





Report
Add on Course (30 hours)
ADVANCED EXCEL

Brochure of the Add on Course on Advanced Excel

  **SLC** (University of Delhi)  

SHYAM LAL COLLEGE
NAAC A++ & NIRF AIR 68th

IQAC in collaboration with Department of Commerce


presents

ADD-ON COURSE (30 HOURS)
VIRTUAL MODE

ADVANCED EXCEL
EXCEL YOUR SKILLS WITH ADVANCED EXCEL

All the participants shall be issued e-certificates upon successful completion of the course

To register, scan
the QR code



SCAN ME

Important Dates
Registration Starts: June 7, 2023
Registration Ends: June 18, 2023
Course Commences : June 19, 2023
Valedictory : June 30, 2023
Mon-Sat (4pm-7pm)

PARTICIPATION FEE: RS. 100 (ONLINE MODE)
NAME OF ACCOUNT: SHYAM LAL COLLEGE
CONFERENCE AND SEMINARS ACCOUNT
NAME OF THE BANK: CENTRAL BANK OF INDIA
ACCOUNT NO: 3731428412
IFSC CODE: CBIN0283941

Convenors: Ms. Reena Yadav Ms. Sonia Mudel Dr. Himanshi Kalra

Prof. Kusha Tiwari Prof. Ruchika Ramakrishnan Prof. Rabi Narayan Kar
Director, IQAC Teacher-in-Charge Patron & Principal

Schedule of Add on Course

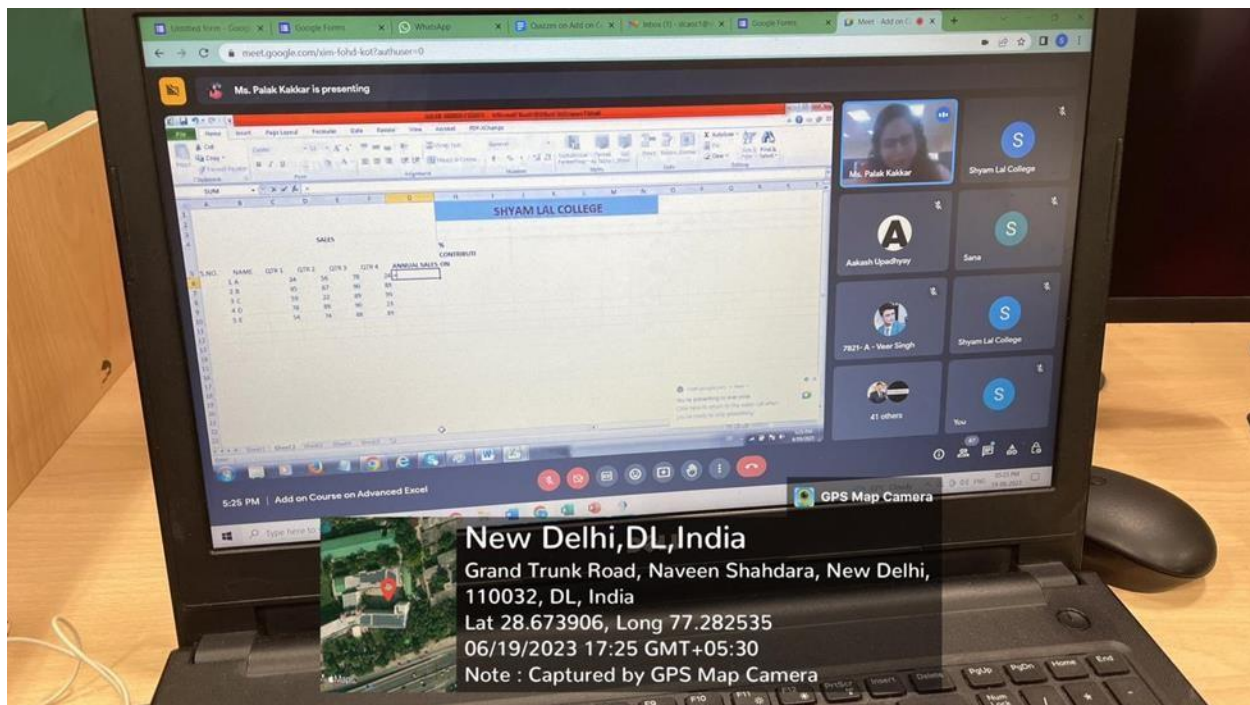
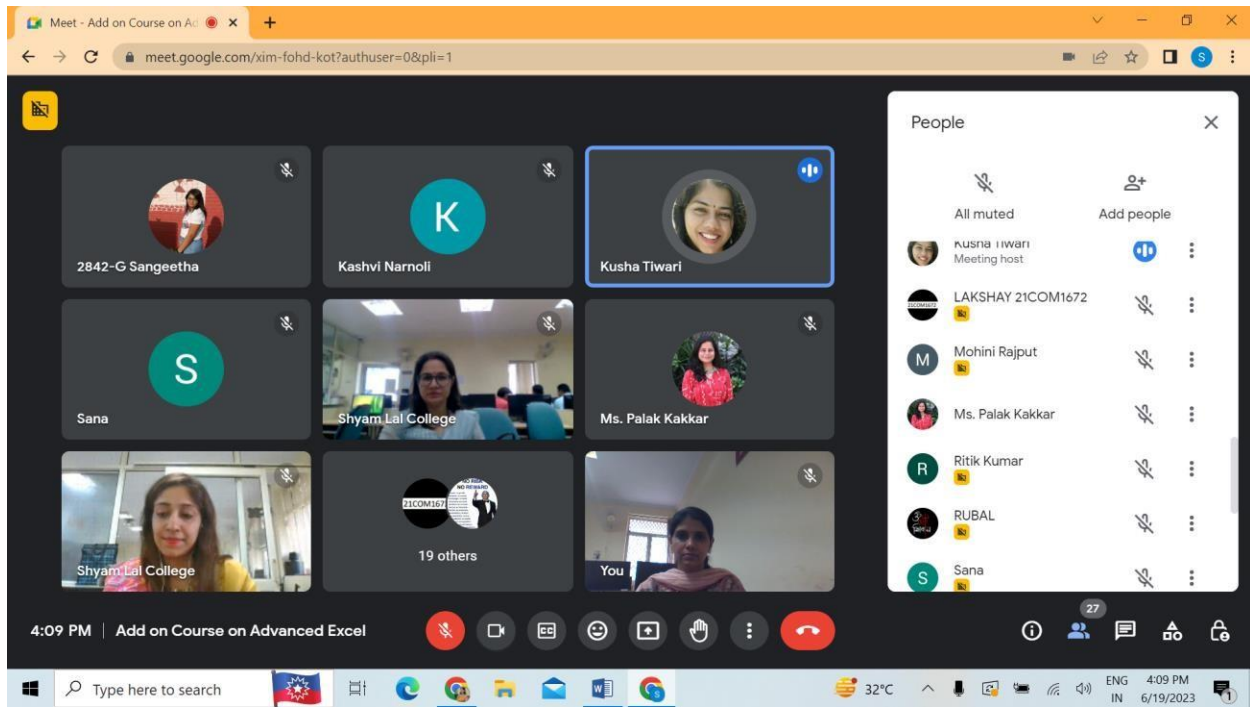
SCHEDULE OF ADD ON COURSE ON ADVANCED EXCEL			
DAY	DATE	SCHEDULE	RESOURCE PERSON/PERSONS
Day 1, Monday	19-Jun-23	Inaugral Introduction to Excel	Ms. Palak Kakkar
Day 2, Tuesday	20-Jun-23	Excel Essentials	Ms. Reena Yadav
Day 3, Wednesday	21-Jun-23	Excel Essentials	Prof. Kavita Arora and Ms. Jyoti Sharma
Day 4, Thursday	22-Jun-23	Excel Formulae	Ms. Shweta and Dr. Himanshi Kalra
Day 5, Friday	23-Jun-23	Excel Formulae	Mr. Sachin Kumar (Expert from KPMG) and Dr. Chanpreet Kaur
Day 6, Saturday	24-Jun-23	Excel Formulae	Ms. Sonia Mudel
Day 7, Sunday	25-Jun-23		Holiday
Day 8, Monday	26-Jun-23	Data Analysis	Mr. Prakhar Wadhwa
Day 9, Tuesday	27-Jun-23	Data Analysis	Mr. Arun Kumar
Day 10, Wednesday	28-Jun-23	Excel Charts	Ms. Radha Bhola and Dr. Megha Jain
Day 11, Thursday	29-Jun-23	Assessment	Ms. Sonia Mudel, Ms. Reena Yadav and Dr. Himanshi Kalra

Day 1: June 19, 2023

Session: Inaugural & Session on “Introduction to Excel” by Ms. Palak Kakkar, Assistant Professor, Shyam Lal College, University of Delhi.

