

RUSA Sponsored Basic Microsoft Excel Training Program for non-teaching staff organised on 26th to 28th March 2024 from 2.00 pm to 4.00 pm.

From 26th to 28th March 2024, an excel training workshop was organised by the College of Social Work (Autonomous) Nirmala Niketan. There were 30 staff members and students attended the workshop.

Training Sessions – **06 Sessions**

Training Methodology – **Online with a course data file (shared before the training starts)**

Resources Required – **each participant is to have a laptop/PC with MS Excel installed (preferably basic working knowledge of computers and acquaintance with Excel)**

The workshop was taken the Ms. Priyanka Gupta from Byte Elephant Technology. During the workshop, she covered:

Basic Microsoft Excel Training Program

Course Overview:

Learning how to use MS Excel to work faster, more accurately & better, the participant will get hands-on of using Excel to perform day-to-day tasks involving data compilation, calculations, analysis

Course Objectives:

1. To learn various functions of Excel

- Basic formulas (15 – 20 Formulas)
- Data Sorting
- Cell formatting, page setup, print formatting
- Conditional formatting

2. To learn how to use various functions of Excel in different situations

- Use of all the above-mentioned functions with sample data

Training Topics covered are

- Various formulas in Excel
- Data sorting
- Cell formatting
- Page setup
- Print formatting
- Conditional formatting
- Application of the same to sample data
- Participants can bring their own data (not compulsory) and the application can be discussed on the same (If time permits)

Course Beneficiaries:

1. Students – to use Excel right from day 1 of employment
2. Non-Teaching Faculties – to use Excel to make daily and routine tasks easy, automatic & accurate
3. Teaching Faculties – use Excel to create and demonstrate large data to help students understand various concepts where data is at the center and will teachers maintain teaching records in a way to have insights

Benefits of Training Programme:

- It helps to empower the operational capabilities of Excel utilities
- It helps enormous amount of Time saving in day-to-day operations
- It helps to use Excel's ready utilities to improve work accuracy & speed
- Present available data in an effective manner