



Rajeev Institute of Technology, Hassan

Department of Management Studies

Workshop on

**MS EXCEL FOR
MANAGERS**

by

**Mr. Ravi Kumar
Excel Sage**

Date: 24-09-2018 to
26-09-2018

Report

Activity Name	A Three day Workshop on Microsoft Excel For Managers
Title	Workshop on Microsoft Excel For Big Data Analysis 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	24.09.2018 to 26.09.2018
Mode of Conduct	Offline
Time	Three Days
Speaker	Ravi Kumar
Mandatory/Elective	Mandatory
Participants	All Faculties and Students
Description	<ul style="list-style-type: none"> • Organized Three Days Workshop on Microsoft Excel for Managers. <p>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.</p> <p>Duration:</p> <p>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.</p> <p><u>Style of Teaching:</u></p> <p>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.</p> <p><u>Key Take-aways:</u></p> <p>This training will enable you to familiarize and expose yourself with the Excel's most powerful functions, features and formulas.</p> <p>"At the end of the session the participants were able to learn :</p> <ol style="list-style-type: none"> 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.assuming they follow my course and practice.

Following facilities were provided to conduct the workshop.

1. Lab/Seminar Hall for 3 days occupancy,
2. LCD projector with screen,
3. Desktops/Laptops for practice sessions,
4. At least MS Excel 2010 or later version installed in the computer systems,
5. A Black/White board.
6. Share Drives/Google Group to share the practice files.

CONTENT DETAILS

Hi Folks, Are you in the similar situations in your workplace??

No problem. We are here to help you.



Here is the Chart that shows how much time U wasted on a simple report.

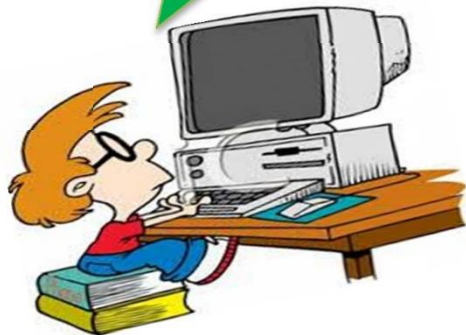


At last, I have created the Chart that was needed three days ago.

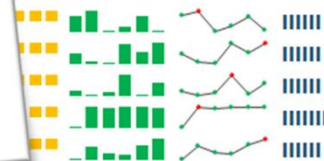
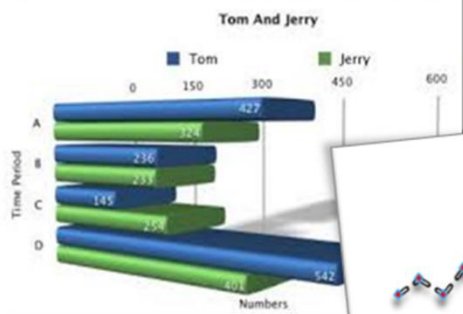
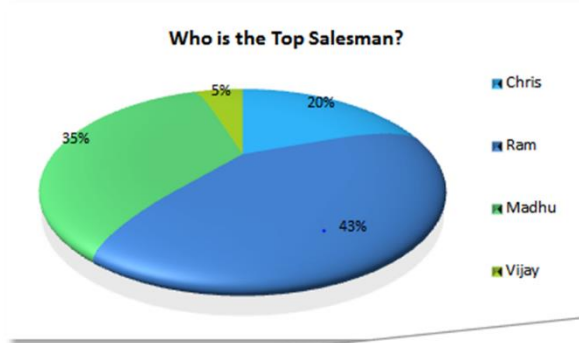
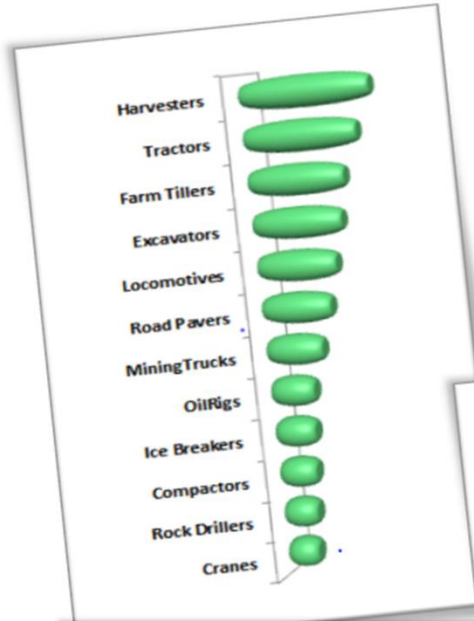
Did you MISS any Job opportunity lacking knowledge in Excel??

