			
	Basic Syntax for formula and function			
2	Charting in Excel	4 March 2023	1hr	12pm-1pm
3	Text Functions	6 March 2023	2hr	* 12pm-2pm/ 3.45pm to 5.45pm
	Numeric Functions			
4	Data Function: sort, filter, duplicate, Date and Time Functions	8 March 2023	2hr	3.45pm-5.45pm
5	Lookups, Basics of pivot table	9 March 2023	2hr	3.45pm-5.45pm
6	Cases solving using information from screener.in	10 March 2023	2 hr	3.45pm-5.45pm

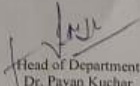
* Workshop timing in case of notice of morning college on 06 Mar 2023:

Instructions to the Students enrolled:

1. For getting a certificate at the end of the Workshop students must ensure they have attended at least 60% of the sessions.
2. Students should arrange laptops for the sessions. Kindly bring a fully charged laptop
3. Kindly stay updated with the student coordinators for any change in date/timings


Faculty Coordinator
Prof. Bilal Husain

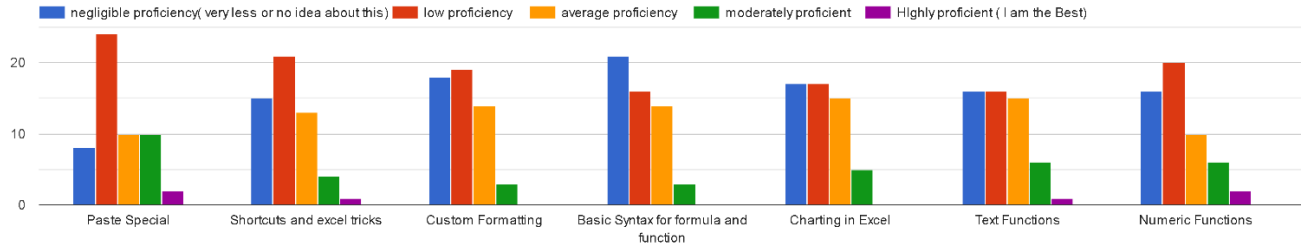

BARSA Coordinator
Dr. Mayur Dande


Head of Department
Dr. Pavan Kuchar

Pre-Workshop survey conducted for conducting need analysis:

Total responses: 54

Rate your overall knowledge of excel on following parameters(highly proficient means you are best at it, whereas negligible proficient means you are not good at it)



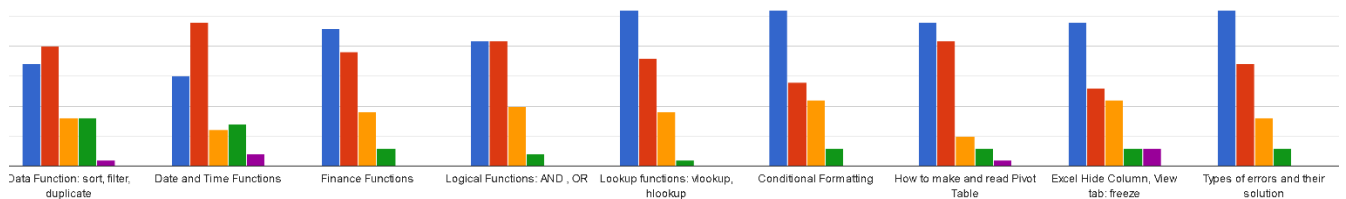
Kindly give your expectations from or suggestions if any for the Workshop

