



TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

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EVENT REPORT

FACULTY DEVELOPMENT PROGRAM

ON

DATA ANALYSIS ON ADVANCE EXCEL

Venue:

ONLINE (ZOOM PLATFORM)

Date:

17 January – 21 January 2021

Organized by

Tecnia Institute of Advance Studies

in collaboration with

E & ICT Academy, IIT Kanpur



TECNIA
INSTITUTE OF ADVANCED STUDIES
NAAC ACCREDITED GRADE "A" INSTITUTE
DELHI INDIA



Collaboration With





E&ICT Academy IIT Kanpur

One Week
Faculty Development Program

"Data Analysis using Advanced Excel"



Dr. M.N. Jha
Dean
TIAS, Delhi

Convener



Mr. Rahul Garg
Chief Architect EICT Academy,
IIT Kanpur and Director Prutor.ai



Dr. Ajay Kumar
Director
TIAS, Delhi

Co-Convener



Dr. Ruchi Srivastava
Associate Professor & HOD
TIAS, Delhi

Join Us

<https://bit.ly/3m8U8pd>



Dr. Garima Singh
Assistant Professor
TIAS, Delhi

Timing:- 4 PM to 5 PM

17th-21st Jan-2022

EVENT REPORT

Faculty Development Program on Data Analysis Through Advance Excel

EVENT DETAILS:

Event :	One week Faculty Development Program
Topic :	Data Analysis Through Advance Excel
Duration :	17 Jan-22 January 2022
Convener :	Dr. Ruchi Srivastava
Co- Convener :	Dr. Garima Srivastava
Venue :	Online (Zoom)
Timing :	4- 5 pm
Resource person	Mr. Rahul Garg , Chief Architect EICT Academy IIT Kanpur and Director Prutor.al
No. of Institutes :	3
No. of Participants :	42

About Faculty Development Program

The Faculty Development Program on “ Data Analysis through Advance Excel ” was conducted by Tecnia Institute of Advance Studies in collaboration with E & ICT Academy , IIT Kanpur . The Faculty Development Program (FDP) intends to provide assistance to facilitate up-gradation of knowledge and skill in Data Analysis through Advance Excel and intends to provide opportunities to teachers to enhance their knowledge on the practical applicability of Advance Excel

Learning Objectives

1. To provide participants a platform for understanding Excel at a more advance level
2. To allow the participants to learn the use of more sophisticated tools of advance Excel
3. To train participants through practical sessions on data handling & analysis
4. To allow the participants to complete the task and analyze the data more quickly
5. To Interpret output tables and report findings

Day 1 (17th January 2021)

The first day of the Programme commenced with the formal welcome of all participants from different institutes, Coordinator of IIT Kanpur, Mr Gaurav and Resource person Mr Rahul Garg, Director and Dean of the Tias by Dr. Ruchi Srivastava, Associate Professor of TIAS. She welcomed all the participant in the FDP . The resource person Mr. Rahul Garg , Chief Architect EICT Academy ,IIT Kanpur and Director Prutor.al was also welcomed by Director Dr. Ajay Kumar and Dean, Dr. M.N Jha of TIAS.

In his speech Dr. Ajay Kumar congratulated all the participants. He further added that organizing & attending such Faculty Development Programs would enhance their skills of practical concepts of data analysis. He appreciated the Dean , Dr. M.N.Jha and Dr.Ruchi Srivastava, and Dr. Garima for promoting such kind of development Programme for the faculties. He also motivated the researchers and faculties about how to keep continuous interest in the research. He suggested & encouraged Dean and Departmental Heads to organize such events on regular basis.Dr. Ajay Kumar also welcomed other participants .

The participants and the resource person were also formally welcomed by the Dean Dr. M.N.Jha who played a very crucial role in organizing this FDP .Resource person also interacted with the participants. Inaugural session was concluded with vote of thanks by Dr. Garima,Assistant

Professor . The participants were from Tecnia Institute of Advance Studies, Sanskrit University and AKSHA...rehabilitation institute.