My friend **Bill** always asks me Excel How-tos that I don't have an idea on!

I need the most stunning Dashboard in the world, right now..?!?



- Do you want to create **Interactive Charts** in Excel without any Hassles?
- Do you want to build **Mega-formulas** that save hundreds of hours of time??



MICROSOFT EXCEL ADVANCED

If you are in any of the above situations, then this course is for you.

Microsoft Excel for Finance Professionals

Who should attend?

Who should attend?

- Management Graduates
- Management Graduates
- Data Analysts
- Data Analysts
- Project Managers
- Project Managers
- Executives who work in Sales, Marketing, Finance
- Executives who work in Sales, Marketing, Finance
- Functional Managers
- Functional Managers
- Professionals seeking Advanced skills in Excel
- Professionals seeking Advanced skills in Excel
- Anybody who manage data in a big or small way
- Anybody who manage

Course Benefits

- Increase your Productivity data in a big or small way
- Create Awesome Charts
- Discover most ignored Excel features
- Build Error-free Reports
- Know How to use most powerful Formulas
- Become competitive in the Job market
- Become more Employable
- Make your work life happier
- Stand out from the crowd And become an Excel Hero

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And become an Excel
Hero

MICROSOFT EXCEL ADVANCED

by Ravi Kumar, from www.excelsage.org

Ravi Kumar is an Excel enthusiast, trainer, consultant and blogger who runs www.excelsage.org, a website dedicated to Microsoft Excel tips and tricks.



He is a Microsoft Office Specialist-Excel Expert and a Microsoft Certified Professional.



Excel is his passion and he fell in love with it 12 years ago when he worked for a corporate.

He had worked for many corporates and later quit to chase his passion i.e. making people awesome in Excel and make their work life happier.

He trained more than 3000 professionals from various fields in Advanced Excel, Dashboards and Business Intelligence using Microsoft Excel.

He travels coast to coast to teach Microsoft Excel in India.

He had associated with many organizations to diffuse the spreadsheet knowledge among the corporate workforce.

WHAT YOU LEARN IN THIS WORKSHOP

Managing Cells & worksheets

- Background of Excel and Back-stage view
- Editing, Deleting columns, rows
- Generating random numbers, text, dates.
- Smart-tags & Auto-fill
- Format cells
- Cell referencing-Relative, Absolute & Mixed
- Copy-Paste-Special-paste
- Auto-Sum, Min, Max, Count.
- Find-Replace-colors-match cases-Entire cell contents
- Go to Special
- Editing worksheets-copy-move-hide

Analyzing, Organizing Data

- Conditional formatting, finding duplicates
- Data validation, Custom validations
- Sorting, Multiple-column sorting
- Conditional filtering, Advanced filtering
- Working with Tables-Advantages
- Inserting comments, Shapes, Hyperlinks
- Text to column conversion
- Removing duplicates
- Sub-totals
- Pivot tables, Pivot charts, customizing.
- Using Slicers
- Cross comparison between different categories in PivotTable
- Data Drill-down and Drill-up
- Creating interactive Pivot Charts
- Using Time Lines and Spark lines
- Grouping Dates and Times other Text categories

Functions, Formulae

- **Arithmetic Functions:**

COUNTA, COUNTBLANKS, MIN, MAX, LARGE, SMALL.

