Rajeev Institute of Technology, Hassan

Department of Management Studies

Workshop on

Microsoft Excel For Managers

by

BUSINESS TOYS

Date: 15-09-2022 to

16-09-2022

RAJEEV INSTITUTE OF TECHNOLOGY

Plot # 1 (D), Growth Centre, Bangalore-Mangalore Bypass Road, HASSAN- 573 201, KARNATAKA
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Overview

Organized Two Days Workshop on Microsoft Excel for Managers.
This course is mandatory for people who deal with Data in a big or small way irrespective of the profession/business they take up. Especially, people who heavily chum out data for insights can achieve greater productivity levels using Microsoft Excel.

Topics covered:

Sessions: (Analytics across Management functions)

Excel Based Lab.

Responsibilities of Institute:

- To provide the list and profile of the participants to Business Toys for certificate and record purposes and ensure that participants meet the pre- requisites for the course

- To help Business Toys to co-develop the curriculum of the program if required

- To provide the required infrastructure and other support

- To assign a single point of contact (SPOC) to co-ordinate with Business Toys for smooth delivery of courses

- To confirm the schedule at least 15 days in advance of course commencement

Benefits of attending:

At the end of the session the participants were able to learn :
1. Know How to use Excel's features in a productive way,
2. Know How to build powerful formulas,
3. Make Dynamic charts, Interactive Dashboards and use other visualization features,
4. Learn various intricacies of Microsoft Excel environment.

Detailed Schedule:

Day 1:

- Let's Hug

- Key Objectives and road map of the Programme

- Pre -Programme Assessment

- Nuts and bolts of Excel

- **Case 1**: Xiaomi Data (Aroma of data case study)

  - Data analysis using Pivot Table

  - Data visualization using Pivot Charts

- **Case 2**: ICICI Credit Card Case

  - Statistical functions

  - Logical functions

  - Conditional functions

  - If Statements

- **Case 3**: Filters & Conditional Formatting

  - Types of filters

  - Advanced filtering techniques

  - Formatting sells based on conditional statements

Day 2:

- **Case 4**: Performance Appraisal

  - V Lookup

  - Cell Locking / Cell freezing

  - Appraisal Report Preparation

- **Case 5**: Meeting Tracker

  - H Lookup

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- Dashboard Building

- Automation of Dashboard

- Linking V Lookup with H Lookup

- **Case 6**: Data Organization

  - Data Structuring

  - Data Cleaning

  - Tabulation

  - Data formatting

  - Filtering & Sorting Techniques

- **Case 7**: Parametric Test

  - Introduction to Inferential Statistics

  - Hypothesis testing

  - Correlation Study

  - T Test (Parametric Test) implementation

  - Evaluation of T Test with P value

- **Case 8**: Non-Parametric test

  - Chi – Square (Non-Parametric Test) implementation

  - Evaluation of T Test with P value

  - Evaluation of Chi – Square Test with P value

- **Hackathon I**: Skill assessment competition

REPORT

Activity Name	A Two days Workshop on Microsoft Excel For Managers
Title	Workshop on Microsoft Excel For Managers
Objective	This course is mandatory for people who deal with Data in a big or small way irrespective of the profession/business they take up. Especially, people who heavily chum out data for insights can achieve greater productivity levels using Microsoft Excel.
Date of Activity	15.09.2022 to 16-09.2022
Mode of Conduct	Offline
Time	Two Days
Speaker	Mr. Manikantha and Uttam Tiwari from Business Toys Trainers and consultants
Mandatory/Elective	Mandatory
Participants	All Faculties and Students

Description

Organized Two Days Workshop on Microsoft Excel for Managers.
This course is mandatory for people who deal with Data in a big or small way irrespective of the profession/business they take up. Especially, people who heavily chum out data for insights can achieve greater productivity levels using Microsoft Excel.

Duration:

This is a Three full-day intensive workshop which includes Two days for content explanation and One day for rigorous practice. All the participants will be given home work after the practice sessions. Six months web-support will be given for them to post any doubts on my website's forum. We can even tailor the course curriculum to match up with the student's requirements and understanding levels

Style of Teaching:

Entire workshop session will be run in a problem-solution approach. & take up a Business scenario create a challenge in terms of data analysis and try to solve it using Excel's functionality. Later I make the problem more complex and solve it by a choice of Excel functions or features or formulas.