21 responses

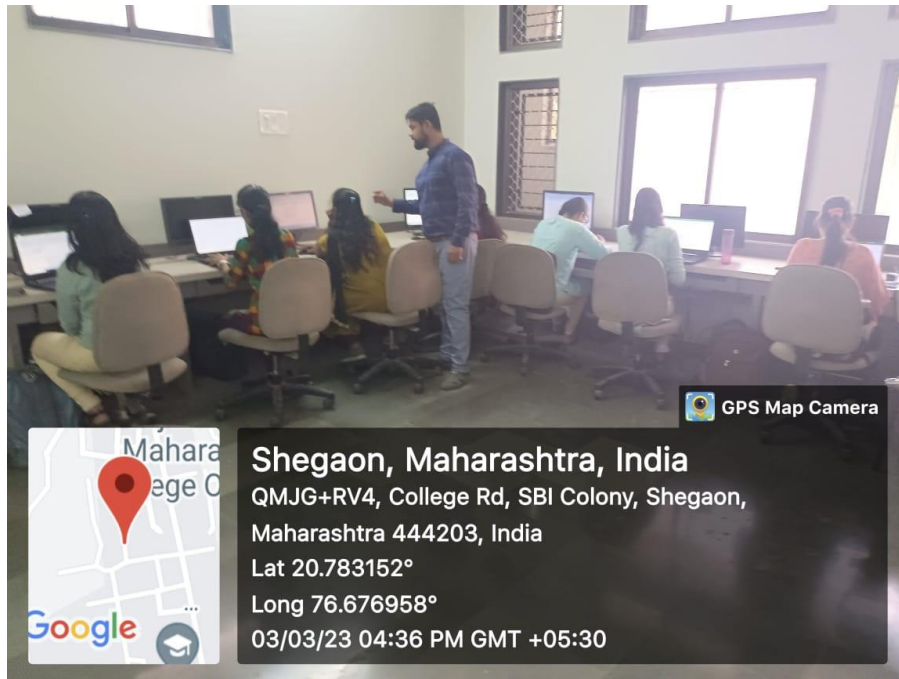
- No
- Nothing
- None
- Basic Excel Than the Short key
- Improves basic Excel skills
-
- Na
- Practical demonstration of Excel helps understanding process easier
- I want to learn advanced excel
- Just start from basics... as i am very new in it...
- To become Excel specialist
- Conduct 2-3 basic work shop for ms excel
- Skip
- More n more number of excel workshops should be conducted so that we should be proficient in using excel and should have good hand on using excel.
- MS excel skill provide some great career opportunity hence I hope this workshop help me.

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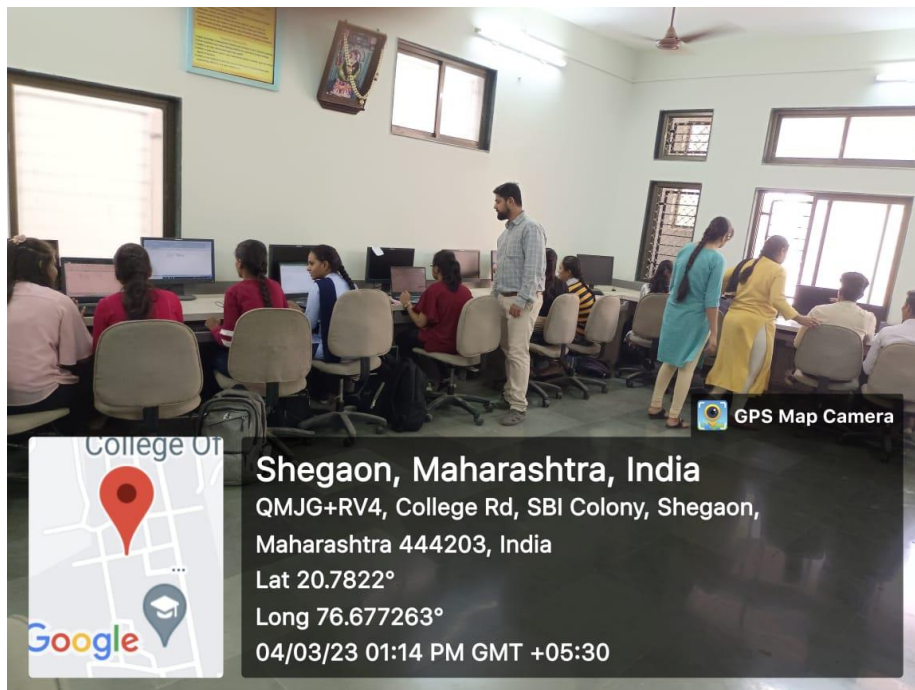
Google Forms