- **Database functions:**

DCOUNT, DSUM, DMEAN, DMAX, DMIN, DAVERAGE.

- **Logical Functions:**

IF, AND, OR and combination of the three functions.

- **Lookup Functions:**

VLOOKUP, HLOOKUP, INDEX, MATCH, INDIRECT, TRANSPOSE
OFFSET, CHOOSE, HYPERLINK

- Naming Data ranges,
- Working with ranges, Dynamic Ranges,
- Working with Named Ranges.

- **Mathematical Functions:**

RAND, RANDBETWEEN, ROUND, ROUND UP/DOWN.

- **Financial Functions:**

PMT, IPMT, PPMT, IRR, NPV, DB, SLN, FVSCHEDULE

- **Date & Time Functions:**

DAY, MONTH, YEAR, WEEKDAY, WEEKNUM, EDATE, EOMONTH,
TODAY, NOW, HOUR, MINUTE, SECOND, YEARFRAC, DATEDIF,
NETWORKDAYS.

- Saving as workspace
- Using different views, Custom views
- Viewing multiple windows
- Freeze panes, Split windows
- Protecting cells, worksheets, workbooks.
- Print preview, Page set-up other options
- Setting Print area
- Printing as Images



Charting

- Selecting the Right chart
- Formatting charts
- Interactive charts
- Column Charts
- Bar charts
- Pie charts
- Line charts
- Sparkline

What-if Analysis

- Goal Seek
- Data Tables
- Scenario Analysis

Some useful shortcuts and Best practices

Excel's most useful Killer shortcuts, Features,

- Excel tips for efficiency, Best practices,
- Excel's most ignored shortcuts, features.

Key take-aways

Know How to use Excel's features in a productive way,

Know How to build powerful formulas,

Make better charts, Dashboards and

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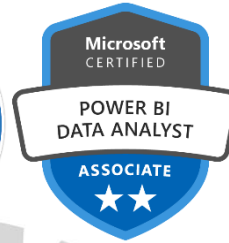
Phone

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60188



PROFILE OF RESOURCE PERSON



Ravi Kamana

+91 98668 60188

ravi@powerbifox.com

Certifications:

- Microsoft Certified Data Analyst Associate, (DA-100)
- Completed **Exam 70-779** Analyzing and Visualizing Data with **Microsoft Power Pivot**,
- Completed **Exam 70-778** Analyzing and Visualizing Data with **Microsoft Power BI**,
- Completed **Exam 77-888 Microsoft Office Specialist Excel Expert 2010**,
- **DP-900** Microsoft Azure Data Fundamentals,
- **AZ-900** Microsoft Azure Fundamentals,
- **AI-900** Microsoft Azure-AI Fundamentals,
- Microsoft Certified Trainer (MCT),
- Microsoft Certified Professional (MCP),
- Microsoft Certified Solutions Associate (MCSA)-BI reporting,
- **Financial Modeling by National Stock Exchange (NSE).**

Other skills & Expertise:

- Expert knowledge in **Microsoft Excel** Reporting,
- Sound knowledge in creating Dashboards, KPIs using **Power Pivot, Power BI**,
- Sound knowledge and expertise on PBI Admin, **DAX Studio, Tabular Editor, ALM Toolkit**
- Knowledge in designing cubes in SQL Server **SSAS Tabular** and **Multi-dimensional**,
- Proficient in Data cleaning, reshaping & **ETL** processes using **Power Query**,
- Sound knowledge of **DAX** formulas using both in **Power Pivot, Power BI, DAX Studio**,
- Fair knowledge in querying **SQL** server using **T-SQL**,
- Knowledge on creating reports using **MDX** script in **SSAS Tabular, OLAP** cubes in **SSAS**



Corporate clientele:

- Hindware Group, Hyderabad,
- Ola Cabs, Pune,
- Aditya Birla Group, Mumbai, MH
- ICICI Bank, Mumbai, MH
- Adani Group, Mundra, GJ, (series of Power BI workshops)
- Sundram Fasteners Ltd, Chennai, TN, (series of Power BI workshops)
- Ashok Leyland Ltd, Chennai, TN,
- CII, Chennai, TN (series of Power BI workshops for Cross company participants)
- CII, Coimbatore, TN (series of Power BI workshops for Cross company participants)
- CII, Vijayawada, AP (series of Power BI workshops for Cross company participants)
- CII, Salem, TN, (series of Power BI workshops for Cross company participants)
- Samsung, Gurgaon, NCR,
- Caterpillar India Ltd, Bangalore, KA,
- CMA CGM, Chennai, TN,
- Pricol Instruments, Coimbatore, TN,
- Amara Raja Group, Chittoor, AP,
- TVS Logistics, Chennai, TN,
- Turbo Energy Ltd, Chennai, TN
- Suguna Group, Coimbatore, TN,
- Deloitte Consulting, Bangalore
- Roots Industries, Coimbatore,
- Angaros Capital, Hyderabad, TS
- PrimeEra Group, Hyderabad, TS
- Amaravathi Textiles, Guntur, AP,
- Sumtotal Systems, Hyderabad, TS,

Academic clientele:

- NIT, Trichy, TN
- GSSSIETW, Mysore, KA
- RITS, Hassan, KA
- JEC, Jorhat, AS
- Sikkim Central University, Gangtok, SK
- Tezpur University, Tezpur, AS
- Mizoram University, Aizawl, MZ
- Manipur Institute of Management Studies, Imphal, MN
- Manipal School of Management, Manipal, KA
- SDM Group of Colleges, Ujire & Mangalore, KA
- SS. Dempo College, Goa,
- GMIT, Davangere, KA
- DVH IMSR, Dharwad, KA
- SDM College of Engg, Dharwad, KA
- Sahyadri College, Shimoga, KA