Excel for Managers Day 1

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Topics Covered

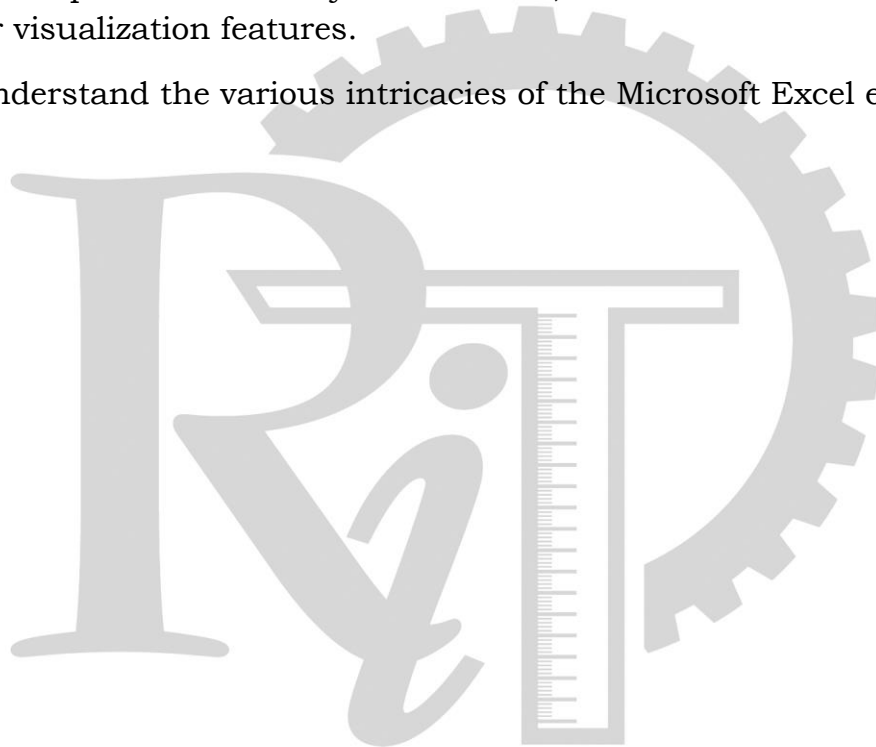| Date	Trainer	Topics Covered
15/09/2022	Dhanesh Solanki	Data analysis using Pivot Table
15/09/2022	Dhanesh Solanki	Data visualization using Pivot Charts
15/09/2022	Dhanesh Solanki	Statistical functions
15/09/2022	Dhanesh Solanki	Logical functions
15/09/2022	Dhanesh Solanki	Conditional functions
15/09/2022	Dhanesh Solanki	If Statements
15/09/2022	Dhanesh Solanki	Types of filters
15/09/2022	Dhanesh Solanki	Advanced filtering techniques
15/09/2022	Dhanesh Solanki	Formatting sells based on
15/09/2022	Dhanesh Solanki	conditional statements
16/09/2022	Omkar Raikar	V Lookup
16/09/2022	Omkar Raikar	Cell Locking / Cell freezing
16/09/2022	Omkar Raikar	Appraisal Report Preparation
16/09/2022	Omkar Raikar	H Lookup
16/09/2022	Omkar Raikar	Dashboard Building
16/09/2022	Omkar Raikar	Automation of Dashboard
16/09/2022	Omkar Raikar	Data Structuring
16/09/2022	Omkar Raikar	Data Cleaning

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16/09/2022	Omkar Raikar	Tabulation
16/09/2022	Omkar Raikar	Data formatting
16/09/2022	Omkar Raikar	Filtering & Sorting Techniques
16/09/2022	Omkar Raikar	Introduction to Inferential Statistics
16/09/2022	Omkar Raikar	Hypothesis testing
16/09/2022	Omkar Raikar	Correlation Study
16/09/2022	Dhanesh Solanki	T Test (Parametric Test) implementation
16/09/2022	Dhanesh Solanki	Evaluation of T Test with P value
16/09/2022	Dhanesh Solanki	Chi – Square (Non-Parametric Test) implementation
16/09/2022	Dhanesh Solanki	Evaluation of T Test with P value
16/09/2022	Dhanesh Solanki	Evaluation of Chi – Square Test with P value
16/09/2022	Dhanesh Solanki	Chi – Square (Non-Parametric Test) implementation
16/09/2022	Dhanesh Solanki & Omkar Raikar	**Hackathon** : Skill assessment competition

