



SHREE L.R. TIWARI DEGREE COLLEGE OF ARTS, COMMERCE AND SCIENCE

IQAC **organises**

Training program of Excel and Advance Excel program



Topics To Be Covered -

- PrivateTable and PrivateChart
- Advance Formulas and Functions (eg- INDEX , MATCH,IFERROR,SUMIFS , etc)
- Data Analysis tools (such as Goal Seek ,Solver ,What-If Analysis)
- Data Visualisation techniques
- Macro and VBA (Visual Basic For Application)
- Array Formulas
- Conditional formatting

TRAINING WILL BE HELD ON :



6th Jan - 12th Jan 2020



3pm to 5pm



Room no- 103
College Campus

Resource Person-

Asst. Prof. Daksha Choudhary
IQAC COORDINATOR



Dr. Chetana Shah
I/C PRINCIPAL



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Shree Rahul Education Society's
Shree L. R. Tiwari Degree College of Arts, Commerce & Science
Kanakia Park, Mira Road (E), Thane-401107, Maharashtra.

Training program on Excel and advance Excel for Non-Teaching staff

6th January to 12th January, 2020

Organized By

IQAC Department of Shree L.R. Tiwari Degree College of Arts, Commerce & Science

One Week Training program on Excel and advance Excel for Non-Teaching staff was Organized by IQAC department of Shree L R Tiwari Degree College. The 7-day training programme on Training program on Excel and advance Excel commenced with great enthusiasm on 6th January to 12th January 2020. The training was conducted at Shree L.R. Tiwari Degree College and attended by 5 participants from non-teaching staff members. The program aimed to enhance participants' proficiency in using Microsoft Excel for improved efficiency and productivity in their daily tasks.

The objectives of the Excel and advance Excel Program Training:

1. Ensure participants to understand Excel interface, navigation and understand basic functions and formulas.
2. Teach participants to use Pivot tables and pivot charts and Advanced formulas (IFERROR, SUMIFS, INDEX-MATCH).
3. Introduction to data validation and conditional formatting
4. Teach participants data visualization techniques, Macros and VBA (Visual Basic Applications).

Resource Person: Asst. Prof. Anil Gopale

Number of Participants: 5

Day 01: 6th January, 2020

Excel and advance Excel Program Training inauguration ceremony took place on 6th January 2020, Monday at 3:00 p.m. to 5:00 p.m. with lighting of lamp and Saraswati Vandana in presence of Dr. Chetana Shah I/C Principal of Shree L.R. Tiwari Degree College, the trainers were introduced by Mr. Nitin Jadhav and session were started with introduction of topic on the very first day it covered private table and private chart.

Day 02: 7th January, 2020





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The second day of the training programme delved deeper into the functionalities of Excel and advance Excel. Key highlights included:

Participants learned how to manage excel effectively, Overview of Excel interface and navigation advance formula and function.

A comprehensive session on Basic functions and formulae of excel and its use

The day concluded with hands-on exercises that allowed participants to apply their knowledge in real-life scenarios.

Day 03: 8th January, 2020

On the third day, the focus shifted towards Sorting and filtering data

Participants learned how to better analyse data and decode data very easily

The trainers Learn how to present data in systematic manner

The day concluded with hands-on exercises included creating documents and spreadsheets.

Day 04: 9th January, 2020

Day 4 was dedicated to Pivot tables and charts and Introduction to macros

Key highlights included:

Participants learned how to allows you to automate tasks and add functionality directly to your tables

Participants learned macro records operations and re-uses the sequence of mouse actions or keystrokes of anything you can do in Excel with keystrokes or a mouse.

Participants learned how to calculate, summarize, and analyse data that lets you see comparisons, patterns, and trends in your data.

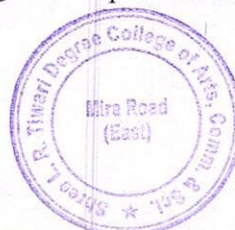
The day concluded with hands-on exercises that allowed participants to apply their knowledge in real-life scenarios.

Day 05: 10th January, 2020

The fifth day focused on VBA (Visual Basic for Applications) and Advanced formulas (IFERROR, SUMIFS, INDEX-MATCH).

Key highlights included:

Participants learned a computer programming language developed and owned by Microsoft





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Participants learned how to automate tasks and create personalized solutions within Microsoft Excel. It enables users to create macros, which are instructions that automatically perform repetitive tasks.

Participant learned how to find a specific value from a table and match it with another value.

Hands-On Practice: The day concluded with hands-on exercises that allowed participants to apply their knowledge in real-life scenarios.

Day 06: 11th January, 2020

The penultimate day of the training programme covered essential topics related to The day concluded with hands-on exercises that allowed participants to apply their knowledge in real-life scenarios.

Key highlights included:

Participants were educated on the IFERROR function in Excel is designed to trap and manage errors in formulas and calculations.

Participants were also got training on SUMIFS, which help them to adds all of its arguments that meet multiple criteria on excel

The trainers shared productivity tips and tricks to streamline daily tasks.

