



Kammavari Sangham (R), 1952

K. S. School of Engineering and Management

Approved by AICTE-1-5279601, New Delhi; Affiliated to VTU, Belagavi

#15, Near Varajahalli, Mallasandra, off Kanakapura Road,

Bengaluru – 560 109, www.kssem.edu.in

Fax: +91 80 28425164, Mob: 8884444408 / 9606055906

Event Name - Workshop on “Working with Spreadsheets”

Department/ Club/ COE Name - Department of Management Studies



K S SCHOOL OF ENGINEERING & MANAGEMENT

Department of Management Studies & Research Centre

Centre of Excellence - Data Science

Presents...

One Day Workshop

on

“Working with Spreadsheets”



OBJECTIVES

- Navigate Excel proficiently
- Apply basic & Advanced formatting Techniques
- Master a range of formatting techniques
- Analyze and Visualize the data



Dr Raghavendra A N
Christ University

Date: 28/3/2024

Venue: MBA Computer Lab

Time: 9 am to 4 pm

Prof.ChandanaPriya
Coordinator

Prof. Manjunatha S
HOD-MBA

Dr. K Rama Narasimha
Principal / Director

 WWW.KSSEM.EDU.IN

Objectives:

- To navigate Excel proficiently, understanding cells, rows, columns and cell references.
- To apply basic and advanced formatting techniques, including conditional formatting and table structures.
- To master a range of functions such as SUM, AVERAGE, VLOOKUP, IF statements.
- To analyze and visualize data effectively using sorting, filtering and various chart types.

Summary:

This was a four-session course designed to teach the basics and some advanced features of Microsoft Excel.

The first session covered the fundamental aspects of Excel. Students learnt about the program's interface, how to navigate workbooks and worksheets, enter and format data, perform basic calculations, and use essential functions like SUM, AVERAGE, and COUNT.

The second session dived into formatting and data validation. They explored how to customize the appearance of cells with fonts, colors, and borders. They also learnt about conditional formatting, a powerful tool for highlighting specific data based on conditions. Additionally, they discovered data validation techniques to ensure the accuracy of data entry and explored using tables for organized data management.

The third session focused on more advanced formulas and functions. They learnt the difference between absolute and relative cell references, which is crucial for building complex formulas. They were introduced to VLOOKUP and HLOOKUP functions for efficient data retrieval. Finally, they got a glimpse into PivotTables and PivotCharts, powerful tools for data analysis and visualization.

The fourth and final session dealt with data analysis and visualization techniques. They learnt how to sort and filter data for easy exploration. They explored advanced filtering options for more precise control. Additionally, they were introduced to various chart types like bar, line, and pie charts which visually represents the data. And also, learnt how to customize these charts for better presentation and add trend lines to identify patterns in data.

By the end of this workshop, students were equipped with a solid understanding of Excel's functionalities, enabling them to organize, analyze, and visualize their data effectively.

Benefits:

- 📖 Strong Excel foundation
- 📖 Powerful data manipulation
- 📖 Data summarization
- 📖 Data analysis and visualization
- 📖 Informed decisions
- 📖 Improved accuracy
- 📖 Customization for clarity

Overall, this Excel session empowered MBA students to transform raw data into actionable information, a crucial skill for success in various business fields, including finance, marketing, and operations.





SOCIAL MEDIA LINK	
Instagram	https://www.instagram.com/p/C5GooYfP4wS/?igsh=cTZ2NTA5OTBnOHNI

SL. NO	PARTICULARS	DETAILS
1	Name of the resource person	Dr. RAGHAVENDRA A.N
2	Designation	Associate Professor
3	Contact Details	
4	E-mail ID	
5	Date of event	28 th March, 2024
6	Duration in minutes	360 minutes
7	Number of participants	44 students
8	Number of faculty present	2 faculties

Prof. Chandana Priya M S
Coordinator

Prof. Manjunatha S
HOD-MBA

Dr. K Rama Narasimha
Principal/Director