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Outcome of the Workshop:

1. Students increased familiarity and exposure with Excel's most powerful functions, features, and formulas.

2. Students are able to use Excel's features in a productive manner.

3. Students are Proficient in building powerful formulas.

4. Students are Capable to create dynamic charts, interactive dashboards, and utilize other visualization features.

5. Students understand the various intricacies of the Microsoft Excel environment.

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Trainers Profile

Dhanesh Solanki

Dhanesh is Principal Engineer at Harman Connected Services and he has also worked for Sigma-Aldrich, IBM, IntelligenceNode, Lehrson Group, NSTC, Colortokens, LockSchuppen. He has 12+ years of Data Science relevant experience in developing and deploying end-to-end Data Solutions and products.

Dhanesh is an alumnus of BITS Pilani and he is currently perusing his PhD from India Statistical Institute, Bangalore.

Omkar Raikar

Omkar heads Global Operations & Delivery of Analytics Products and solutions at Basal Analytics. He is also a co- founder at Business Toys Pvt. Ltd. Omkar has overall 9 years of Data Science experience with expertise in advanced Data Science applications like Natural Language Processing, Machine Learning, AI Product Development, etc. across domains like Healthcare, E-commerce, Finance, Business Strategy and Education technologies.

He has Post Graduate Degree in Management & Technology and B. Tech degree in computer Science.

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Feedback form of "Excel for Managers" workshop

Trainer: Dhanesh Solanki

nayak.muralidar@rithassan.ac.in Switch account

Not shared

* Indicates required question

Name *

Your answer

USN *

Your answer

E-mail *

Your answer

How was the content of the Training? *

○ Excellent

○ Good

○ Average

○ Poor

Was the content useful for your career? *

○ Yes

○ No

○ Maybe

Overall rating of the trainer *

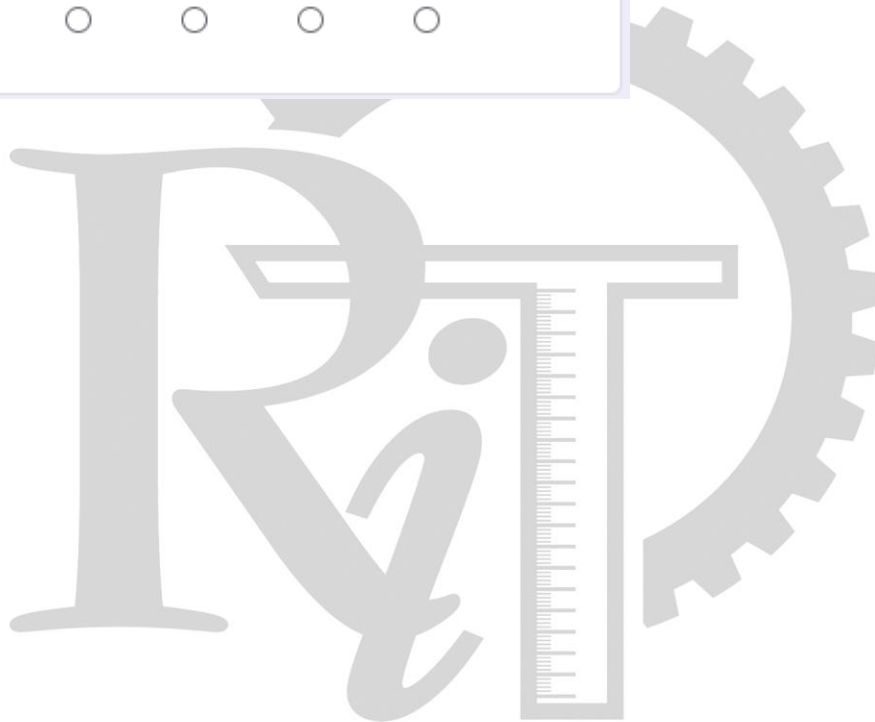|	1	2	3	4	5
	○	○	○	○	○

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Feedback form of "Excel for Managers" workshop