After inaugural the First Day Session of FDP was initiated . The First day session included the below given topics :

Overview of Basic and Advanced Excel

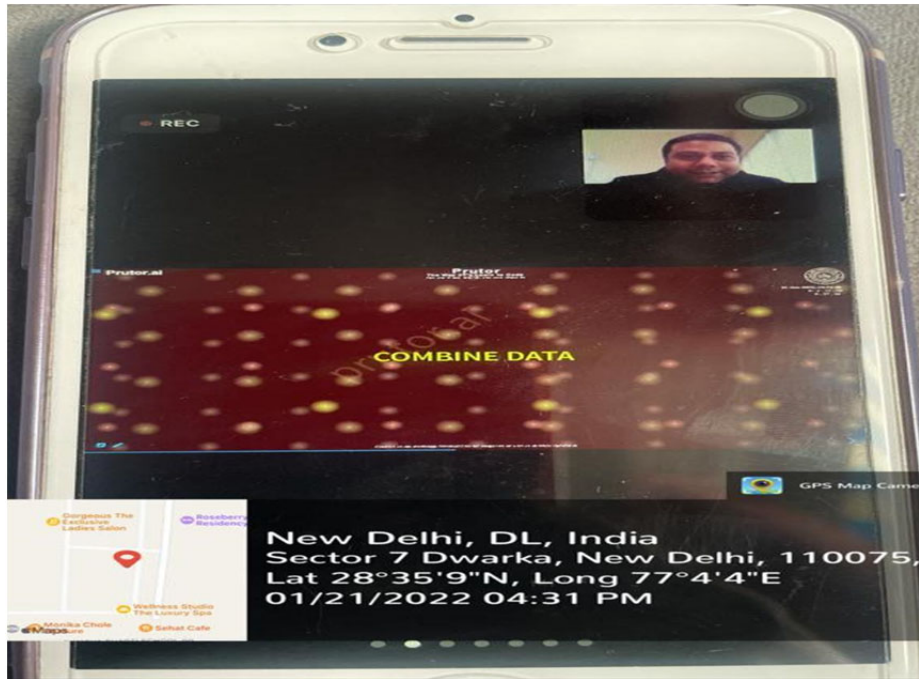
- Introduction to Microsoft Excel 2019
- What is Microsoft Excel?
- Why Should I Learn Microsoft Excel?
- Where can I get Microsoft Excel?
- How to Open Microsoft Excel?
- Setting the color theme
- Settings for formulas
- Proofing settings
- Save settings
- Important Excel shortcuts
- Best Practices when working with Microsoft Excel
- Basic arithmetic operations in Excel
- Formatting data in Microsoft Excel
- Make column names bold
- Align data to the left
- Enclose data in the boxes
- Print area, Printing View & Page Layout
 - Tutorial exercises
 - Data validation
 - Group and Ungroup
 - Excel Data Validation, Filters, Grouping



Day 2 (18th January 2022)

The topics covered on second day include: **Advanced sorting and filtering operations and data import from an external source**

- Basic and Advanced sorting
- Data filters
- Basic and Advanced filtering of data
- Import external data source

