



Workshop Report

Name of the activity:

- a) MS Excel Workshop Day 1: Excel with a Click
- b) MS Excel Workshop Day 2: Graphs with Excel
- c) MS Excel Workshop Day 3: Functions and Formulas in Excel

Category of the activity: *Awareness of trends in technology/ ICT and computing skill*

Date, Time & venue:

14/02/2021, 4 pm (Day 1)

21/02/2021, 4 pm (Day 2)

28/02/2021, 4 pm (Day 3)

“The Uncertainty Principle”

https://www.youtube.com/live/JPoV6WI_LKc?feature=share (Day 1)

https://www.youtube.com/live/aoTbnuL_alg?feature=share (Day 2)

<https://www.youtube.com/live/1aAalNL022E?feature=share> (Day 3)

Name of the resource person:

Prof. Tanmay Maity, Assistant Professor in Statistics, Haldia Government College

No. of the participants: 46

Brief description of the program:

- a) Workshop Day 1: Excel with a Click
 - General idea about spreadsheet
 - Cell formatting, text filter, custom filter
 - Conditional formatting
 - Idea about pivot table
- b) Workshop Day 2: Graphs with excel
 - Line chart
 - Area chart
 - Pie chart & doughnut chart
 - Scatter plot & curve fitting
 - Bubble chart
 - Surface chart, stock chart, waterfall chart etc.
- c) Workshop Day 3: Functions and formulas in Excel
 - Cell drag and drop
 - Auto sum
 - Data summary
 - Logical function and text function



- Date and time function
- Look up and reference function

Outcome:

1. MS excel in today's age of information has become an indispensable software to handle and analyse data. Students achieved a basic understanding about data manipulation using MS excel after attending this workshop.
2. Students learnt to execute the basic MS excel tasks like data entry and presentation.
3. They learnt how to tabulate and represent the data through suitable charts as per requirement.
4. Students learnt how to perform some basic arithmetic operations on the data in a spreadsheet.
5. Students learnt to compare various sets of data as situation demands.
6. Basic concept in MS excel helped the students while applying for jobs of data entry operator in various companies.

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