Trainer: Omkar Prabhu

nayak.muralidar@rithassan.ac.in Switch account

Not shared

* Indicates required question

Name *

Your answer

USN *

Your answer

E-mail *

Your answer

How was the content of the Training? *

○ Excellent

○ Good

○ Average

○ Poor

Was the content useful for your career? *

○ Yes

○ No

○ Maybe

Overall rating of the trainer *

	1	2	3	4	5
	○	○	○	○	○

Overall rating of the training *

	1	2	3	4	5
	○	○	○	○	○

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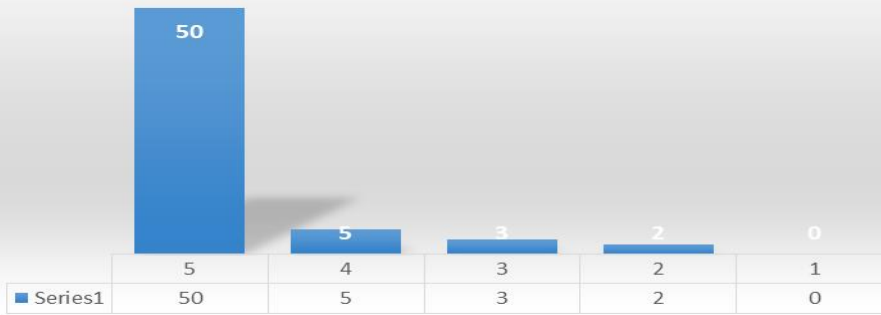
Overall Rating of the Trainer

	5	4	3	2	1
Series1	50	5	3	2	0

Was the content useful for the career
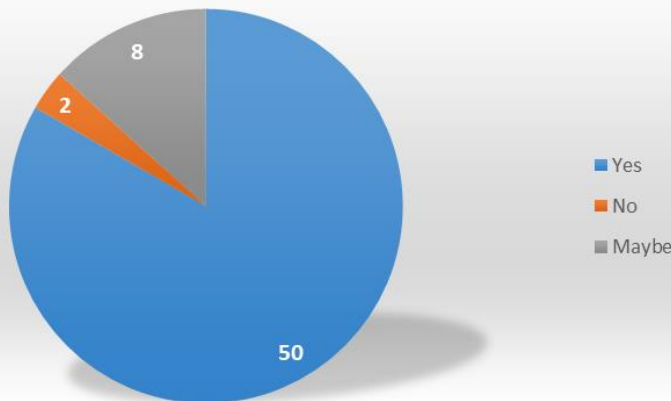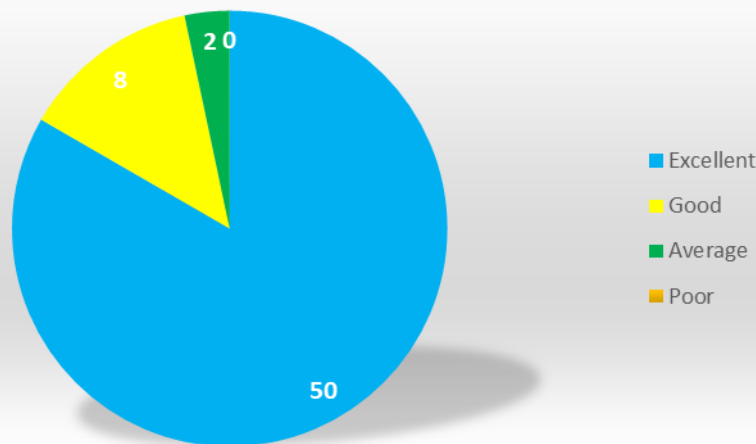
- Yes — 50
- No — 2
- Maybe — 8