The Department of Commerce in Collaboration with IQAC, Shyam Lal College (SLC) organized a 30 hour Value Added Course on ‘Advance Excel’. The Value Added Course is spread over a period of ten days. The inaugural session was held on 19th July, 2023 at 4pm on google meet platform with the participation of over 55 students. The session began with the welcome of Prof. Kusha Tiwari and she congratulated the team for taking up such a pioneer Course. These words of encouragement were followed by a warm welcome of the Resource person of the day, Ms. Palak Kakkar. Ms. Palak Kakkar, Assistant Professor, Department of Commerce, Shyam Lal College began the session with words of appreciation for the organizers of the Course for taking up such an interesting and fruitful course for the participants. She took up a three hour session on ‘Introduction to Excel’ and apprised the participants about the basics of excel. She discussed the basic features of excel including formatting, sorting, cleaning, and basic formulas. The session was open to deliberations and discussions and many participants came up with their doubts that were patiently answered by the resource person. The session also included hands-on training for the participants. The session ended with a vote of thanks that was followed by a Quiz and feedback from the participants.

Here is a glimpse of the session.



Quiz Link <https://forms.gle/DvdPH2q8VRBHJsoVA>

Feedback Link <https://forms.gle/YEVcMpTsP6Ruhd9f7>

Day 2: June 20, 2023

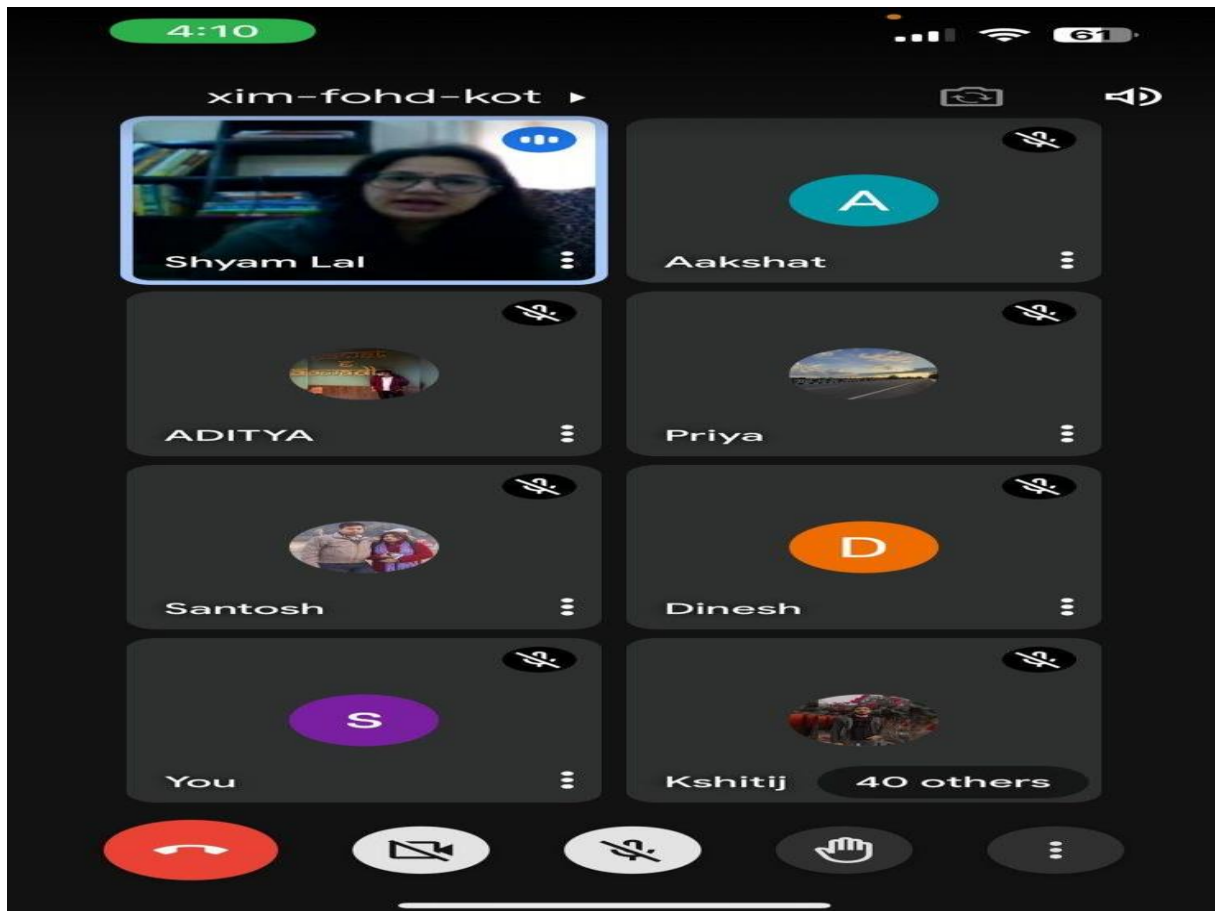
Session: “Excel Essentials” by Reena Yadav, Assistant Professor, Shyam Lal College, University of Delhi

On 20th June 2023, it was the second day of add on course on “Advanced Excel”. The session was on “Excel Essentials”. The session was attended by around 50 participants.

The session was taken by Ms. Reena Yadav, Assistant Professor at Shyam Lal College, University of Delhi. She discussed tables, how to convert data into tables, goal seek, slicers, how to insert check boxes, how to combine employee’s data into one cell, converting numbers into text and so on.

At the end of the session, a quiz link was shared with students to assess their learning from the session. Students’ feedback was also sought.

The session was concluded with presentation of vote of thanks by Ms. Shraddha, Assistant Professor, Shyam Lal College.



QUIZ LINK <https://forms.gle/Q3jhbbsSurLdh4g57>

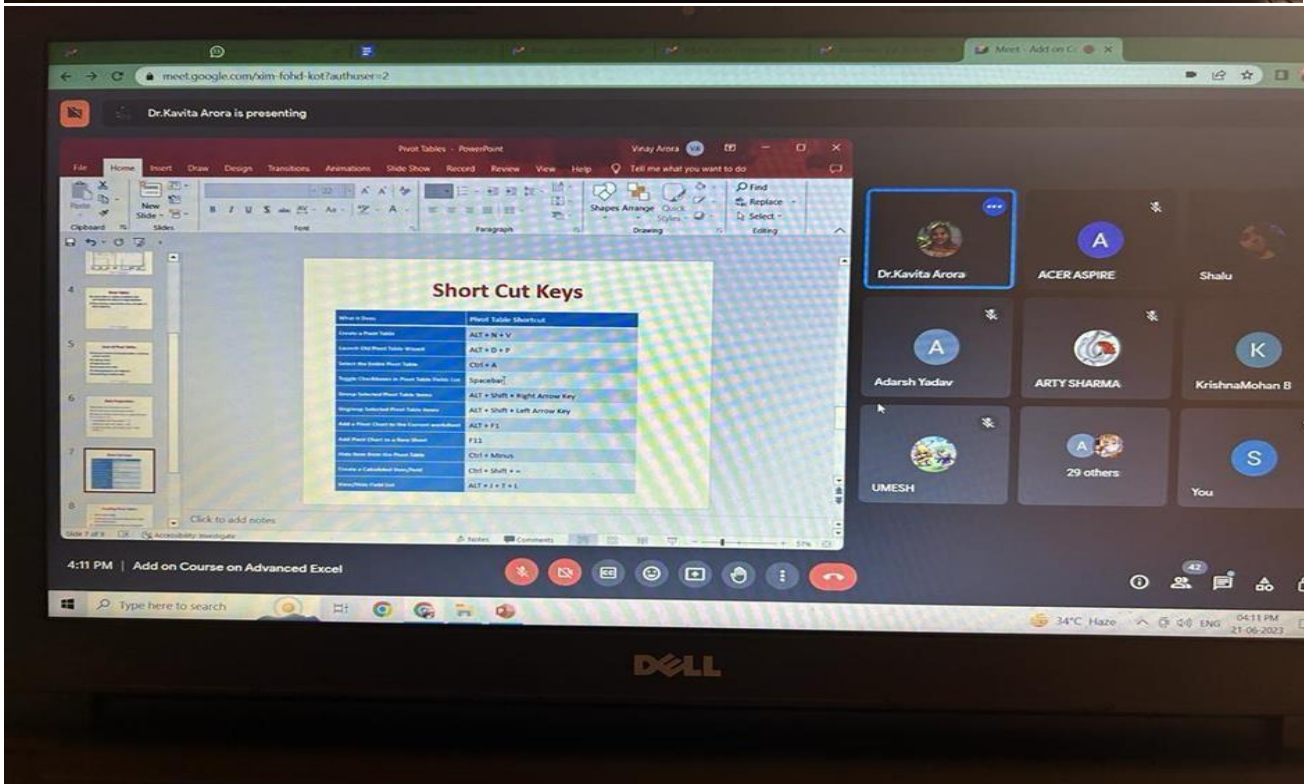
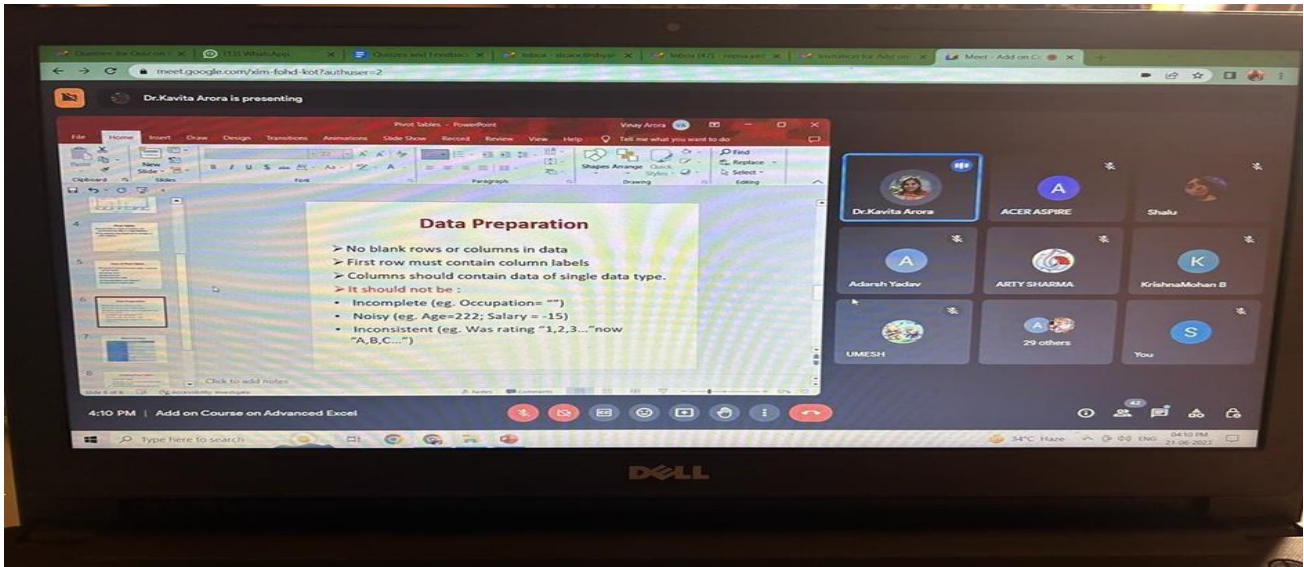
FEEDBACK LINK <https://forms.gle/hZz8wUJYbLXfdvgF6>

