



# ST. FRANCIS DE SALES COLLEGE

A FRANSALIAN INSTITUTE OF HIGHER EDUCATION

NAAC ACCREDITED • PERMANENTLY AFFILIATED TO BANGALORE UNIVERSITY • AICTE APPROVED • RECOGNISED UNDER SECTION 2(F) & 12 (B) OF THE UGC ACT • ISO 9001:2015 CERTIFIED

## SKILL ENHANCEMENT PROGRAMME-EXCEL

<b>Title</b>	<b>SKILL ENHANCEMENT PROGRAMME-EXCEL</b>
<b>Date of Event(s)</b>	<b>11<sup>th</sup> and 12<sup>th</sup> of December, 2023. (9-2pm)</b>
<b>Department/Association/ Cell/Committee</b>	BBA
<b>Venue</b> <i>(Mention the platform if it is online)</i>	COMPUTER LAB-1
<b>Number of Participants</b>	100
<b>Target Audience</b>	

<b>Resource Person(s) with qualification (if applicable):</b>	CHRIST STUDENT TRAINERS FROM SECOND AND FINAL YEAR-10 MEMBERS ACCOMPANIED BY TWO FACULTY ASSISTANT PROF.ARUN AND ASST PROF.PARVATHY
<b>Event Coordinator</b>	PROF.DEVICHANDRIKA

### Overview:

The Excel Mastery Program aimed to equip participants with comprehensive knowledge ranging from foundational to advanced Excel skills. The course followed a structured approach, covering essential Excel navigation, and basic data handling, gradually progressing towards intricate data analysis techniques across two intensive days.

### Course Content:

*Day 1:* The initial day focused on establishing a robust foundation in Excel. Participants were introduced to fundamental concepts such as Excel navigation, efficient data entry methods, and basic functions. Through guided demonstrations and hands-on exercises, attendees were able to grasp the essentials and perform simple arithmetic calculations directly in cells. Furthermore, the session highlighted the distinction between formulas and functions, empowering participants to utilize both for various calculations.

*Day 2:* The second day delved into more advanced functionalities of Excel. The emphasis shifted towards the creation of intricate reports and managing extensive datasets. Participants learned how to handle and interpret complex data, craft sophisticated reports, and employ Excel's database functions for data analysis. Moreover, the session covered chart modeling, enabling the representation of numeric data in diverse formats for enhanced visualization and comprehension.



### Course Objectives Achieved:

- Throughout the program, participants accomplished the following objectives:
- Demonstrated proficiency in performing arithmetic calculations both within cells and by referencing other cells.
- Discerned and applied differences between Excel formulas and functions.
- Employed Excel's database functions to examine and interpret data effectively.
- Mastered chart modeling in Excel to represent numeric data in varied formats.
- Gained proficiency in editing and analyzing intricate datasets.
- Developed skills in creating outlines and managing scenarios within Excel. Acquired the ability to create, manage, and format pivot tables and pivot charts. Utilized Excel data functions adeptly for efficient data handling.

Highlights of the Activity	<p>1. <b>Progressive Learning Structure:</b> It followed a structured progression, gradually advancing from basic arithmetic calculations to more complex data manipulation techniques over two intensive days.</p> <p>2. <b>Hands-On Learning Approach:</b> Through guided demonstrations and hands-on exercises, participants actively engaged with the material, solidifying their understanding through practical application.</p> <p>3. <b>Real-World Application:</b> The course emphasized real world application through mini-projects, allowing participants to apply their newfound knowledge to practical scenarios.</p> <p>4. <b>Interactive Teaching-Learning Environment:</b> The interaction between trainers and participants fostered an engaging environment, allowing for a dynamic exchange of ideas and problem-solving strategies.</p> <p>5. <b>Development of Trainers:</b> The involvement of student trainers not only benefited the participants but also contributed significantly to the trainers' own mastery, communication skills, confidence, and practical application of knowledge.</p>
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Key Takeaways	<ol style="list-style-type: none"><li><b>Excel Foundations:</b> Participants built a solid base in Excel, mastering navigation and basic functions—a crucial starting point for practical application.</li><li><b>Advanced Data Handling:</b> Attaining skills in database functions, chart modeling, pivot tables, and scenario creation empowered effective management and interpretation of complex data.</li><li><b>Confidence Through Practice:</b> Hands-on exercises and projects instilled confidence, enabling participants to apply newfound Excel expertise to real-world situations.</li></ol>
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Summary of the Activity	<p>The Excel Masterclass provided a comprehensive learning experience, ensuring participants gained a strong foothold in Excel's foundational concepts while progressing seamlessly into the realm of advanced data analysis.</p> <p>By fostering hands-on practice and real-world application through mini-projects, participants were empowered to leverage Excel's full potential for various professional endeavors.</p> <p>In addition to that, The Excel Masterclass provided a comprehensive learning experience, ensuring participants gained a strong foothold in Excel's foundational concepts while progressing seamlessly into the realm of advanced data analysis. By fostering hands-on practice and real-world application through mini projects, participants were empowered to leverage Excel's full potential for various professional endeavors.</p>
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# MASTER EXCEL CLASS

COLLABORATION WITH  
**CHRIST UNIVERSITY**

ORGANISED BY  
**DEPARTMENT OF  
BUSINESS ADMINISTRATION**

"Excel is an important, in-demand skill in countless industries. Advanced Excel skills include the ability to produce graph and tables, use spreadsheets efficiently."

**Venue : Business Lab**



**Date**

**11th and 12th Dec 2023**



**Time**

**9 : 30 am**

**Contact : Sanjay (Student co-ordinator)**

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