Content of the training

- Excellent — 50
- Good — 8
- Average — 2
- Poor — 0

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Date: 15.09.2022

Excel for Business Analytics
Workshop Attendance

Sl. No	Student Name	USN	Student Signature Morning	Student Signature Afternoon
1	Aishwarya K S	4RA21BA001	Aishwarya	Aishwarya
2	Ambika N D	4RA21BA002	Ambika N.D	Ambika N.D
3	Amith H M	4RA21BA003	Amith HM	Amith HM
4	Amulya A P	4RA21BA004	Amulya A.P	Amulya A.P
5	Anjali G P	4RA21BA005	Anjali G.P	Anjali G.P
6	Ankitha H J	4RA21BA006	Ankitha.H.J	Ankitha.H.J
7	Arpitha C M	4RA21BA007	Arpitha CM	Arpitha CM
8	Arshiya Bhanu	4RA21BA008	Arshiya Bhanu	Arshiya Bhanu
9	Ashwini D C	4RA21BA009	Ashwini D.C	Ashwini D.C
10	Aviksha Kavya Bajagur	4RA21BA010	Aviksha	Aviksha
11	Ayeza Ameen	4RA21BA011	Ayeza Ameen	Ayeza Ameen
12	Bharathi S K	4RA21BA012	Bharathi S.k	Bharathi S.k
13	Bhavya UG	4RA21BA013	Bhavya K.G	Bhavya K.G
14	D K Sahana	4RA21BA014	Sahana DK	Sahana DK
15	Darshan H R	4RA21BA015	Darsha HR	Darsha HR
16	Eshwari K R	4RA21BA016	Eshwari K.R	Eshwari K.R
17	Farhinakhanbakshi	4RA21BA017	Farin Khan	Farin Khan
18	Harshitha N R	4RA21BA018	Harshitha.N.R	Harshitha.N.R
19	Harshitha V	4RA21BA019	Harshitha.v.	Harshitha.V.
20	Impana	4RA21BA020	Impana	Impana
21	Ismail Zabiulla	4RA21BA021		
22	Kamala	4RA21BA022	Kamala	Kamala
23	Kiran R	4RA21BA023	Kiran	Kiran
24	Kumaraswamy	4RA21BA024	Kumaraswamy	Kumaraswamy
25	Lavanya H S	4RA21BA025	Lavanya H.S	Lavanya H.S
26	M N Adarsha	4RA21BA026	Adarsha mn.	Adarsha mn
27	Madhu P M	4RA21BA027	Madhu.P.M	Madhu.P.M
28	Madhushree H H	4RA21BA028	Madhushree	Madhushree
29	Manoj C C	4RA21BA029	Manoj.C.C	Manoj.C.C
30	Manoj T N	4RA21BA030	Manoj.T.N	Manoj.T.N
31	Mithan M	4RA21BA031	Mithan	Mithan
32	Mohammed Ismail	4RA21BA032	Mohammed Ismail	Mohammed Ismail

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33	Moulya M K	4RA21BA033	Moulya. M.K	Moulya.M.K
34	Mourya G K	4RA21BA034	Mourya a.K	Mourya a.K
35	Muskan	4RA21BA035	Muskan	Muskan
36	Nachith A Y	4RA21BA036	Nachith	Nachith
37	Nandeesha M B	4RA21BA037	Nandeesha m.B	Nandeesha m.B
38	Naveena B M	4RA21BA038	Naveena BM	Naveena BM
39	Parikshith H K	4RA21BA039	Parikshith	Parikshith.
40	Pooja C	4RA21BA040	Pooja. C	Pooja.C.
41	Puneeth A	4RA21BA041	Puneeth	Puneeth.
42	Punithkumar T L	4RA21BA042	Punith T-L	Punith T-L
43	Rakshitha S R	4RA21BA043	Rakshitha S R	Rakshitha SR
44	Ranjitha N	4RA21BA044	Ranjitha.N	Ranjitha.N
45	Rashmi N S	4RA21BA045	Rashmi N.S	Rashmi N.S
46	Ravikiran T	4RA21BA046		
47	Sahana Hebbar S	4RA21BA047	Sahana. S	Sahana. S
48	Sandeepa G S	4RA21BA048	Sandeepa GS	Sandeepa GS
49	Sandya G J	4RA21BA049	Sandya G.J	Sandya G.J
50	Saniya Banu	4RA21BA050	Saniya Bhanu	Saniya Bhanu
51	Sarvesha R	4RA21BA051	Sarvesha R	Sarvesha R
52	Shivani N J	4RA21BA052	Shivani N.J	Shivani N.J
53	Shrideep K H	4RA21BA053	Shreedeep	Shreedeep
54	Shwetha C M	4RA21BA054	Shwetha	Shwetha
55	Stenet P	4RA21BA055	Stenet P	Stenet P
56	Sushmitha K D	4RA21BA056	Sushmitha K.D	Sushmitha K.D
57	Usha C C	4RA21BA057	usha C.C	usha C.C
58	Varshala B S	4RA21BA058	Varshala	Varshala
59	Vidya B V	4RA21BA059	Vidya B.V	Vidya B.V
60	Yashaswini S M	4RA21BA060	Yashaswini.SM	Yashaswini.SM