Day 3: June 21, 2023

Session 1 “Excel Essentials” by Kavita Arora, Professor, Shyam Lal College, University of Delhi

On 21st June 2023, it was the third day of the Add-on course on “Advanced Excel”. The session was on “Excel Essentials”. It was divided in two parts. The session was attended by more than 40 participants. The first lecture was taken by Prof. Kavita Arora, Professor at Shyam Lal College, University of Delhi.

In the first part of the session, Prof. Kavita Arora discussed Data Preparation, creating Pivot tables and its shortcuts and other functions.



QUIZ LINK <https://forms.gle/LJa534GJUXzWzxbq7>

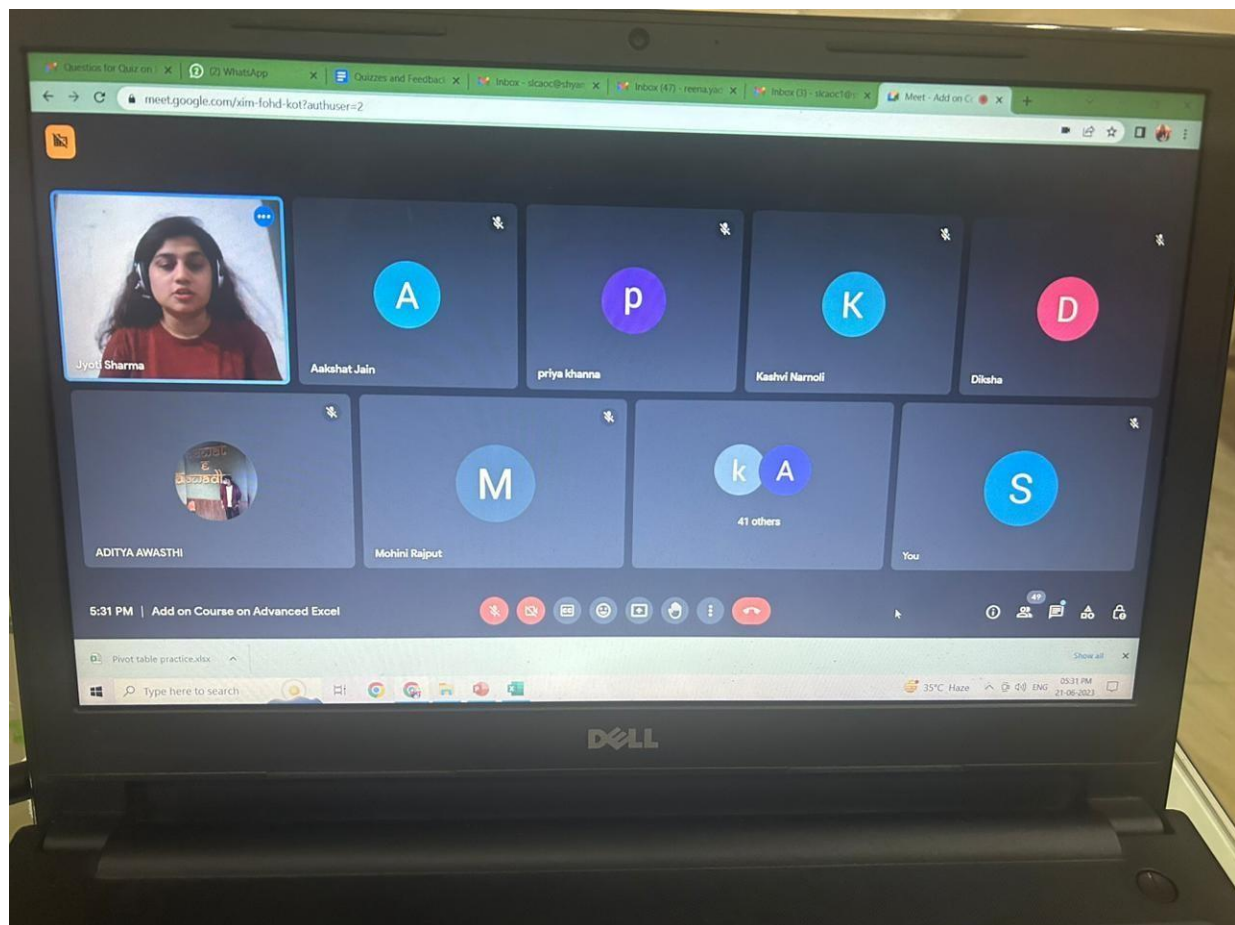
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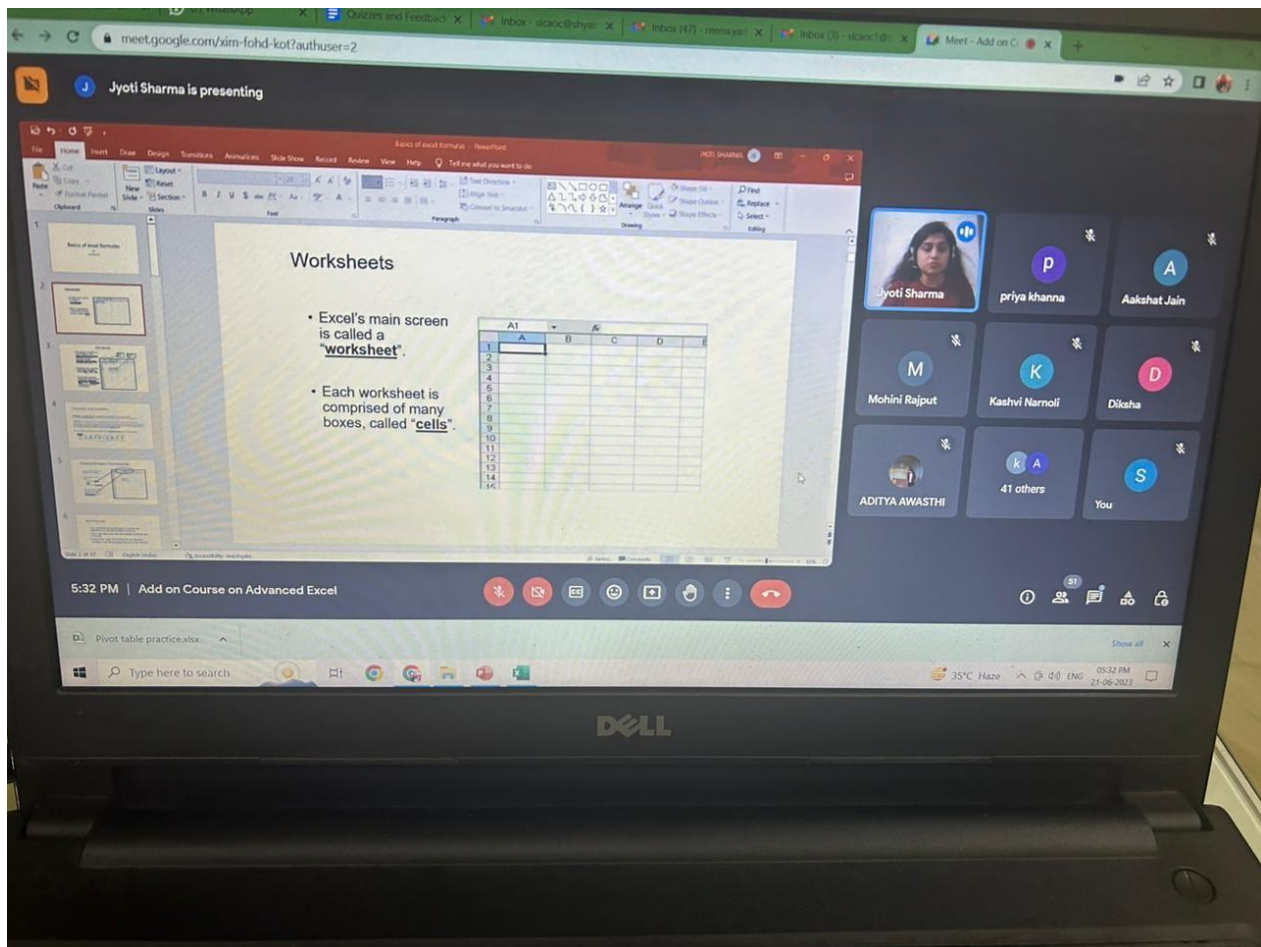
Session 2: Excel Formula by Ms. Ms. Jyoti Sharma, Assistant Professor at Shyam Lal College, University of Delhi