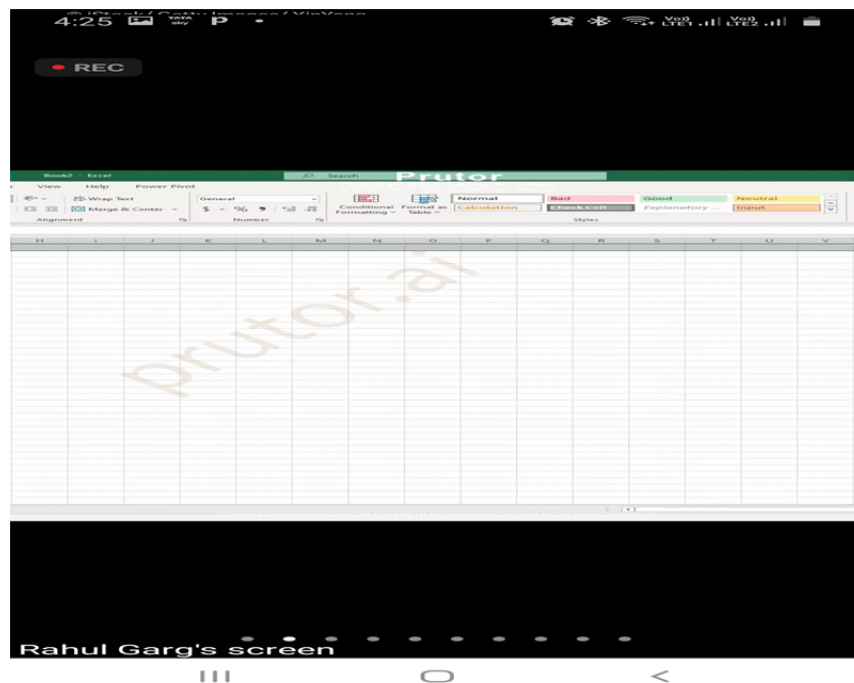


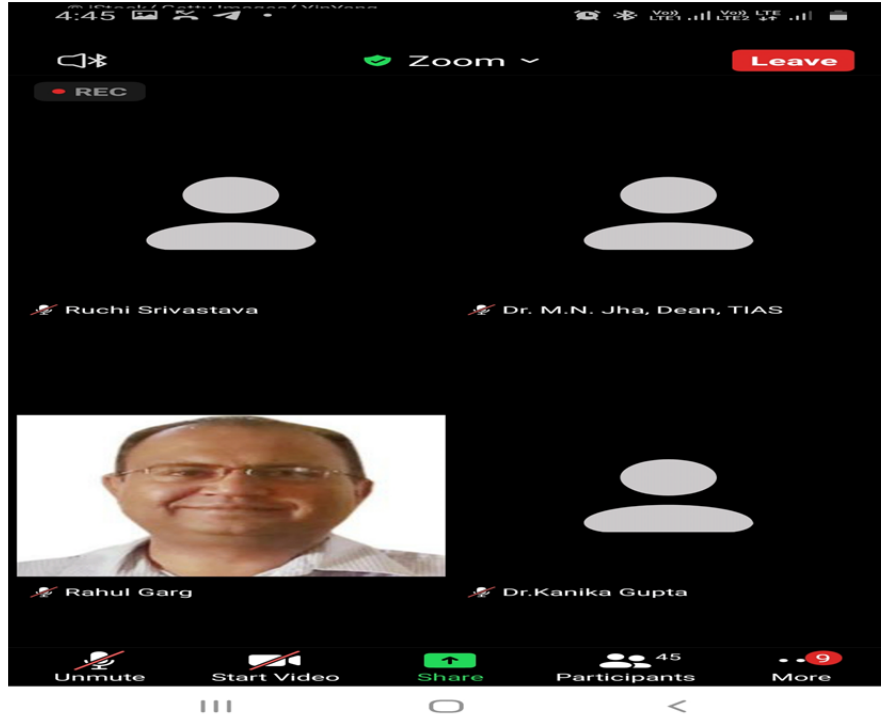
Day3: (19th January 2022)

The topics covered on third day include **Day 3: Working with Formula and Functions**

- Excel Basic Formulas & Functions

- What is Formulas in Excel?
- Formulas practical exercise
- Mistakes to avoid when working with formulas in Excel
- What is Function in Excel?
- The importance of functions
- Common functions
- Numeric Functions
- String functions
- Date Time Functions
- VLOOKUP function
- Logical Functions in Excel
- What is a Logical Function?
- What is a condition and why does it matter?
- IF Function
- IF Function example
- Nested IF functions



