

REPORT ON THREE DAY WORKSHOP ON "ANALYSING BUSINESS DATA USING MICROSOFT EXCEL"

Title of the Program: Three Day Workshop on 'Analyzing Business Data using Ms. Excel'

Name of the Speaker: Mr. Ravi Kumar from PowerBIFox

Speakers' Profile: Mr. Kumar is a Microsoft Certified Solutions Associate (MCSA)- BI Reporting, Microsoft Certified Professional and Microsoft Office Specialist- Excel Expert from Hyderabad. He is an Excel enthusiast and conducts training workshops for Microsoft Excel and is also into Business Intelligence consulting. He regularly updates blogs and runs www.excelsage.org, a website dedicated to MS Excel tips and tricks.

Date of the Program: 14th-16th November, 2019

Participants Profile: Students of MBA, MBA (BFS) and MBA (EM) from SOB. There were total 48 numbers of students who participated in the workshop.

Details of the Program: The title for the workshop was 'Analyzing Business Data using Ms. Excel'. It was an intensive workshop where the first two days was utilized for full content explanation and one day for rigorous practice. Starting from the very basic features of Excel to the high level functions, an in-depth insight was provided during the session. The main topics covered in the workshop includes managing cells and worksheets (background of excel and backstage view), analyzing and organizing data (conditional formatting, data validation, using slicers, sub-totals, pivot tables, pivot charts), functions and formulae, charting and so on. The entire workshop was run in a problem-solution approach. Business scenario problems in terms of data analysis were used which were solved using Excel's Functionality. Students were able to know how to use Excel's features in a productive way and learn various intricacies of Microsoft Excel environment. At the end of the session, students were given materials comprising of study materials and practice files for use in future.