The second part of the session on the basic formulae on mathematical operations such as sum, average, minimum, maximum, square root, round, now, today etc. was taken by Ms. Jyoti Sharma, Assistant Professor at Shyam Lal College, University of Delhi. She also discussed formula bar, order of operations, cell reference: absolute, relative and mixed.

A quiz was conducted at the end of the session to evaluate students' learning from the session. Students were also asked to fill a feedback form.

The session was concluded with a vote of thanks presentation by Ms. Priya Khanna, Assistant Professor, Shyam Lal College.





QUIZ LINK <https://forms.gle/4qby3rDWuSoRxCKk8>

FEEDBACK LINK <https://forms.gle/7UgkcEjgdvmKenFm9>

Day 4: June 22, 2023

Session 1: “Excel Formula” by Ms. Shweta, Assistant Professor at Shyam Lal College, University of Delhi

On 22nd June 2023, it was the fourth day of add-on course on “Advanced Excel”. The session was on “Excel Formulae”. The session was attended by around 50 participants.

The first session was on statistical formulas taken by Ms. Shweta, Assistant Professor at Shyam Lal College, University of Delhi. She discussed functions like correl, countif, frequency etc.

Meet - xim-fohd-kot

meet.google.com/xim-fohd-kot?authuser=1

shweta gautam is presenting

Statistical function

CORREL function

The CORREL function returns the correlation coefficient of two cell ranges. Use the correlation coefficient to measure the relationship between two variables. For example, you can describe the relationship between a student's average temperature and the use of air conditioning.

Syntax

CORREL(array1, array2)

The CORREL function uses the following arguments:

- array1 Required argument. A range of cells or array.
- array2 Required argument. A range of cells or array.

Click to add notes

shweta gautam

Shyam Lal College

ADITYA AWASTHI

Diksha

DEVANSH SUGLA

Aakshat Jain

Shyam Lal College

40 others

You

4:49 PM | xim-fohd-kot

Meet - xim-fohd-kot

meet.google.com/xim-fohd-kot?authuser=1

shweta gautam is presenting

Excel spreadsheet showing various statistical functions:

- Average (A3:A7, 11): 15.33333
- CORREL: 0.77082
- COUNT: 7
- COUNTIF: 7
- COUNTBLANK: 1
- COUNTIF(A21:A24, "RAM"): 3

shweta gautam

khushi yadav

ADITYA AWASTHI

Shyam Lal College

Priya

Aakshat Jain

2842-G Sangeet...

43 others

You

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QUIZ LINK <https://forms.gle/afxazgAoDTJkVjAR9>

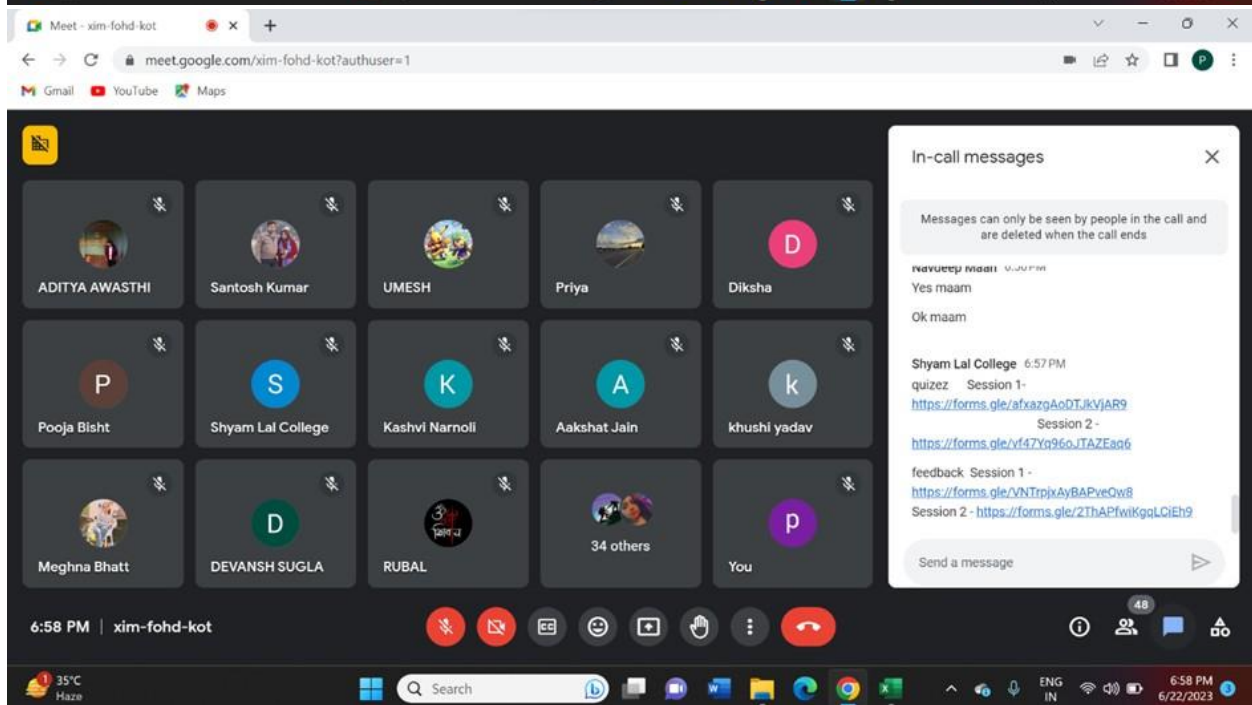
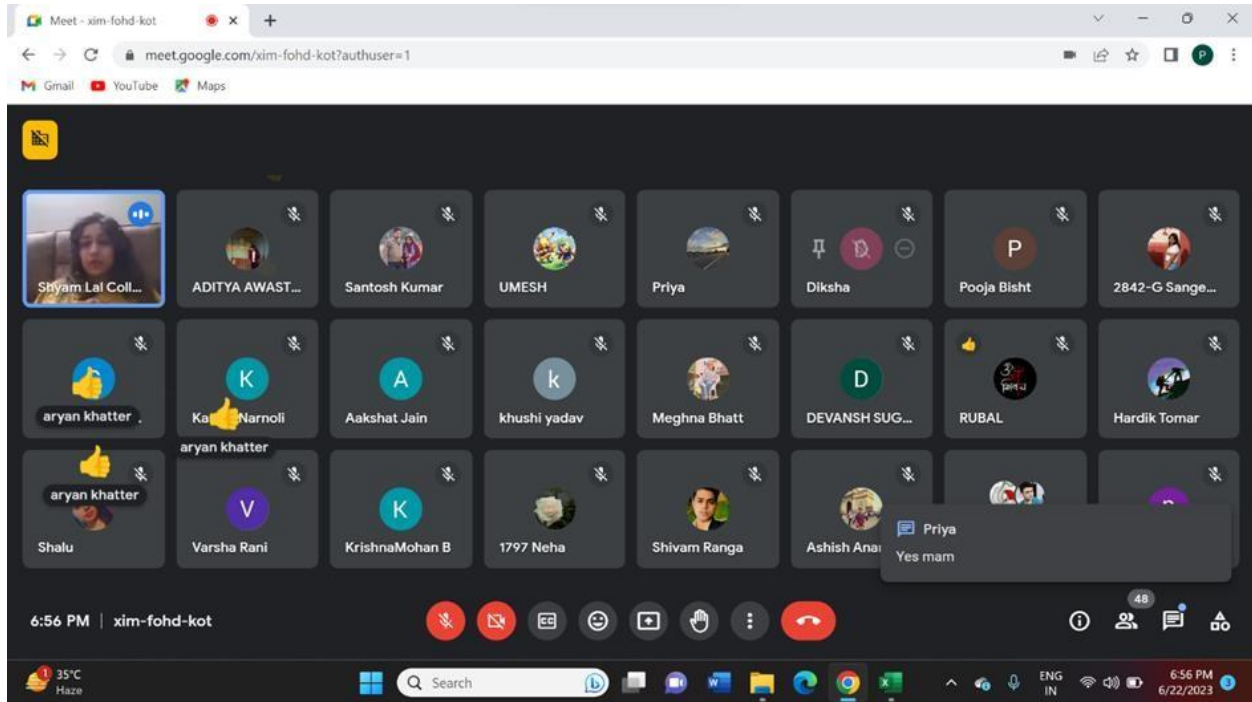
FEEDBACK LINK <https://forms.gle/VNTrpJxAYBAPveQw8>

Session 2: “Excel Formula” by Dr. Himanshi Kalra, Assistant Professor at Shyam Lal College, University of Delhi

The second part of the session on the topic basics of excel and its formulae was taken by Dr. Himanshi Kalra, Assistant Professor at Shyam Lal College, University of Delhi.