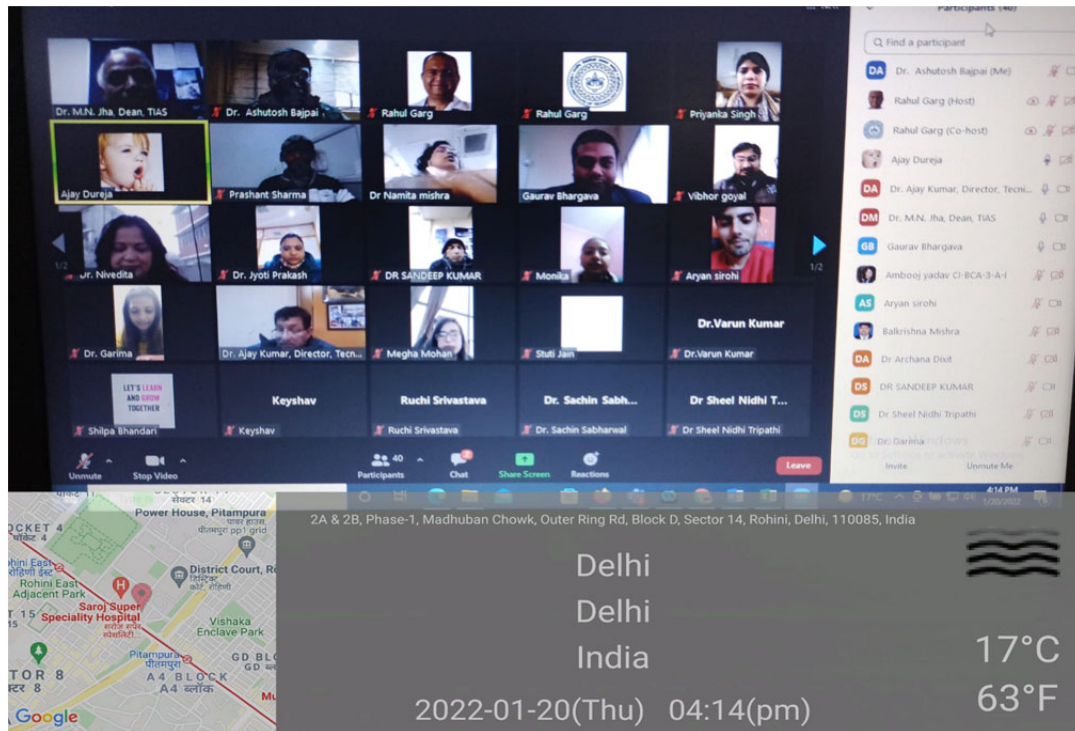


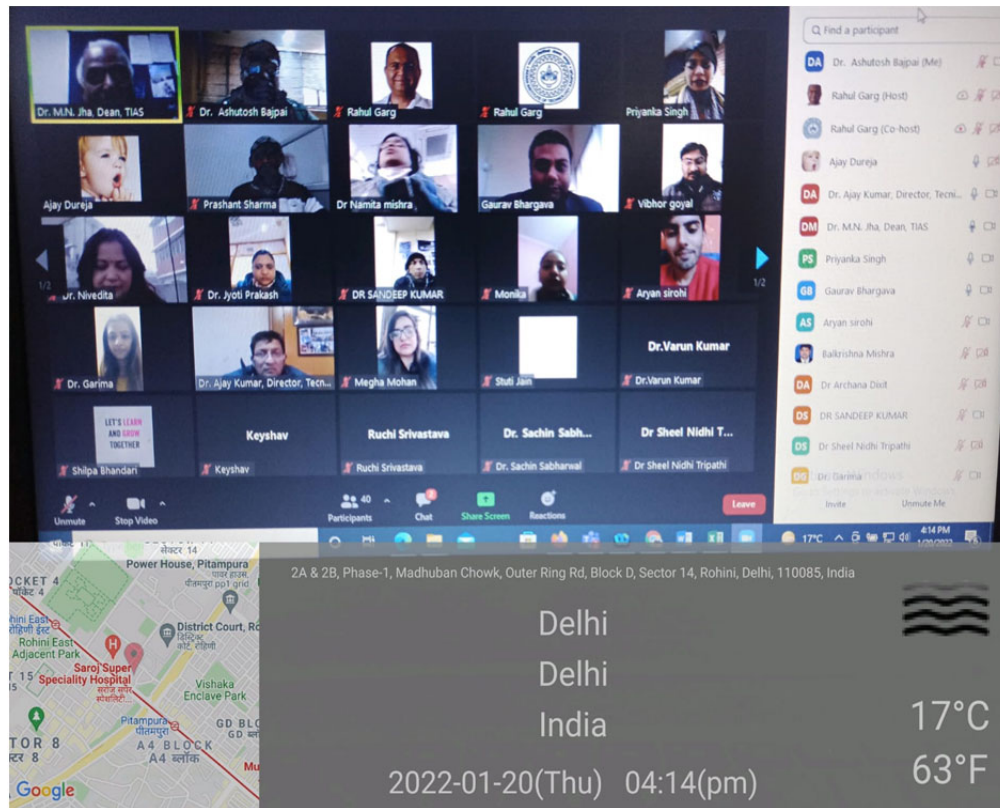
Day 4 (20th January 2022)

The topics covered on fourth day include: Working with Data Visualization

- How to Create Charts in Excel
- What is a chart?
- How to Create Charts in Excel
- What is a chart?
- Types of charts
 1. Pie Chart
 2. Bar Chart
 3. Column chart
 4. Line chart
 5. Combo Chart
- The importance of charts
- Creating charts in Excel

- Sparklines
- Sparklines with Quick Analysis
- Sparklines with INSERT tab
- Column Sparkline – with INSERT tab on Ribbon
- Win/Loss Sparkline – with INSERT tab on Ribbon




































Day 5 (21st January 2022) and Valedictory Session:

- The topics covered on fifth day include: includes Pivot Tables and Power Queries, ended with Q & A session. After the last session, the valedictory session was started with Dr. Ruchi who interacted with the participants and enquired about the feedback of FDP. The feedback of the participants was very positive and motivational for the organizers. The certificates were distributed by E& ICT Academy, IIT Kanpur

Close Participants (46)

Search

- RS** Ruchi Srivastava (me)  
-  Rahul Garg (Host)  
-  Rahul Garg (Co-host) **1**  
-  Ajay Dureja **1**  
- AS** Aryan sirohi **1**  
-  Balkrishna Mishra  
- CC** Councelling cell 
-  Dimpy Guglani **2**  
- DA** Dr Archana Dixit  
- D** Dr Namita mishra  
- DS** DR SANDEEP KUMAR  
- DS** Dr Sheel Nidhi Tripathi  
-  Dr Y P Singh, CFP  

Invite

List of Beneficiaries

Full Name of the Faculty (As Required for the Certificate)	Gender	Contact Number	E-mail ID	Designation	Program/Department	Name of the Institute/College/ University
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