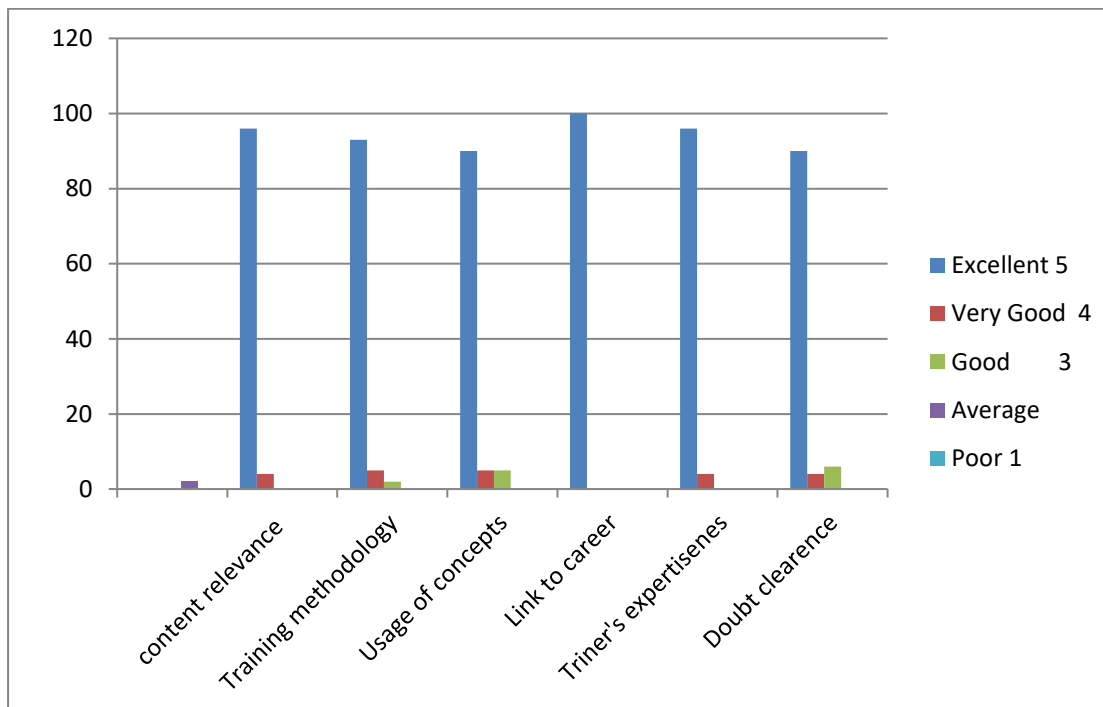
Student Feedback

Program: Student Development Workshop

Title: Advanced MS Excel for Big Data Analysis

Batch 2017-19, 2nd semester 24 to 26th September 2018

Nbr of Students: 47





RAJEEV INSTITUTE OF TECHNOLOGY

Plot # 1 (D), Growth Centre, Bangalore-Mangalore Bypass Road, HASSAN- 573 201, KARNATAKA
(Affiliated to VTU, Belagavi., Approved by AICTE, New Delhi., Recognized by Govt. of Karnataka)

STUDENT ATTENDANCE

RAJEEV INSTITUTE OF TECHNOLOGY
Plot # 1 (D), Growth Centre, Bangalore-Mangalore Bypass Road, HASSAN- 573 201, KARNATAKA
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Date: 24.09.2018

Microsoft Excel For Big Data Analysis for Managers

Sl. No	Student Name	USN	Student Signature	
			Morning	Afternoon
1	ABHISHEK B V	4RA17MBA02	<i>Abhishek</i>	<i>Abhishek</i>
2	AFREEN	4RA17MBA03	<i>Afreen</i>	<i>Afreen</i>
3	AMRIN KHANUM	4RA17MBA04	<i>Amritha</i>	<i>Amritha</i>
4	ANANDA S M	4RA17MBA05	<i>Ananda</i>	<i>Ananda</i>
5	ANUSHA B N	4RA17MBA06	<i>Anusha</i>	<i>Anusha</i>
6	BHARATH K B	4RA17MBA07	<i>Bharath</i>	<i>Bharath</i>
7	BHAVYA SHREE J	4RA17MBA08	<i>Bhavya</i>	<i>Bhavya</i>
8	BI BI KHATEEJA	4RA17MBA09	<i>Bi Bi</i>	<i>Bi Bi</i>
9	BINDHU H C	4RA17MBA10	<i>Bindhu</i>	<i>Bindhu</i>
10	CHAITHANYA	4RA17MBA11	<i>Chaithanya</i>	<i>Chaithanya</i>
11	CHAITHRA A P	4RA17MBA12	<i>Chaithra</i>	<i>Chaithra</i>
12	CHANDAN P C	4RA17MBA13	<i>Chandan</i>	<i>Chandan</i>
13	CHANDINI K R	4RA17MBA14	<i>Chandini</i>	<i>Chandini</i>
14	CHANNAKESHAVA	4RA17MBA15	<i>Channakeshava</i>	<i>Channakeshava</i>
15	DEEPIKA T K	4RA17MBA16	<i>Deepika</i>	<i>Deepika</i>
16	DHANANJAYA H T	4RA17MBA17	<i>Dhananjaya</i>	<i>Dhananjaya</i>
17	HARSHITHA C G	4RA17MBA18	<i>Harshitha</i>	<i>Harshitha</i>
18	KAVYA H L	4RA17MBA19	<i>Kavya</i>	<i>Kavya</i>
19	KAVYA N V	4RA17MBA20	<i>Kavya</i>	<i>Kavya</i>
20	KAVYA T M	4RA17MBA21	<i>Kavya</i>	<i>Kavya</i>
21	KIRAN KUMAR B R	4RA17MBA22	<i>Kiran</i>	<i>Kiran</i>
22	MAHADEVPRASAD A D	4RA17MBA23	<i>Mahadev</i>	<i>Mahadev</i>
23	MAHALAKSHMI H Y	4RA17MBA24	<i>Mahalakshmi</i>	<i>Mahalakshmi</i>
24	MANDARA B R	4RA17MBA25	<i>Mandara</i>	<i>Mandara</i>
25	MEGHANA H B	4RA17MBA27	<i>Meghana</i>	<i>Meghana</i>
26	NEETHA	4RA17MBA28	<i>Neetha</i>	<i>Neetha</i>
27	POORNESH V P	4RA17MBA29	<i>Poornesh</i>	<i>Poornesh</i>
28	PRAFULLA Y R	4RA17MBA30	<i>Prasulla</i>	<i>Prasulla</i>
29	PRIYA A	4RA17MBA31	<i>Priya</i>	<i>Priya</i>
30	PURUSHOTHAMA S D	4RA17MBA32	<i>Purushothama</i>	<i>Purushothama</i>
31	RAMESHA S N	4RA17MBA33	<i>Ramesha</i>	<i>Ramesha</i>
32	RISHIKA	4RA17MBA34	<i>Rishika</i>	<i>Rishika</i>
33	SAHANA K	4RA17MBA35	<i>Sahana</i>	<i>Sahana</i>
34	SALMAN PASHA	4RA17MBA36	<i>Salman</i>	<i>Salman</i>
35	SHASHI KUMARA H R	4RA17MBA37	<i>Shashi</i>	<i>Shashi</i>
36	SHRUTESH KUMAR H N	4RA17MBA38	<i>Shrutesh</i>	<i>Shrutesh</i>
17	SHUSHMA H L	4RA17MBA39	<i>Shushma</i>	<i>Shushma</i>
18	SRINIVASA H G	4RA17MBA40	<i>Srinivasa</i>	<i>Srinivasa</i>
39	SUMRAN RUKSAR V	4RA17MBA41	<i>Sumran</i>	<i>Sumran</i>