At the end of the session, a quiz link was shared with students to assess their learning from the session. Students’ feedback was also sought.

The session was concluded with a vote of thanks by Ms. Priya Khanna, Assistant Professor, Shyam Lal College.



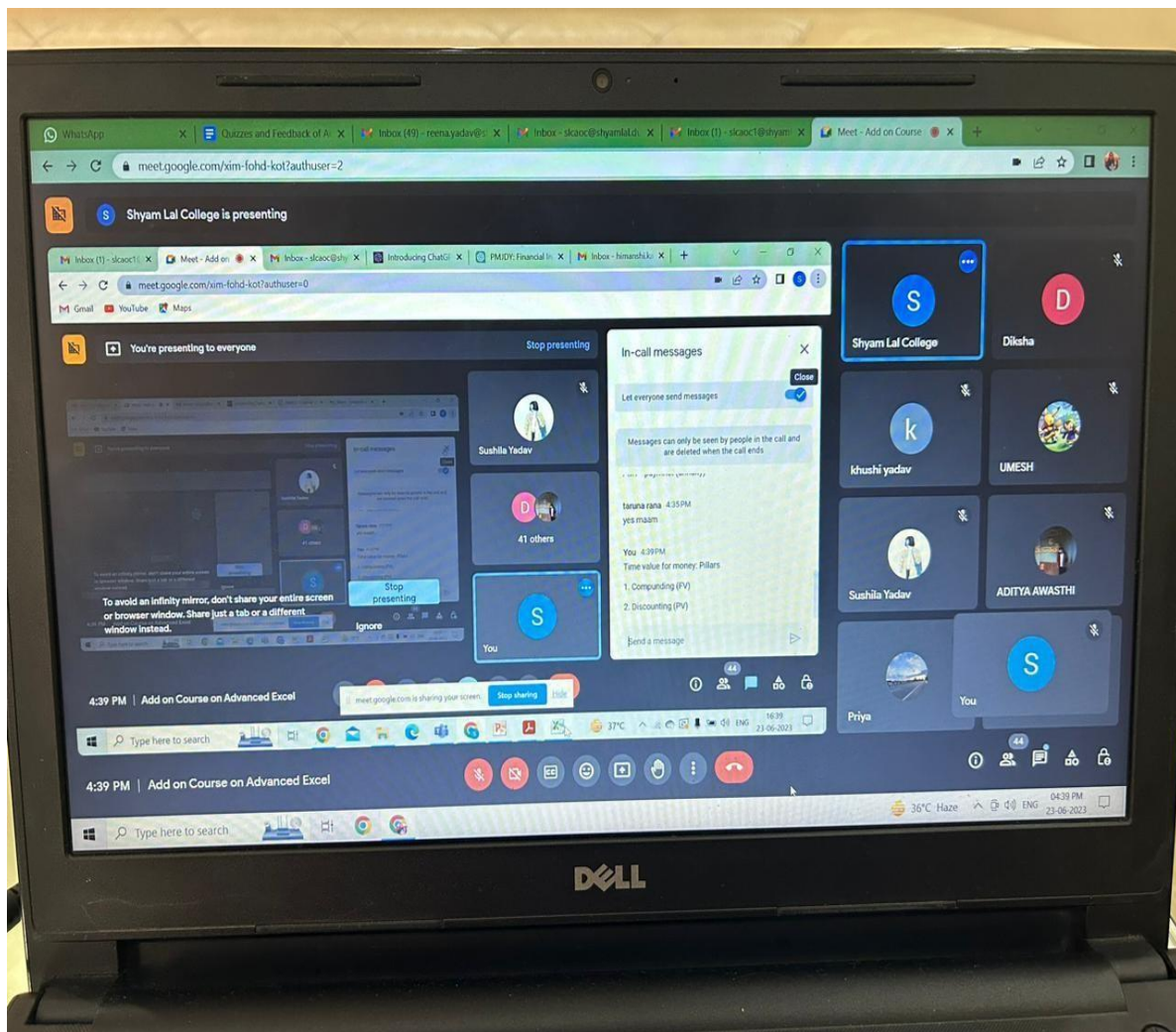
QUIZ LINK <https://forms.gle/vf47Yq96oJTAZEaq6>

FEEDBACK LINK <https://forms.gle/2ThAPfwiKggLCiEh9>

Day 5: June 23, 2023

Session 1: “Excel Formula” by Mr. Mr. Sachin Kumar, Associate Director, KPMG Digital Consulting
On 23rd June 2023, it was the fifth day of add on course on “Advanced Excel”. The session was on “Excel Formulae”. The session was attended by around 50 participants.

The first session was taken by Mr. Sachin Kumar, Associate Director, KPMG Digital Consulting. He discussed the actual data and how they work on actual data to provide the participants a hand on the actual data. The students were keenly engrossed in the session.

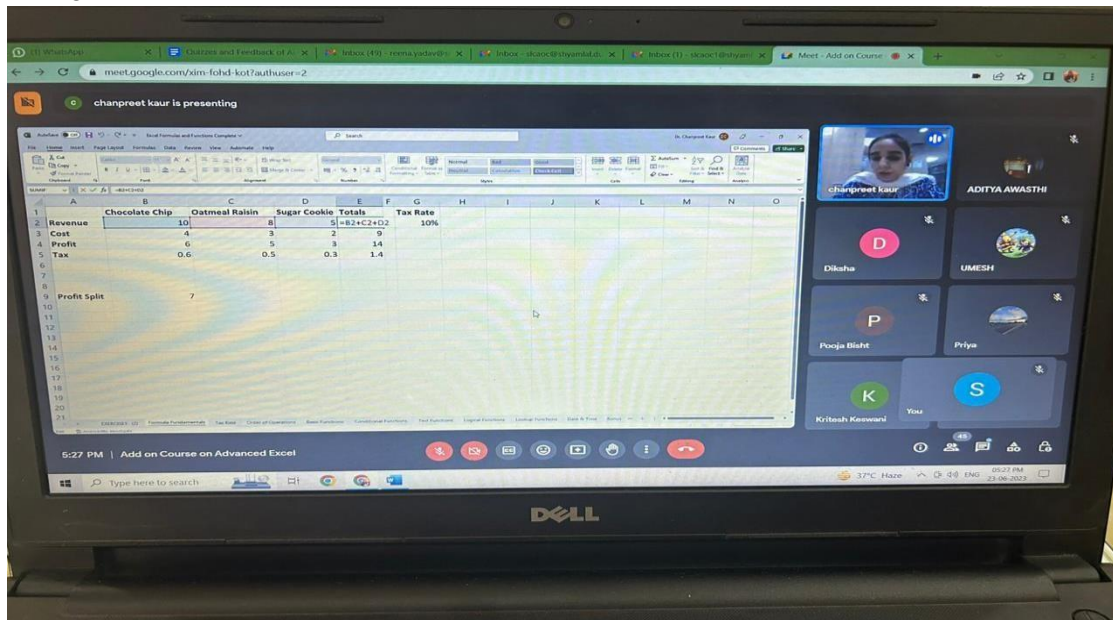


Session 2: “Excel Formula” by Dr. Chanpreet Kaur, Assistant Professor at Amity University, Noida

The second session was taken by Ms. Chanpreet Kaur, Assistant Professor, Amity University. She discussed the basic functions and then moved towards discussing conditional functions, text functions, lookup functions and logical functions.

At the end of the session, quiz links for both the sessions were shared with students to assess their learning from the session. Students’ feedback was also sought.

The session was concluded with a vote of thanks by Ms. Reena Yadav, Assistant Professor, Shyam Lal College.



