



A Report on Two-day Workshop on

“Microsoft Excel Tips & Tricks “ from 11.02.2019 to 12.02.2019

Academic Staff College organised Two-day Workshop on "Microsoft Excel Tips & Tricks" for all the Office Assistants of KLEF by Mr. M. Venkata Naresh, Asst. Professor, CSE in Sunflower Hall from 11.02.2019 to 12.02.2019.

The outcomes of the workshop: The participants at the end of the workshop were able to learn

- The importance of excel in the execution of organisation's various purposes
- The access Microsoft excel for automatic data analysis
- The ease managing of structure of information
- The effective keeping of track of sales leads, project status reports, and invoice reports.

The resource person explained the methods and ways of using the tolls for effective analysis of data. He discussed the various formulas that can be used to work on the data analysis specially for examination and student data. He also explained the usage of excel in drawing graphs and charts.

The benefits of learning Excel includes

- Build great charts
- Use conditional formatting
- Help identify trends
- Bring data together
- Online access

On the second day the participants were to the lab to have hands-on experience, where they were exposed to the short cuts and tools that can aid the office assistants in the analysis of students and department data in many ways. The participants were motivated by the resource to take-up online exam to receive certificate of completion on excel basics from Udemy.



