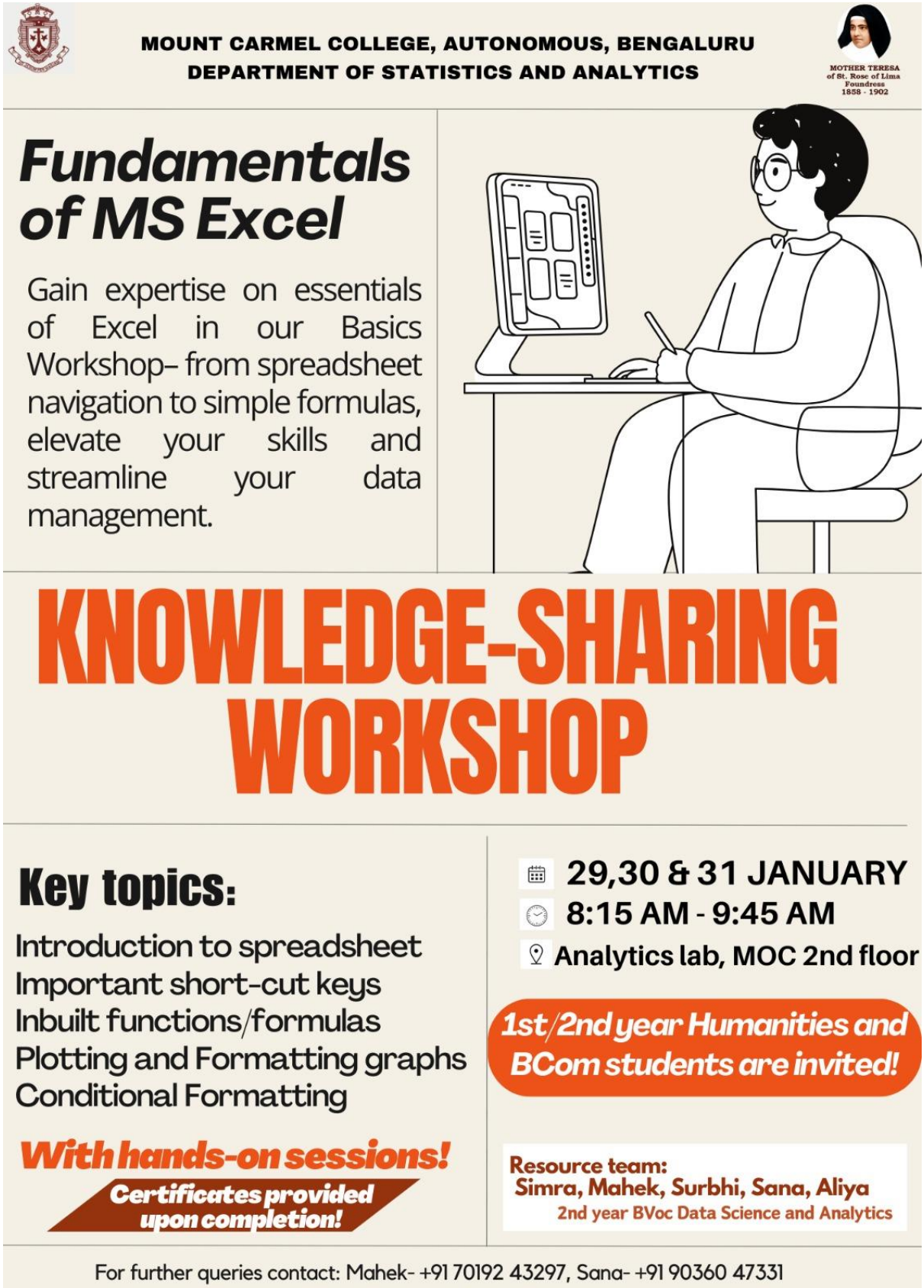
Knowledge-Sharing Workshop

Fundamentals of MS Excel - 2024



Activity Name: Knowledge Sharing Workshop

Date: 29th ,30th and 31st of January 2024

Time: 8:15 AM to 9:45 AM

Duration: 4.5 hours

Venue: Analytics Lab

Aim: Gain expertise on essentials of Excel in the basic Workshop- from spreadsheet navigation to simple formulas, elevating skills and streamlining data management.

Resource Team:

Syeda Simra Mehba

Mahek N Patel

Surbhi M Kumar

Sanawar Shabeer

Aliya Zuha

(2nd BVOC Data Science and Analytics)

Attendees: 1st and 2nd year BCOM and Humanities (Economics and Psychology).