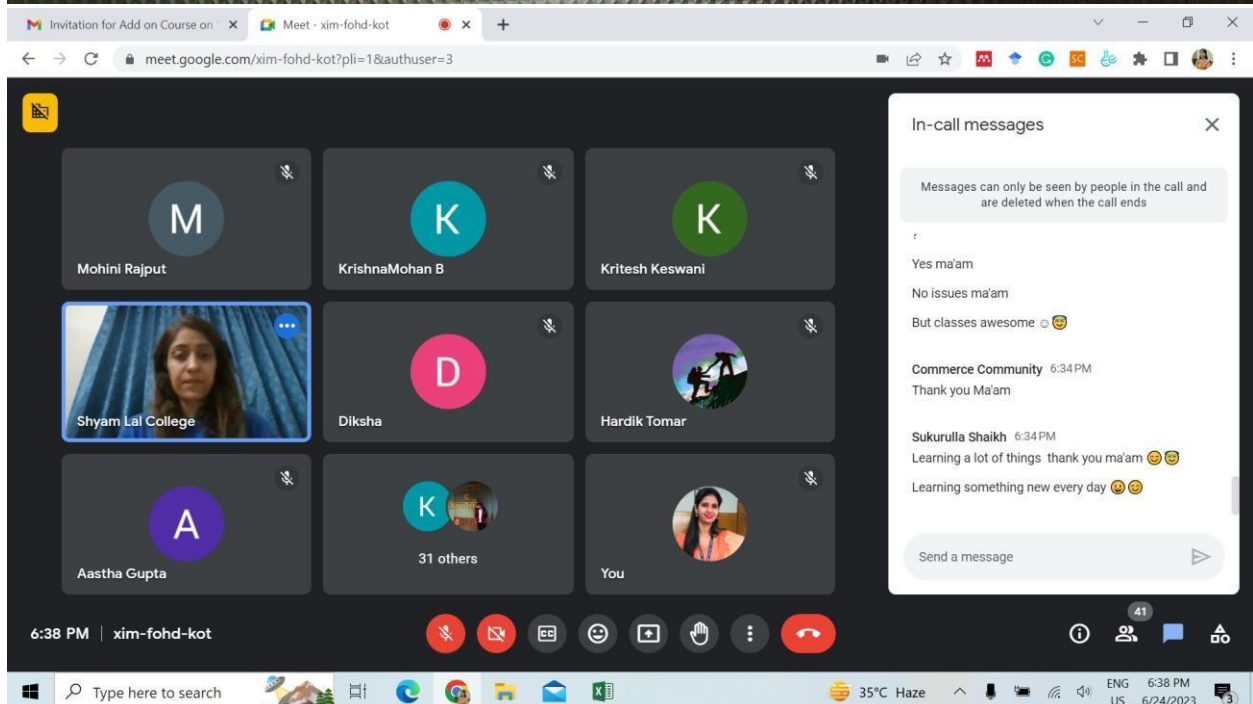
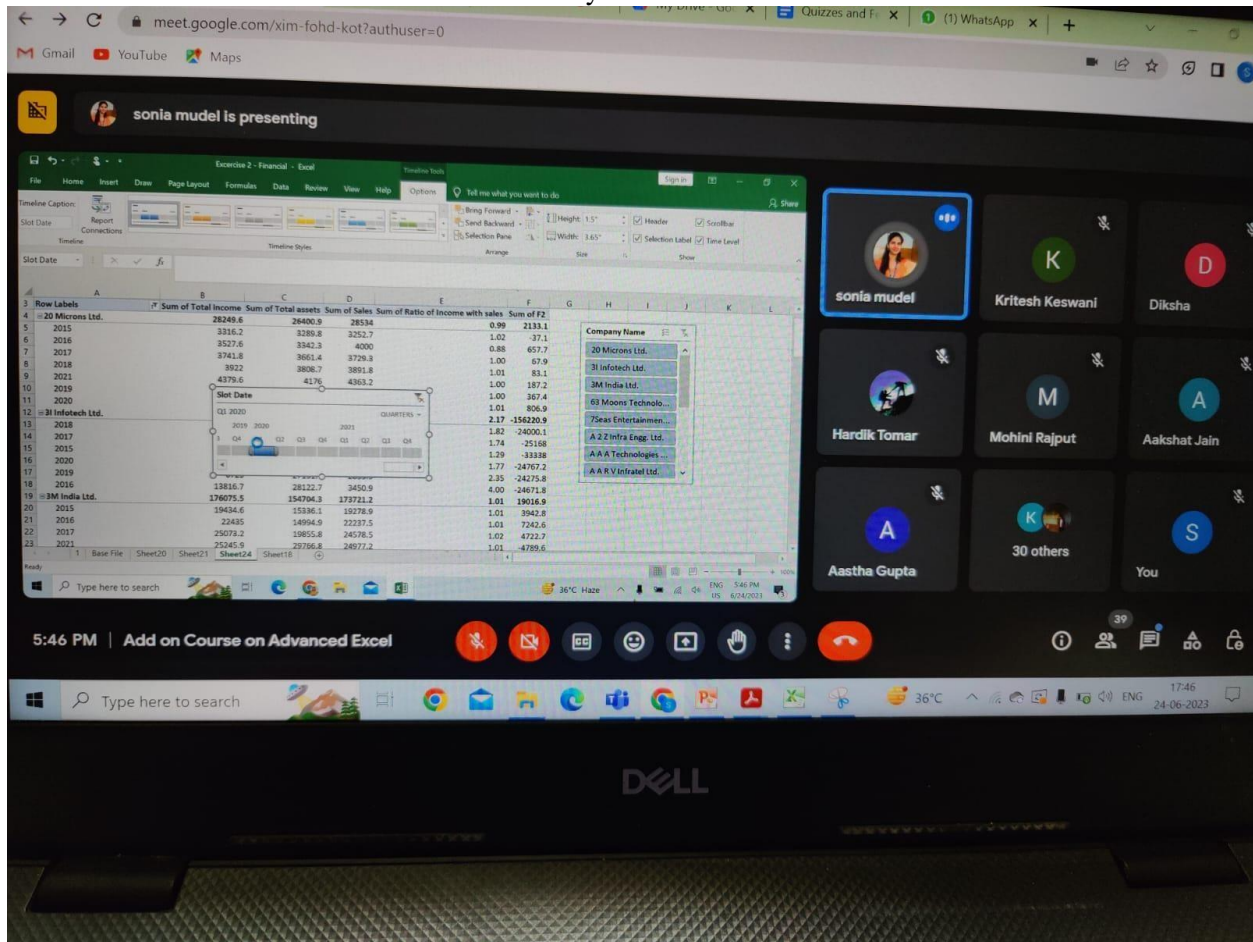
QUIZ LINK <https://forms.gle/akfbqprp4tSu3dpP7>

FEEDBACK LINK <https://forms.gle/94481sLuJN84KTZ87>

Day 6: “Advanced Pivot Table” by Ms. Sonia Mudel, Assistant Professor, Shyam Lal College, University of Delhi

The "Advanced Pivot Table" session conducted by Sonia Mudel, an esteemed Assistant Professor, Shyam Lal College aimed to empower participants with the knowledge and skills required to leverage the full potential of pivot tables for data analysis. With her expertise in the field and a passion for data-driven decision making, Mudel facilitated an engaging and insightful session that highlighted the advanced functionalities and applications of pivot tables. She discussed advanced calculations and formulas like index and match within pivot tables, data grouping, slicers and timelines, advanced formatting and customization through design and analysis of pivot tables etc.

Throughout the session, Mudel shared real-world examples and case studies that showcased the practical applications of advanced pivot table techniques. Participants gained valuable insights into how these techniques could be applied in diverse domains, including finance, marketing, and operations. Session was ended with a formal vote of thanks by Dr. Himanshi Kalra.



QUIZ LINK <https://forms.gle/NKVyKMCZ21wdLtpg9>

FEEDBACK LINK <https://forms.gle/HHCdxkwuQbYWQL5G7>

Day 7: June 25, 2023

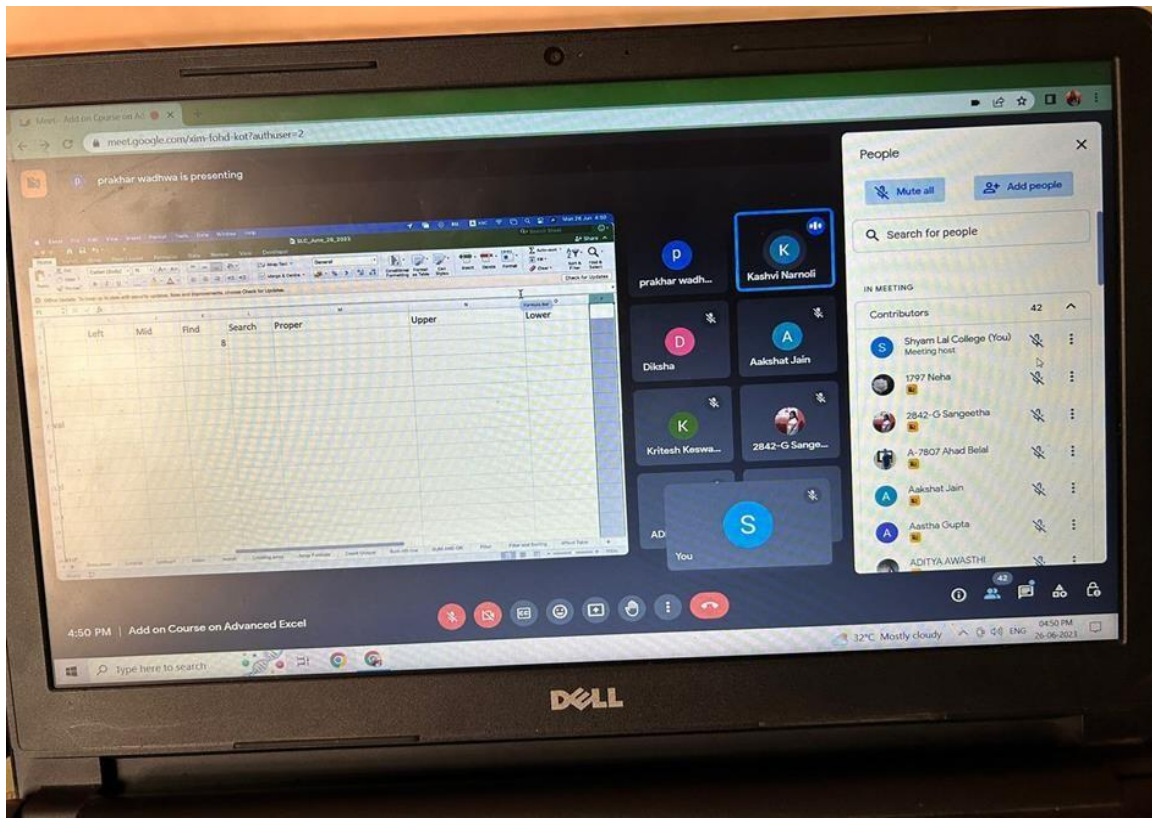
It is an off day on account of Sunday and to complete the continuous assessments given during the classes

