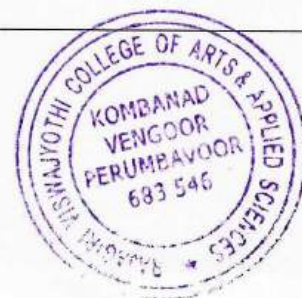




## RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES

### 4. Report of "Training on Fundamentals of Microsoft Excel"

Programme Details in a Nutshell	
<b>Name of the Event</b>	Training of Fundamentals of Microsoft Excel
<b>Nature of the Event</b>	Workshop
<b>Objectives</b>	<ul style="list-style-type: none"><li>To equip participants with the essential skills to navigate Excel, including understanding the interface, using basic functions, and managing data effectively.</li><li>To enable participants to utilize Excel for basic data analysis, including sorting, filtering, and using formulas to perform calculations.</li></ul>
<b>Resource Person</b>	Mr. Subin Sebastian, Senior System Administrator, Dynamed Healthcare Solutions Pvt. Ltd
<b>Date and Time</b>	18-01-2023 to 19-01-2023 09.30 AM to 04:30 PM
<b>Duration</b>	12 Hrs
<b>Beneficiaries</b>	25 Students
<b>Venue or Platform</b>	Computer Lab , RVCAS
<b>Organizing Dept./ Cell</b>	Dept. of Commerce in association with IQAC
<b>Coordinator</b>	Ms. Sreekala M.M, Assistant Professor, Department of Commerce
<b>Outcome/ Benefit of the Programme</b>	<ul style="list-style-type: none"><li>Participants will be able to confidently navigate Excel, perform basic data entry, and utilize key functions to manage and organize data effectively.</li><li>Participants will be capable of conducting basic data analysis tasks, such as sorting, filtering, and applying formulas, to derive meaningful insights from data.</li></ul>



## Detailed Report

The Department of Commerce at Rajagiri Viswajyothi College of Arts and Applied Sciences (RVCAS), in collaboration with the Internal Quality Assurance Cell (IQAC), organized an intensive two-day workshop titled "Training of Fundamentals of Microsoft Excel." This workshop was specifically designed to impart essential Excel skills to students, with a focus on both foundational knowledge and practical applications in data analysis. The event took place from the 18th to the 19th of January, 2023, spanning a total of 12 hours, from 09:30 AM to 04:30 PM each day. Held in the Computer Lab at RVCAS, the workshop saw the enthusiastic participation of 25 students. The training was led by Mr. Subin Sebastian, a seasoned Senior System Administrator at Dynamed Healthcare Solutions Pvt. Ltd., who brought his extensive expertise in Excel and data management to the classroom.

Mr. Subin Sebastian delivered the workshop content through a well-structured and interactive approach, ensuring that each participant was actively engaged and able to follow along with the hands-on exercises. The training commenced with an introduction to the Microsoft Excel interface. Participants were guided through the various components of the interface, such as the ribbon, toolbars, and worksheets. Mr. Sebastian took the time to explain the functionality of each element, enabling students to familiarize themselves with the environment in which they would be working.

Following the introduction, the focus shifted to basic data entry techniques. Mr. Sebastian emphasized the importance of accuracy in data entry, demonstrating how even small errors can lead to significant issues in data processing and analysis. Participants practiced entering data into Excel sheets, learning how to format cells, align text, and use basic functions like SUM and AVERAGE to perform simple calculations.



The workshop gradually introduced more advanced Excel functions, such as IF statements, VLOOKUP, and conditional formatting. Mr. Sebastian ensured that these concepts were taught in a manner that was both accessible and practical, with real-world examples that demonstrated the utility of these functions in everyday data management tasks. The use of shortcuts and tips for efficient workflow was also highlighted, giving participants the tools they needed to work more effectively with Excel.

On the second day of the workshop, the focus shifted to data analysis techniques. Participants were taught how to handle larger datasets, using sorting and filtering tools to organize and extract relevant information quickly and efficiently. Mr. Sebastian introduced the concept of pivot tables, a powerful Excel feature for summarizing data, and demonstrated how it can be used to generate insights from complex datasets. Participants engaged in hands-on exercises that required them to apply the techniques they had learned, reinforcing their understanding and ability to execute these tasks independently.