Common issues and troubleshooting techniques were discussed, ensuring participants could handle any challenges.

The day concluded with a comprehensive Q&A session where participants clarified doubts and sought guidance on specific issues.

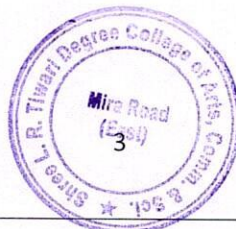
Conclusion

The first six days of the Training program on Excel and advance Excel for Non-Teaching staff were highly productive, equipping participants with essential skills to leverage excel effectively in their personal and professional lives. Stay tuned for the report on the final day of the training programme, where we will wrap up and evaluate the overall success of the program. Official vote of thanks is delivered by Asst Prof Daksha Choudhary

Asst. Prof. Daksha Choudhary

IQAC Coordinator

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Kanakia Park, Mira Road (E).
Dist. Thane - 401107, Maharashtra



Dr. Chetana Shah

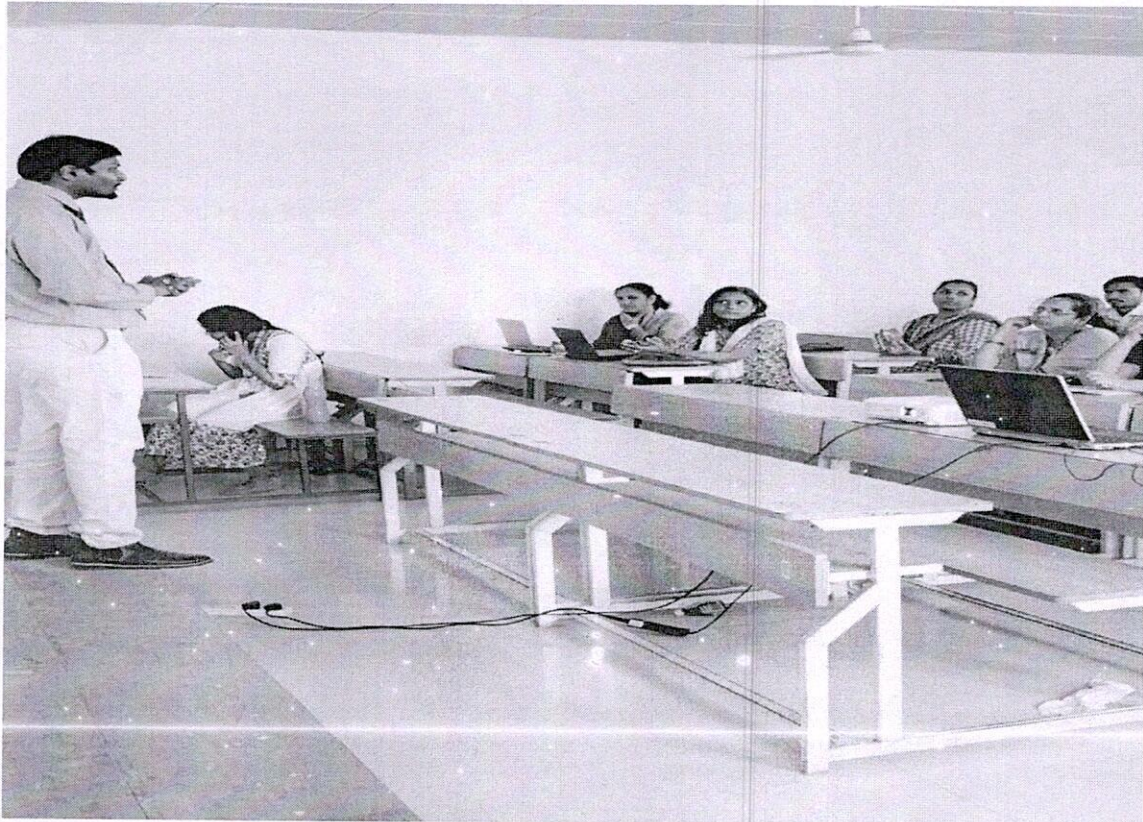
I/C Principal

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Glimpses of Session:





SHREE L. R. TIWARI DEGREE COLLEGE
(Arts | Commerce | Science)

Approved by Government of Maharashtra & Affiliated to University of Mumbai

Attendance Sheet of Training program on Excel and Advance Excel Organized by IQAC

Date: 6th Jan 2020

Sr no	Name of Participants	6/01/20	7/01/20	8/01/20	9/01/20	10/01/20	11/01/20	12/01/20
1	Nitin Jadhav	<i>[Signature]</i>	-	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2	Sunny wagh	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
3	Ganesh Salvi	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
4	Sneha Gill	Sneha	Sneha	Sneha	Sneha	Sneha	Sneha	Sneha
5	Kaulesh Kushwaha	Kaulesh	Kaulesh	Kaulesh	Kaulesh	Kaulesh	Kaulesh	Kaulesh
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