



Academic
Staff College

**Report on
A Three-Day Workshop
On
“Effective Usage of Excel”**

**Organized by
Academic Staff College
From 07.11.2019 to 09.11.2019**

Academic Staff College of KLEF organized a three-day workshop on “Effective Usage of Excel” From 07.11.2019 to 09.11.2019. Mr.M.Venkata Naresh, Asst. Professor, Department of CSE was the resource person and conducted the workshop emphasizing the objectives of the workshop. The non-teaching staff of KLEF attended the workshop and practiced the usage of Excel for their workplace success.

As part of the workshop followed by a couple of hand-on sessions, Mr. Venkat Naresh dealt with various methods and approaches that we can use and practice Excel.

Some of the key points are as follow:

1. Frequently used 100 Shortcuts
2. Formule
3. Design Evaluation Sheet
4. Pivot Tables and Charts
5. Global Certification from Udemy

Hands-on Sessions on:

1. Formatting Tools in Excel
2. Merging and Manipulating of Data
3. Creation of Sheets and Operating with Charts
4. Certification in Courseera -Excel Skills

Dr. V. Rajesh, Principal, ASC and Dr. B. Siva Nagaiah Vice-Principal, ASC of KLEF appreciated the Resource person for conducting the workshop very effectively but in an easy way and for the benefit of the non-teaching staff members of KLEF. Further the participation certificates were distributed to all the participants. Mr. V. Venkata Narayana, Assistant Professor, Dept. of ECE has coordinated the programme.



The Resource Person interacting with the Participants





Hands-on Session on Practicing Excel at Workplace





Distribution of Certificates to the Participants