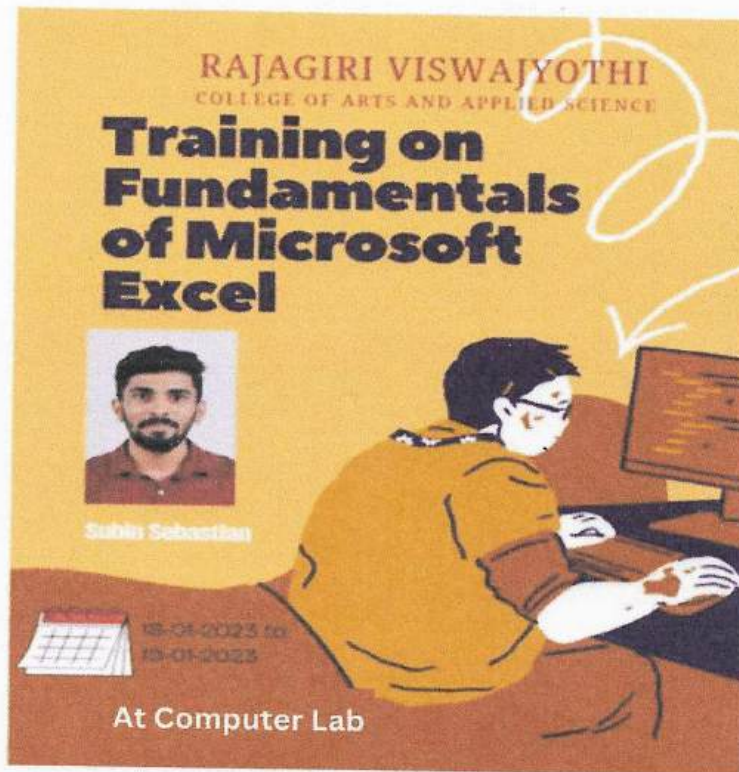
A significant portion of the workshop was dedicated to teaching participants how to use Excel formulas for calculations and data analysis. Mr. Sebastian covered a range of formulas, from basic arithmetic operations to more complex statistical functions. The practical applications of these formulas were emphasized, showing students how they could be used to analyse trends, perform financial calculations, and solve business-related problems.



## Feedback Report

The "Training of Fundamentals of Microsoft Excel" workshop received highly positive feedback from participants, who praised the comprehensive and hands-on approach of the sessions. Students found the training to be exceptionally valuable, particularly appreciating the practical exercises that allowed them to directly apply what they were learning. Many noted that the workshop significantly boosted their confidence in using Excel, from basic data entry to more complex data analysis tasks. The clarity and expertise of the instructor, Mr. Subin Sebastian, were frequently highlighted as key factors in the workshop's success. The participants expressed that the workshop exceeded their expectations and provided them with essential skills that would be beneficial in both academic and professional settings.





Poster of the Workshop "Training on Fundamentals of Microsoft Excel"



Photo of the Workshop "Training on Fundamentals of Microsoft Excel"

## Participant's List



### RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES, VENGOOR, PERUMBAVOOR

Name of the Program: *Training on Fundamentals of Microsoft Excel*  
Date: *18-01-2023*

S/No	Name of Student	Department	Signature
1.	DINO SHIBU	III BBA	<i>Dino Shibu</i>
2.	Murthasahim	III BBA	<i>Murthasahim</i>
3.	Fazim S	III BA English	<i>Fazim S</i>
4.	Neha Parvin	III BBA	<i>Neha</i>
5.	Gracemon AY	III BA	<i>Gracemon AY</i>
6.	Elizabeth Joseph	III BBA	<i>Elizabeth</i>
7.	ASHER MATHAN	III BBA	<i>Asher Mathan</i>
8.	Dilshad P	III BBA	<i>Dilshad</i>
9.	Angel Joy	III Bcom model 1	<i>Angel.</i>
10.	Alex Benny	III BBA	<i>Alex</i>



11	MUHAMMED AMAL	III B COM MODEL - 1 FINANCE & TAXATION	<i>Amal</i>
12	Muhammed Shahid	III B com Model - 1 Finance & Taxation	<i>Shahid</i>
13	Nandana PA	III B com Model - 1 Finance & Taxation	<i>Nandana</i>
14	Navami vijikumar	III B com model - 1 Finance & Taxation	<i>Navami</i>
15	Shanishu Nizahu J	III B com Model - 1 Finance & Taxation	<i>Shanishu</i>
16	Tom Jose	III B com Model - 1 Finance & Taxation	<i>Tom Jose</i>
17	Abin Arul	III B com Model - 1 Finance & Taxation	<i>Abin</i>
18	ARUN PS	III B com model - 1 Finance & Taxation	<i>Arun</i>
19	Mumthas S	III B com Model - 1 Finance & Taxation	<i>Mumthas</i>
20	Saingel Mijyam	III B com Model - 1 Finance & Taxation	<i>Saingel</i>
21	Soraj Sunil	III B COM Model - 1 Finance & Taxation	<i>Soraj</i>
22	Abhinaya Aopi	III B com Model - 2 Finance & Taxation	<i>Abhinaya</i>
23	ABLE SABU	III B COM MODEL 2 FINANCE & TAXATION	<i>Able</i>
24	Aghin Raj	III B com Model - 2 Finance & Taxation	<i>Aghin</i>
25	Alan P Shaju	III B com Model - 2 Finance & Taxation	<i>Alan</i>

*Joseph*

Joy.P.Joseph, Ph.D  
PRINCIPAL

Rajagiri Viswajyothi College of  
Arts and Applied Sciences  
Vengoor, Perumbavoor  
Emakulam (DI) 683546

*Shahid*

PRINCIPAL

Rajagiri Viswajyothi College of  
Arts & Applied Sciences  
Vengoor, Perumbavoor-683 546