Number of Attendees: 16

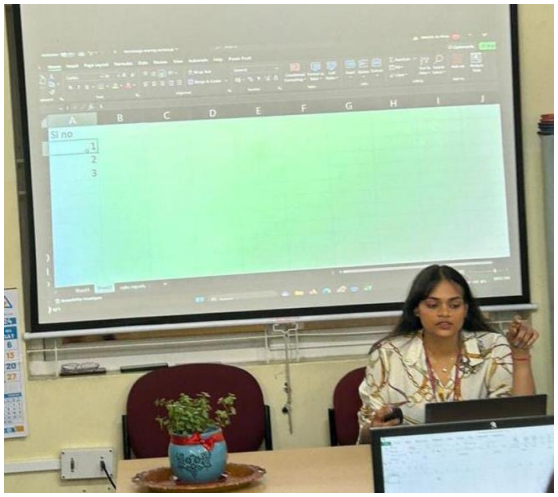
Outcomes:

DAY-1: The topics taught on Day-1 were Introduction to the Interphase, Shortcut keys and Sorting. The students got a brief introductory class on Excel and by the end of the session they were able to navigate through the spreadsheet seamlessly.

DAY-2: On the second day, they learnt how to use filters on the table. They could also visualize through various graphs, format, and design the charts using their creativity (Graph Activity held). Inbuilt functions on numbers were also included.

DAY-3: Continuation of Inbuilt functions on text and date/time. Later, the students were also taught Conditional Formatting. To check on their understanding an activity was also conducted which included all the topics that were covered during the workshop.

Fundamentals of MS Excel
KNOWLEDGE-SHARING WORKSHOP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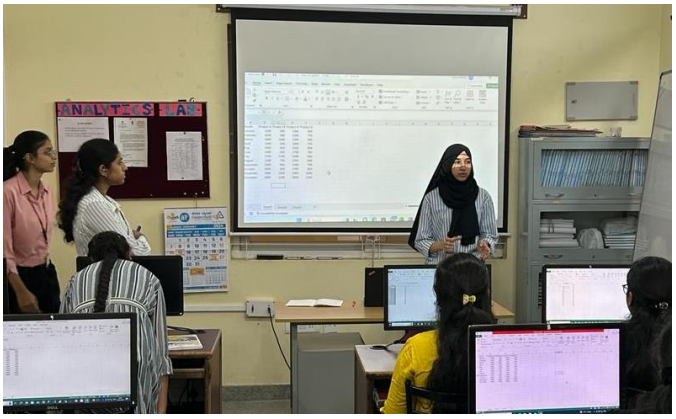
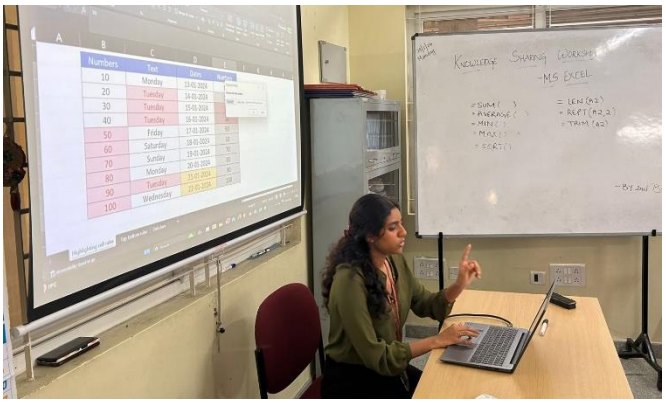
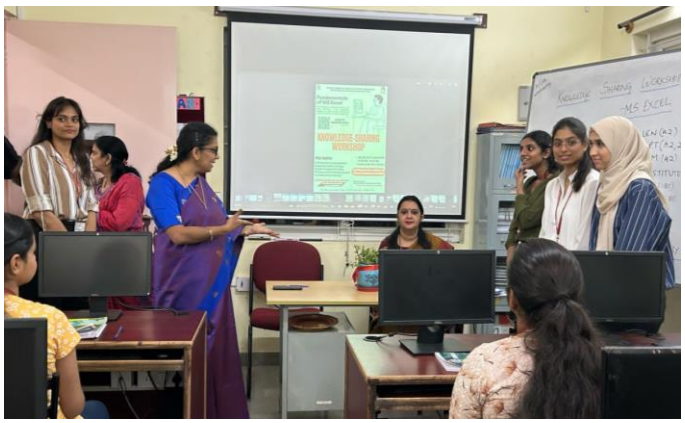

ANALYTICS LAB

Let's Practice!
(ii) ON TEXTS:
=LEN(B6)
=REPT(B1, 4)
=TRIM(65)


Numbers
Text
Dates
Knowledge Sharing Workshop
-MS EXCEL


KNOWLEDGE-SHARING WORKSHOP
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