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40	SUNIL M C	4RA17MBA42	<i>Sunil</i>	<i>Sunil</i>
41	SUPRITH A N	4RA17MBA43	<i>Suprith</i>	<i>Suprith</i>
42	TEJASWINI S M	4RA17MBA44	<i>Tejaswini</i>	<i>Tejaswini</i>
43	UMADEVI M	4RA17MBA45	<i>Umadevi</i>	<i>Umadevi</i>
44	VANTHA H N	4RA17MBA46	<i>Vantha</i>	<i>Vantha</i>
45	VIJAY K N	4RA17MBA47	<i>Vijay</i>	<i>Vijay</i>
46	VINAY K H	4RA17MBA48	<i>Vinay</i>	<i>Vinay</i>
47	YUVARAJ C J	4RA17MBA50	<i>Yuvraj</i>	<i>Yuvraj</i>

Aphoraka
Faculty Co-ordinator

Neeraj
HOD



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Date: 25.09.2018

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33	SAHANA K	4RA17MBA35	<i>Sahana K</i>	<i>Sahana K</i>
34	SALMAN PASHA	4RA17MBA36	<i>Salman Pasha</i>	<i>Salman Pasha</i>
35	SHASHI KUMARA H R	4RA17MBA37	<i>Shashi Kumar HR</i>	<i>Shashi Kumar HR</i>
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45	VINAY K N	4RA17MBA47	<i>Vinay KN</i>	<i>Vinay KN</i>
46	VINAY K H	4RA17MBA48	<i>Vinay KH</i>	<i>Vinay KH</i>
47	YUVARAJ C J	4RA17MBA50	<i>Yuvaraj CJ</i>	<i>Yuvaraj CJ</i>

[Signature]
Faculty Coordinator

[Signature]
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Date: 26.09.2018