Faculty Coordinator

HOD

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Date: 16.09.2022

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Workshop Attendance

Sl. No	Student Name	USN	Student Signature	
			Morning	Afternoon
1	Aishwarya K S	4RA21BA001	Aishwarya	Aishwarya
2	Ambika N D	4RA21BA002	Ambika N.D	Ambika ND
3	Amith H M	4RA21BA003	Amith MM	Amith HM
4	Amulya A P	4RA21BA004	Amulya A.P	Amulya A.P
5	Anjali G P	4RA21BA005	Anjali G.P	Anjali G.P
6	Ankitha H J	4RA21BA006	Ankitha.H.J	Ankitha.H.J
7	Arpitha C M	4RA21BA007	Arpitha CM	Arpitha CM
8	Arshiya Bhanu	4RA21BA008	Arshiya Bhanu	Arshiya Bhanu
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11	Ayeza Ameen	4RA21BA011	Ayeza Ameen	Ayeza Ameen
12	Bharathi S K	4RA21BA012	Bharathi	Bharathi
13	Bhavya UG	4RA21BA013	Bhavya K.G	Bhavya K.G
14	D K Sahana	4RA21BA014	Shana DH	Shana DK
15	Darshan H R	4RA21BA015	Darshe HR	Darsh HR
16	Eshwari K R	4RA21BA016	Eshwari. K.R	Eshwari K.R
17	Farhinakhanbakshi	4RA21BA017	Farhina	Farhina
18	Harshitha N R	4RA21BA018	Harshitha.N.R	Harshitha.N.R
19	Harshitha V	4RA21BA019	Harshitha.V.	Harshitha.V.
20	Impana	4RA21BA020	Impana	Impana
21	Ismail Zabiulla	4RA21BA021	Ismail	Ismail
22	Kamala	4RA21BA022	Kamala	Kamala
23	Kiran R	4RA21BA023	Kiran	Kiran
24	Kumaraswamy	4RA21BA024	Kumaraswamy	Kumaraswamy
25	Lavanya H S	4RA21BA025	Lavanya	Lavanya
26	M N Adarsha	4RA21BA026	M.N. Adarsha	M.N Adarsha
27	Madhu P M	4RA21BA027	Madhu. P.M	Madhu .PM
28	Madhushree H H	4RA21BA028	Madhushree	Madhushree
29	Manoj C C	4RA21BA029	Manoj CC	Manoj CC
30	Manoj T N	4RA21BA030	Manoj - TN	Manoj.TN
31	Mithan M	4RA21BA031	Mithan	Mithan
32	Mohammed Ismail	4RA21BA032	Mohammed Ismail	Mohammed Ismail

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35	Muskan	4RA21BA035	Muskan	Muskan
36	Nachith A Y	4RA21BA036	Nachith	Nachith
37	Nandeesha M B	4RA21BA037	Nandisha	Nandisha
38	Naveena B M	4RA21BA038	Naveena BM	Naveena BM.
39	Parikshith H K	4RA21BA039	parikshith	parikshith
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41	Puneeth A	4RA21BA041	Punith	Punith
42	Punithkumar T L	4RA21BA042	Punith TL	Punith TL
43	Rakshitha S R	4RA21BA043	Rakshitha SR	Rakshitha SR
44	Ranjitha N	4RA21BA044	Ranjitha.N	Ranjitha N
45	Rashmi N S	4RA21BA045	Rashmi N S	Rashmi N S
46	Ravikiran T	4RA21BA046	AB	AB
47	Sahana Hebbar S	4RA21BA047	Sahana.S	Sahana.S
48	Sandeepa G S	4RA21BA048	Sandeep GS	Sandeep GS
49	Sandya G J	4RA21BA049	Sandya G.J	Sandya G.J
50	Saniya Banu	4RA21BA050	Saniya	Saniya
51	Sarvesha R	4RA21BA051	Sarvesha R	Sarvesha R
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53	Shrideep K H	4RA21BA053	Shrideep	Shrideep
54	Shwetha C M	4RA21BA054	Shwetha CM	Shwetha CM
55	Stenet P	4RA21BA055	Stent	Stent
56	Sushmitha K D	4RA21BA056	Sushmitha k.D	Sushmitha.k.D
57	Usha C C	4RA21BA057	Usha c. c	Usha c. c
58	Varshala B S	4RA21BA058	Varshala	Varshala
59	Vidya B V	4RA21BA059	vidya B.V	vidya B.V
60	Yashaswini S M	4RA21BA060	Yashaswini. S.M	Yashaswini. S.M

Faculty Coordinator

HOD