



Academic
Staff College

A report of the Training programme of the Academic Staff College

A 3 Day Staff development program on “Using Microsoft Excel for productivity at Work” for non- teaching Staff of KLEF Vaddeswaram Campus from 20th to 22nd

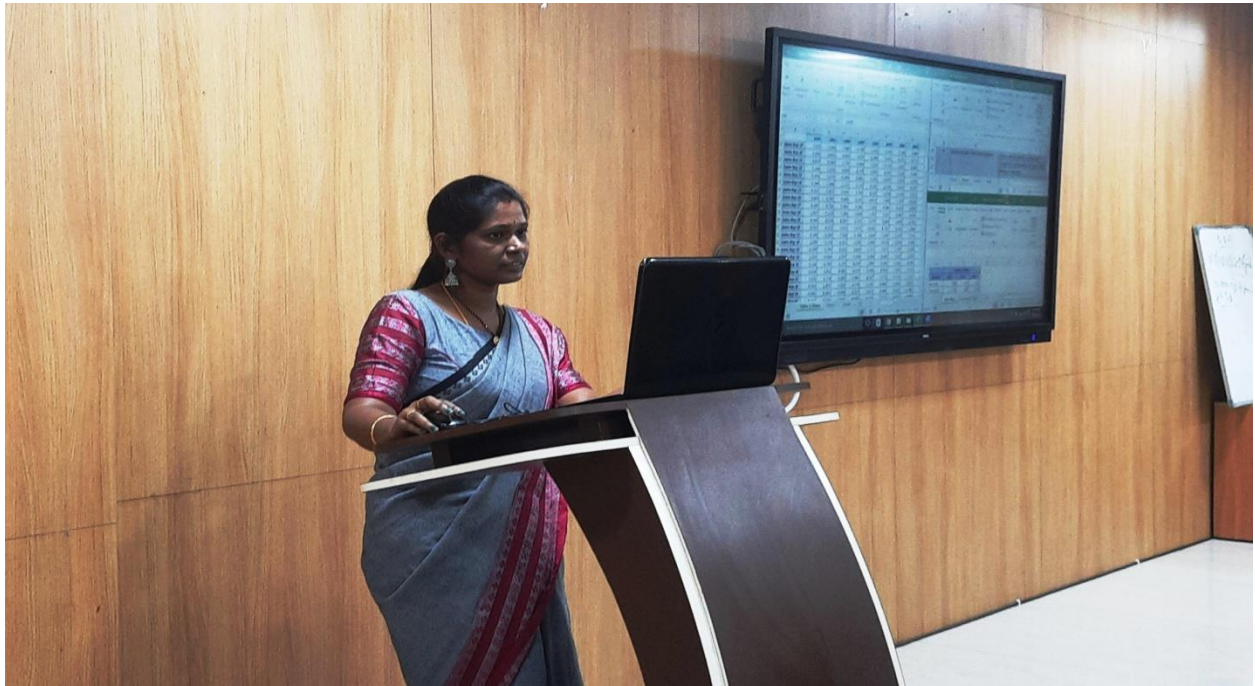
Resource Person : Dr. Ch. Radhika Rani, Assistant Professor, CSE, KLEF.
Dates : 20th to 22nd December 2021. (Monday to Wednesday)
Timings : 20th December 2021 Monday from 02:00 P.M. to 04.30 P.M.
: 21st December 2021 Tuesday from 10:00 A.M. to 12.30 P.M.
: 22nd December 2021 Wednesday from 10:00 A.M. to 12.30 P.M.
Venue : ERLT Lab L-block, L 414
Target Trainees : Office Assistants/Clerks working in Offices of Departments, Principals, Deans and Registrar.

This training programme is intended for the non-teaching staff of the KL University. Effective usage of excel can improve the productivity at the work place. Identifying the often used excel operations and practicing them will save time and get things done with ease.. The following key functions were taught in excel based on the work requirements the participants in the attendance.

1. Data Formatting
2. Math, text and conditional formulae
3. Vlookup
4. Data validation and conditional formatting
5. Data analysis using pivot tables
6. Merging of worksheets and linking of workbooks
7. Simple macro recordings

Dr. . Srinath Dean, Skill Development and the principal of Academic staff college addressed the participants and encouraged them to become proficient with the functions of their designation. He encouraged the participants to continue learning by attending this kind of training. He stated This training programme will be repeated so that all can gain mastery and practice hands on wherever is

needed. He appreciated the contribution of the resource person and requested the resource person to repeat the training for the benefit of the other employees (staff who could not attend this training.



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Dr. A. SKINATH
Dean, Skill Development
& Principal, ASC
Koneru Lakshmaiah Education Foundation
Vadodewaram-522542, Guntur Dt.

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