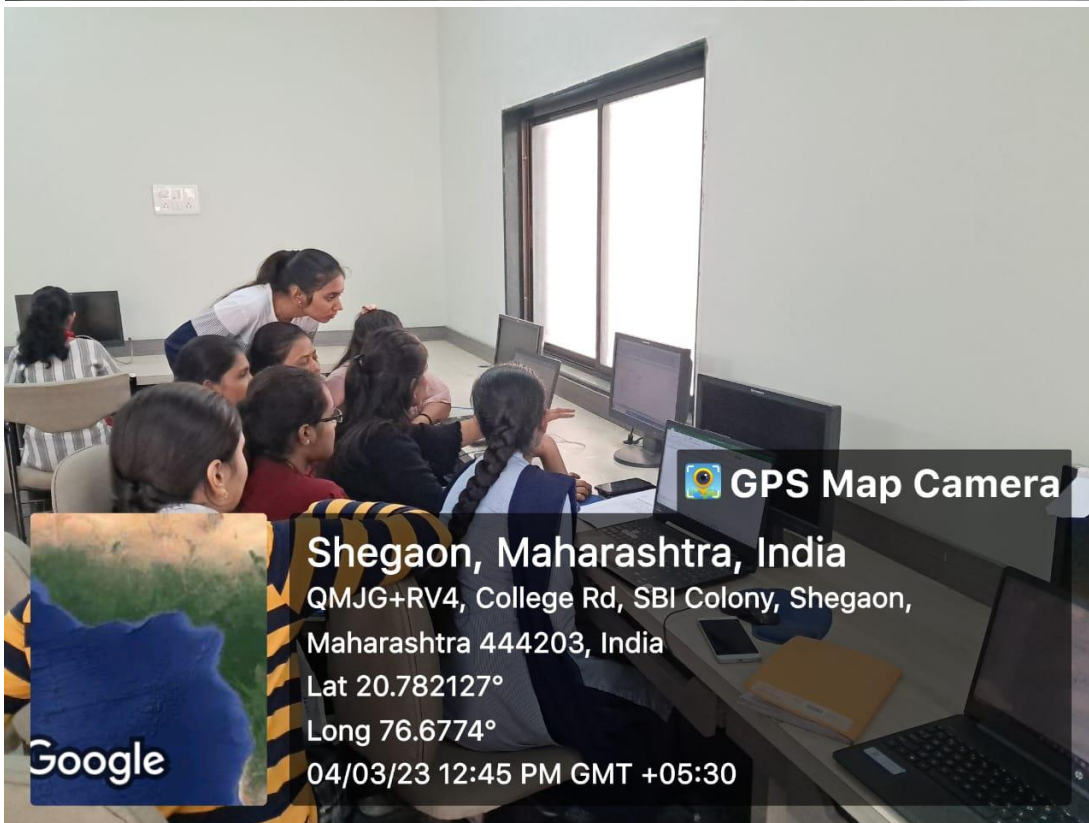
3rd March:



4th March:

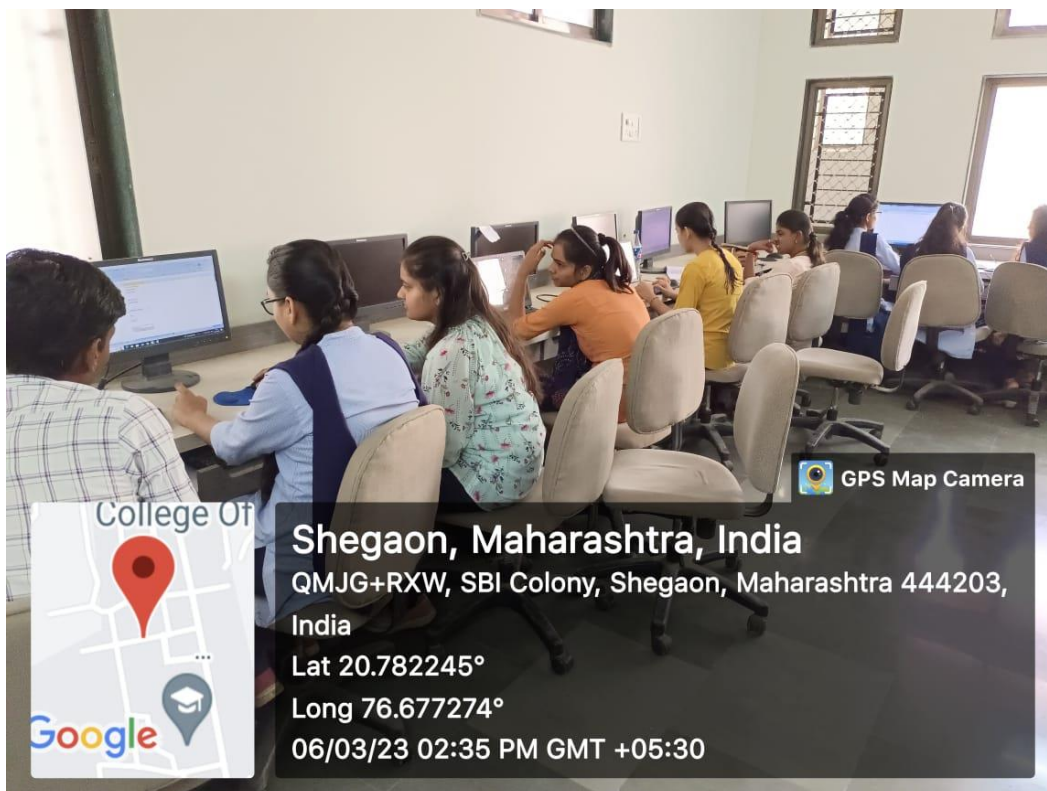








6th March:





8th March



9th March



10th March

