



TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

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EVENT	:	WORKSHOP
Event Name	:	ADVANCED EXCEL
Date	:	27th March, 2019
Day	:	Wednesday
Time	:	11:30 AM onwards
Venue	:	Multipurpose Hall, PG Building
Programme	:	MBA
Students	:	50 Nos.
Resource Speaker	:	Ms. Mani Saxena, DUCAT INDIA
Convener	:	Ms Geetika Batra

OBJECTIVES:

- To indicate the names and functions of the Excel interface components.
- To Enter and edit data.
- To Format data and cells.
- To construct formulas, including the use of built-in functions, and relative and absolute references.
- To Create and modify charts.
- To Preview and print worksheets.
- To Use the Excel online Help feature.

PURPOSE OF THE WORKSHOP :

Microsoft Excel is a spreadsheet program. That means it's used to create grids of text, numbers and formulas specifying calculations. That's extremely valuable for many businesses, which use it to record expenditures and income, plan budgets, chart data and succinctly present fiscal results.

ABOUT THE TRAINING AGENCY: ABOUT DUCAT

New technologies are exploding exponentially all around us which is creating loads of opportunities for career growth for a skilled Manpower, Ducat is a cutting edge learning facility equipped to provide you with skills & technology needed to push you a step ahead. Ducat is one of the nation's largest Corporate Education, Training & consultancy Provider.

With over 20 years of Experience in Industry, Ducat is recognized as a leading expert in design, development & delivery of Technical training from individual course & full scale training solutions. With Ducat, you get a remarkable flexibility in choosing the learning delivery method that suits you like online classes as well as physical classroom session. This mail is regarding the workshop we want to conduct in your esteemed institution.

INAUGURAL SESSION:

The workshop started with felicitation ceremony when Ms Geetika, Faculty, MBA presented a Ganpati idol to Ms. Mani Saxena, Trainer, Ducat India, as a memento for welcoming gesture.



Ms. Geetika Batra welcoming and presenting Ganesh Idol to Ms. Mani Saxena.

Ms. Mani Saxena talked about how MS Excel is important in businesses. According to her in the highly competitive world, advanced excel techniques will separate you from the rest.

Microsoft (MSFT) Excel was released in 1985 and has grown to become arguably the most important computer program in workplaces around the world. She explained whether you are budgeting, organizing client sales lists, or need to plan an office social gathering; Excel is a powerful tool that has become entrenched in business processes worldwide.

FINANCE AND ACCOUNTING

If you walk through the finance or accounting department at any major corporate office, you will see computer screens filled with Excel spreadsheets outlining financial results, budgets, forecasts, and plans used to make big business decisions.

Most users know that Excel can add, subtract, multiply, and divide, but it can do much more with advanced IF functions when coupled with VLOOKUP, INDEX-MATCH-MATCH, and pivot tables.

MARKETING AND PRODUCT MANAGEMENT

While marketing and product professionals look to their finance teams to do the heavy lifting for financial analysis, using spreadsheets to list customer and sales targets can help you manage your sales force and plan future marketing plans based on past results.

Using a pivot table, users can quickly and easily summarize customer and sales data by category with a quick drag-and-drop. All parts of business can benefit from strong Excel knowledge, and marketing functions are not exempt.

HUMAN RESOURCES PLANNING

While database systems like Oracle (ORCL), SAP (SAP), and Quickbooks (INTU) can be used to manage payroll and employee information, exporting that data into Excel allows users to discover trends, summarize expenses and hours by pay period, month, or year, and better understand how your workforce is spread out by function or pay level.

HR professionals can use Excel to take a giant spreadsheet full of employee data and understand exactly where the costs are coming from and how to best plan and control them for the future.

WHAT CAN BE DONE WITH A SPREADSHEET

Using Excel for business has almost no limits for applications. Here are some examples:

- When planning a team outing to a baseball game, you can use Excel to track the RSVP list and costs.
- Excel creates revenue growth models for new products based on new customer forecasts.
- When planning an editorial calendar for a website, you can list out dates and topics in a spreadsheet.
- When creating a budget for a small product, you can list expense categories in a spreadsheet, update it monthly and create a chart to show how close the product is to budget across each category.
- You can calculate customer discounts based on monthly purchase volume by product.
- Users can summarize customer revenue by product to find areas where to build a stronger customer relationship.



Interactive session where in students are participating and expressing opinions.

- ❖ She focused on how Microsoft Excel is helpful in
- ❖ Accounting and Finance. Excel is often used in accounting and finance because.
- ❖ Data Organization. Even non-financial businesses employ Excel spreadsheets.
- ❖ Programming. Excel supports Microsoft's Visual Basic for Applications programming language.
- ❖ Graphing. Excel also produces a variety of charts and graphs.



Students attending the workshop with enthusiasm and interest.

At the same time, Ms. Saxena also interacted with students highlighting that as a manager, you can't make decisions without reliable information. So, how can you make decisions when you don't understand your data? Microsoft Excel has the power to sort data, crunch numbers, and help you make effective decisions. Unlock its power in Excel for Decision Making.



Students and faculty attending the workshop and learning Excel Techniques.

VALEDICTORY SESSION:



Ms. Geetika, convener of the workshop giving vote of thanks

The vote of thanks was given by Ms Geetika, convener of the event. Expressing her gratitude she thanked Ms. Mani Saxena, Trainer, Ducat India for her support and timely presence at the venue on the date of the workshop. She also thanked Dr. Ajay Kumar, Director, TIAS & Dr. A.K. Srivastava , Chief Executive (A & D) for their support and confidence in her . She also thanked Dr. Arun Bhatia, HOD, MBA, TIAS for his kind support and shared his thoughts on the theme of the workshop. Last but not the least she expressed her gratitude to faculty members without whom the workshop could not have been realized into a reality one.

LEARNING OUTCOME:

- Students who have participated in the workshop, they have broadened their definition of technology.
- Students have got an overview of the excel techniques.
- Students have learnt about the practical implementations and real job like scenarios.
- Trainer has made students learnt about how to work on projects with the usage of MS Excel.
- Students have got real time exposure on projects