

MANIPAL UNIVERSITY JAIPUR

Department of Business Administration

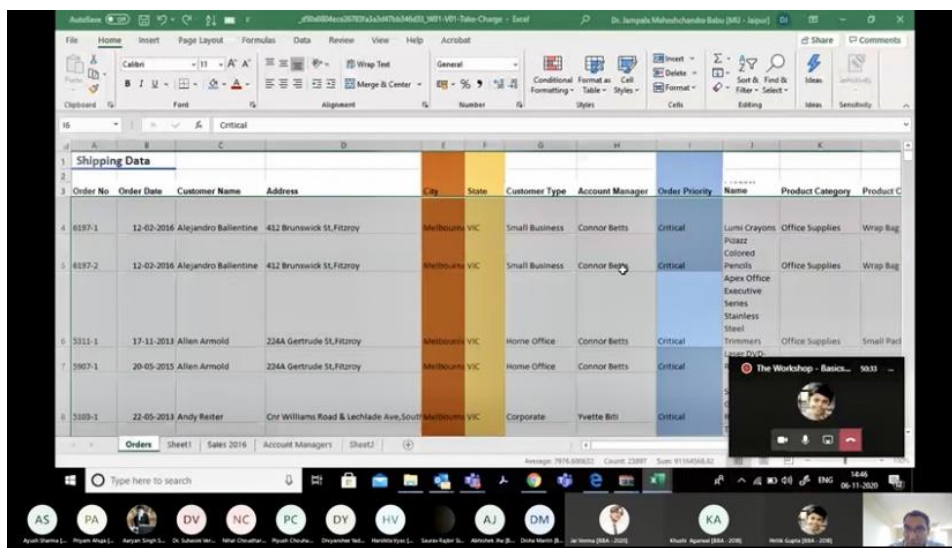
"One-day online workshop on Basics of Excel"

REPORT

A one-day workshop on "Basics of Excel" was jointly organised by Department of Business Administration and Finance Club, School of Business and Commerce, Manipal University Jaipur on 6th Nov. 2020 from 11:00 am to 1:00 pm for the finance club Students. The Resource person/ Convenor of workshop was Dr. Jampala Maheshchandra Babu, School of Business and Commerce, MUJ.

The workshop was inaugurated by Dr. Suhasini Verma, she welcomes all the participants and briefly discuss the aim of this workshop. After the inaugural speech, Dr. Jampala has taught the basics features of Excel. He also explains that excel gives the ability to visualize and analyse data. It also helps to clean up data and balance of accounts. However, with advanced skills in Excel, we can do all types of Analysis of a company. He also said that If you have strong Excel skills, it will open the door for promotion and leadership opportunities. He has taken practical session for explaining various formula for smooth working with excel. The basics features including sum, subtract, row height, column adjustment, shifting of data from one sheet to another sheet, copy, paste, etc were explain through practical session in MS teams.

30 students were participated in workshop and all the queries of them were duly addressed and clarified by the Dr. Mahesh. The students were very much satisfied with this workshop and digital certificate was issued to all participants. In the last, Dr. Suhasini Verma, HoD BBA has thanks to all participants.





List of Participants

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Feedback
It's useful for all of us.
Perfect!!! It's was a great experience.
Good one
Great Job by Mahesh sir
Best and we'll knowledgeable
It was good.
Wonderful workshop
THANK YOU!