Day 8: June 26, 2023

Session: “Data Analysis” by Mr. Prakhar Wadhwa, Assistant Professor, Ramanujan College, University of Delhi

The session conducted by Mr. Prakhar Wadhwa on the topic “Data Analysis” was an enlightening experience aimed at equipping participants with the necessary skills to effectively analyze and interpret data using Excel's robust features. With his extensive knowledge and expertise in data analysis, Wadhwa delivered an informative and practical session that empowered attendees to harness the power of Excel for data-driven decision making. The session covered a wide range of key concepts related to data analysis like data cleaning and preparation, functions (VLOOKUP, XLOOKUP, INDEX), formulas and data visualization in Excel, enabling participants to develop a solid foundation in this field.

He provided working sheets to students and made the session very useful by giving a hands-on experience to students. The session has been concluded with presentation of vote of thanks by Dr. Manisha, Assistant Professor, Shyam Lal College.



FEEDBACK LINK <https://forms.gle/cECf2ZXFQjUHXQsN7>

Day 9: June 27, 2023

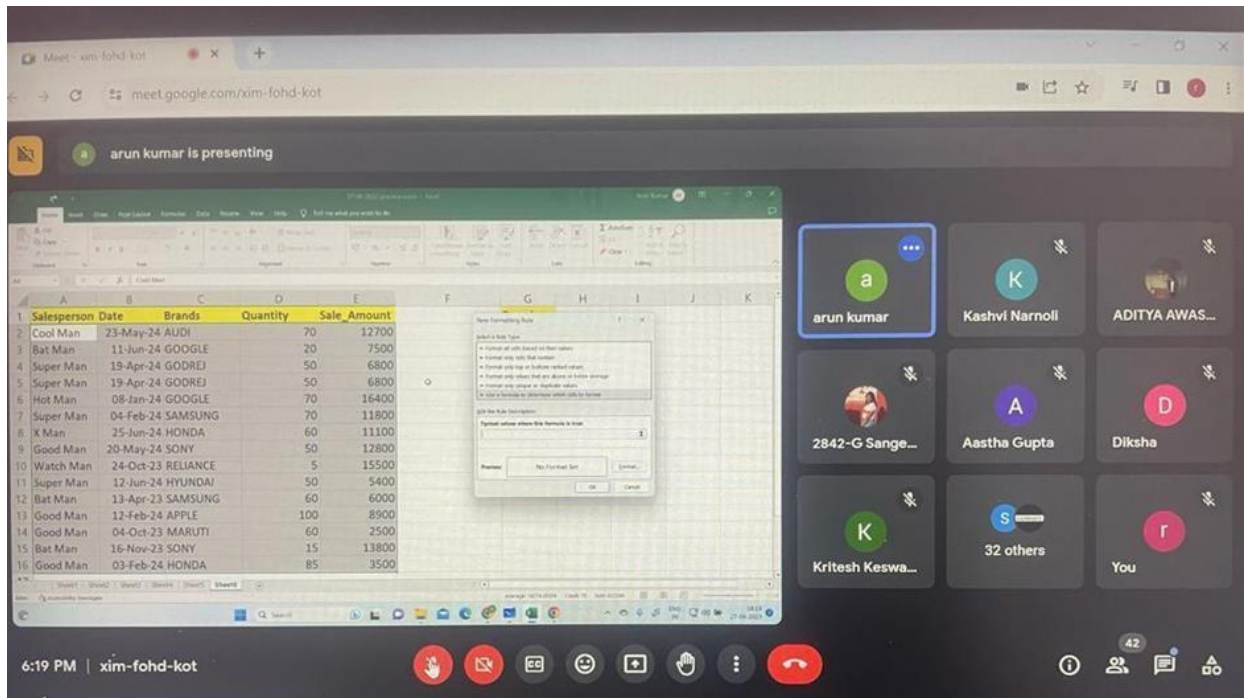
Session : “Data Analysis” by Mr. Arun Kumar, Assistant Professor at Dyal Singh College, University of Delhi

On 27th June 2023, another interesting session of add on course on “Advanced Excel” was organized. The resource person of the session was Mr. Arun Kumar, Assistant Professor at Dyal Singh College, University of Delhi. The session was attended by more than 40 participants across University of Delhi.

In the beginning of the session, Mr. Arun Kumar explained to the students about the use of the “Data” tab in advanced excel in the most simplified manner. He used some of the interesting tools including sorting, data validation and conditional formatting and taught them in a student-friendly way. He resolved all the queries of the participants. The students learned the relevant functions and enjoyed attending the session.

The session has been concluded with presentation of vote of thanks by Ms. Radha Bhola, Assistant Professor, Shyam Lal College.





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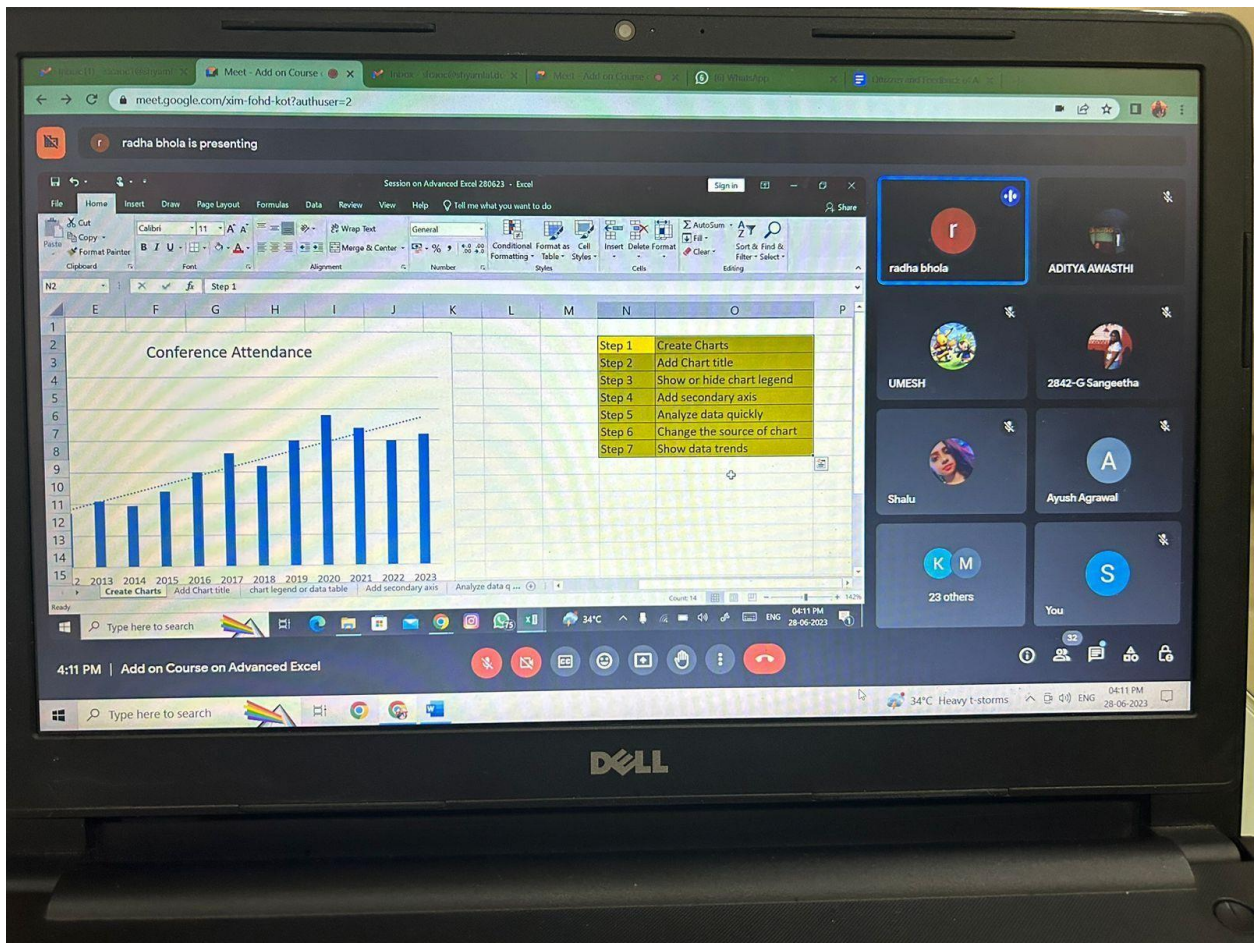
FEEDBACK LINK <https://forms.gle/dworU4QHKb5nFcT5A>