Microsoft Excel For Big Data Analysis for Managers

Sl No	Student Name	USN	Student Signature	
			Morning	Afternoon
1	ABHISHEK B V	4RA17MBA02	Abhishek	Abhishek
2	AFREEN	4RA17MBA03	Afreen	Afreen
3	AMRIN KHANUM	4RA17MBA04	Amrin Khan	Amrin Khan
4	ANANDA S M	4RA17MBA05	Ananda S M	Ananda S M
5	ANUSHA B N	4RA17MBA06	Anusha	Anusha
6	BHARATH K B	4RA17MBA07	Bharath	Bharath
7	BHAVYA SHREE J	4RA17MBA08	Bhavya	Bhavya
8	BI BI KHATEEJA	4RA17MBA09	Bi Bi Khateeja	Bi Bi Khateeja
9	BINDHU H C	4RA17MBA10	Bindhu	Bindhu
10	CHAITHANYA	4RA17MBA11	Chaitanya	Chaitanya
11	CHAITHRA A P	4RA17MBA12	Chaitra	Chaitra
12	CHANDAN P C	4RA17MBA13	Chandan	Chandan
13	CHANDINI K R	4RA17MBA14	Chandini	Chandini
14	CHANNAKESHAVA	4RA17MBA15	Channakeshava	Channakeshava
15	DEEPIKA T K	4RA17MBA16	Deepika	Deepika
16	DHANANAYA H T	4RA17MBA17	Dhananaya	Dhananaya
17	HARSHITHA C G	4RA17MBA18	Harshitha	Harshitha
18	KAVYA H L	4RA17MBA19	Kavya	Kavya
19	KAVYA N V	4RA17MBA20	Kavya	Kavya
20	KAVYA T M	4RA17MBA21	Kavya	Kavya
21	KIRAN KUMAR B R	4RA17MBA22	Kiran	Kiran
22	MAHADEVPRASAD A D	4RA17MBA23	Mahadev	Mahadev
23	MAHALAKSHMI H Y	4RA17MBA24	Mahalakshmi	Mahalakshmi
24	MANDARA B R	4RA17MBA25	Mandara	Mandara
25	MEGHANA H B	4RA17MBA27	Meghana	Meghana
26	NEETHA	4RA17MBA28	Neetha	Neetha
27	POORNESH V P	4RA17MBA29	Poornesh	Poornesh
28	PRAFULLA Y R	4RA17MBA30	Prafulla	Prafulla
29	PRIYA A	4RA17MBA31	Priya	Priya
30	PURUSHOTHAMA S D	4RA17MBA32	Purushothama	Purushothama
31	RAMESHA S N	4RA17MBA33	Ramesha	Ramesha
32	RISHIKA	4RA17MBA34	Rishika	Rishika
33	SAHANA K	4RA17MBA35	Sahana	Sahana
34	SALMAN FASHA	4RA17MBA36	Salman	Salman
35	SHASHI KUMARA H R	4RA17MBA37	Shashi	Shashi
36	SHRUTESHI KUMAR H N	4RA17MBA38	Shruteshi	Shruteshi
37	SHUSHMA H L	4RA17MBA39	Shushma	Shushma
38	SRINIVASA H G	4RA17MBA40	Srinivasa	Srinivasa
39	SUMRAN RUKSAR V	4RA17MBA41	Sumran	Sumran

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40	SUNIL M C	4RA17MBA42	Sunil	Sunil
41	SUPRITH A N	4RA17MBA43	Suprith	Suprith
42	TEJASWINI S M	4RA17MBA44	Tejaswini	Tejaswini
43	UMADEVI M	4RA17MBA45	Umadevi	Umadevi
44	VANITHA H N	4RA17MBA46	Vanitha	Vanitha
45	VIDAY K N	4RA17MBA47	Viday	Viday
46	VINAY K H	4RA17MBA48	Vinay	Vinay
47	YUVARAJ C J	4RA17MBA50	Yuvraj	Yuvraj

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