



## **Faculty Orientation and Practice session on Microsoft Excel**

**Organized by**

**Academic Staff College, KLEF**

**26-06-2021 To 27-06-21**

Academic Staff College of KLEF organized Orientation and Practice Session on Microsoft Excel  
Facilitator: Mr. Hari Kiran Vege, HOD - CSE

- Basics of Excel: Covered fundamental features such as cells, rows, columns, and data entry.
- Formulas and Functions: Introduced commonly used formulas and functions for calculations and data manipulation.
- Data Visualization: Demonstrated techniques for creating charts and graphs to visualize data effectively.
- Data Analysis: Explored tools and methods for analyzing data, including sorting, filtering, and pivot tables.
- Advanced Features: Delved into advanced features like conditional formatting, data validation, and macros.
- Practical Exercises: Conducted hands-on practice sessions to reinforce learning and facilitate skill development.
- Tips and Tricks: Shared shortcuts and productivity hacks to streamline Excel usage and improve efficiency.
- Q&A Session: Provided an opportunity for participants to ask questions and seek clarification on specific topics.
- Application in Teaching and Research: Discussed how Excel can be utilized in academic activities, research projects, and administrative tasks.
- Feedback and Next Steps: Gathered feedback from participants to assess the session's effectiveness and plan future follow-up activities or advanced sessions.

Dr A Srinath

Principal – Academic Staff College