Day 10: June 28, 2023

Session 1: “Excel Charts” by Ms. Radha Bola, Assistant Professor, Shyam Lal College, University of Delhi

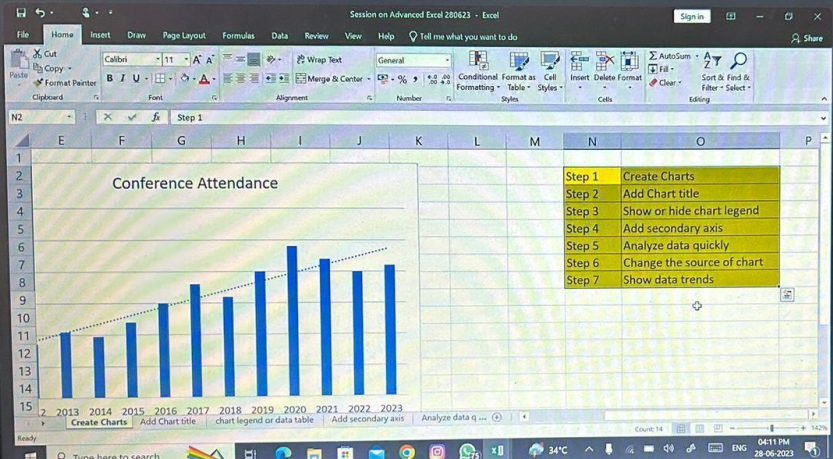
It was day 10 of Advanced Excel add on course. Session was conducted by Ms. Radha Bola on Excel charts.

During the session conducted by Ms. Radha Bola, she provided an overview of the basics of Excel charts. Excel charts are graphical representations of data that allow users to visualize and analyze information effectively. Ms. Radha explained that Excel offers a variety of chart types, such as column, bar, line, pie, and scatter charts, each suitable for different types of data analysis. She demonstrated how to create charts by selecting data ranges and applying the appropriate chart type. She also highlighted the importance of customizing labels, titles, and legends to enhance the clarity of the chart. Overall, Ms. Radha's session provided a foundational understanding of Excel charts and their application in data analysis and presentation.



meet.google.com/sim-fohd-kot?authuser=2

radha bhola is presenting



radha bhola

ADITYA AWASTHI

UMESH

2842-G Sangeetha

Shalu

Ayush Agrawal

K M

23 others

S

You

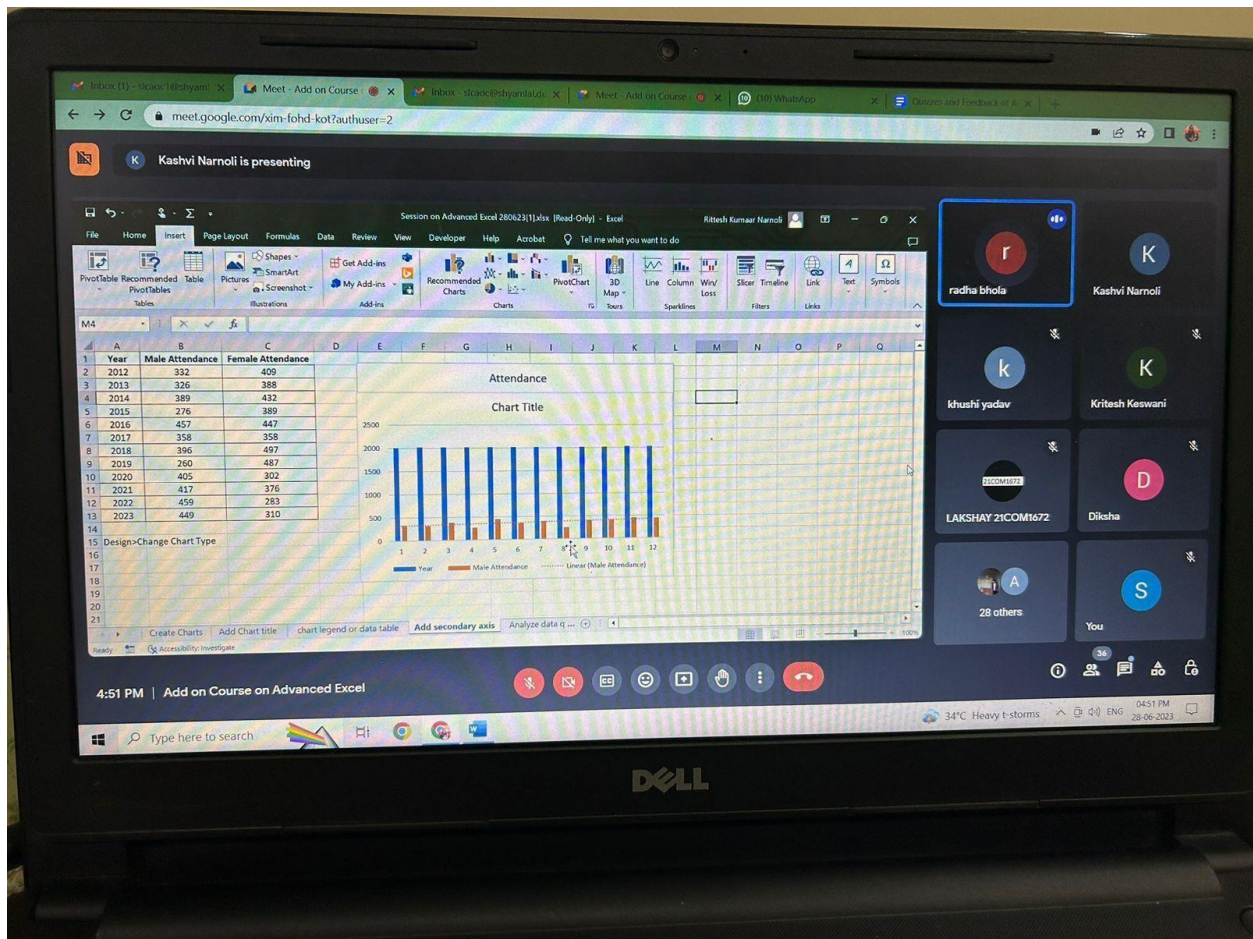
4:11 PM | Add on Course on Advanced Excel

Type here to search

DELL

34°C Heavy t-storms

04:11 PM 28-06-2023



QUIZ LINK <https://forms.gle/PnJoMCzkwjgHjdD96>

FEEDBACK LINK <https://forms.gle/y8duAe4zazSS5mjw9>

Session 2: “Excel Charts” by Dr. Megha Jain, Assistant Professor, Shyam Lal College, University of Delhi

The resource person of the second session on Excel charts was Dr. Megha Jain. In the Excel chart session conducted by Dr. Megha Jain, participants were introduced to advanced Excel chart techniques. Dr. Jain provided a comprehensive overview of various advanced chart types, she demonstrated how to create the charts, customize chart elements, and effectively present data insights. Participants learned how to apply these advanced charting techniques to analyze complex data sets and communicate information visually. Dr. Jain's session was highly informative, equipping attendees with the skills to create impactful visualizations in Excel and enhance their data analysis capabilities.

Session was concluded with a vote of thanks and finally quizzes and feedback of the sessions were circulated among the participants.

QUIZ LINK <https://forms.gle/cR4SUHwo7TvEumqh8>

FEEDBACK LINK <https://forms.gle/VeqKj4VmwAvjieQg7>

Day 11: June 29, 2023

Session: Internal Assessment and Valedictory of the course

The Internal Assessment aimed to gauge the participants' understanding and application of advanced Excel concepts. Students were given tasks that required them to create complex charts, perform data analysis using advanced functions, and generate comprehensive reports. The assessment provided an opportunity for students to showcase their proficiency in Excel and demonstrate their ability to apply the acquired knowledge in real-world scenarios.

The Internal Assessment and Valedictory Session of a 30-hour Value Added Course on “Advanced Excel” organized by the Department of Commerce in Collaboration with IQAC, Shyam Lal College (SLC) took place on 29th June, 2023 on google meet platform. It served as a testament to the students' commitment and hard work. The event not only recognized their accomplishments but also highlighted the importance of Excel proficiency in today's professional landscape. The course, with its comprehensive curriculum and practical approach, equipped the participants with valuable skills that will undoubtedly contribute to their future success. Session was ended with a vote of thanks. It was an enriching experience to conduct this course shared by conveners of the course. Participants' valuable feedback boosts the morale of the organizing team.

ORGANISING TEAM

Patron & Principal – Prof. Rabi Narayan Kar

IQAC Director – Prof. Kusha Tiwari

Teacher-in-Charge – Prof. Ruchika Ramakrishnan

Conveners – Ms. Reena Yadav, Ms. Sonia Mudel & Dr. Himanshi Kalra