

Sree Narayana Guru College Of Commerce

Sree Narayana nagar P.L lokhande marg ,chembur(west),
Mumbai :- 400089

IQAC & Research Cell

Organizers

FDP ON ADVANCED EXCEL MASTERY FOR ADMINISTRATIVE STAFF

DAY	TOPICS	TRAINER
Day 1 20/02/2023	Introduction to excel,customizing excel sheet	MS. TUSLI ADAL
Day 2 21/02/2023	Using basic functions, Formatting and proofing	MS. TUSLI ADAL
Day 3 22/02/2023	mathematical functions, date and time functions	MS. TUSLI ADAL
Day 4 23/02/2023	Paste special techniques, sorting and filtering	MR. SWAPNIL PRADEEP
Day 5 24/02/2023	logical functions and lookup functions what if analysis	MR. SWAPNIL PRADEEP
Day 6 25/02/2023	charts, pivot table and printing worksheet	MR. SWAPNIL PRADEEP



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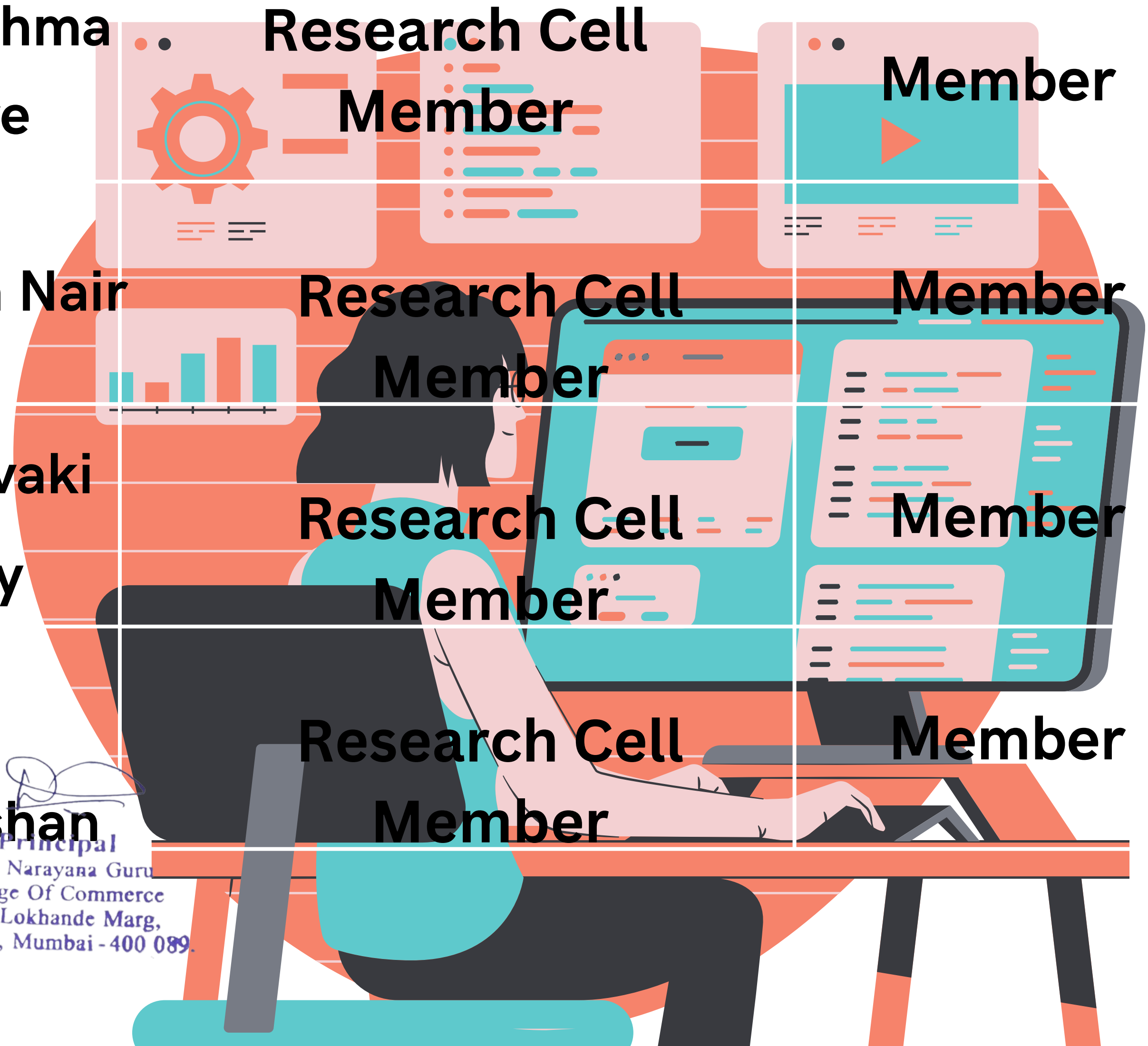
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Report of the FDP on “Advanced Excel Mastery”

Introduction

The Faculty Development Program (FDP) focusing on Advanced Excel Mastery was designed to equip non-teaching staff with sophisticated tools and techniques for managing, analyzing, and presenting data efficiently. Conducted from February 20th to February 25th, 2023, the program featured a comprehensive curriculum spread over six days, tailored to enhance operational efficiency within educational institutions.

Course Facilitators

- **Tulsi Adal (Co-Ordinator, I.T Department, SNGC):** Started the session with fundamental and intermediate concepts.
- **Swapnil Pradeep (Spatial Data Specialist, Here Solutions, Pvt. Ltd., Airoli):** An Industry Expert, guided the participants through the more advanced aspects of Excel culminating in a practical, application-based approach to learning.

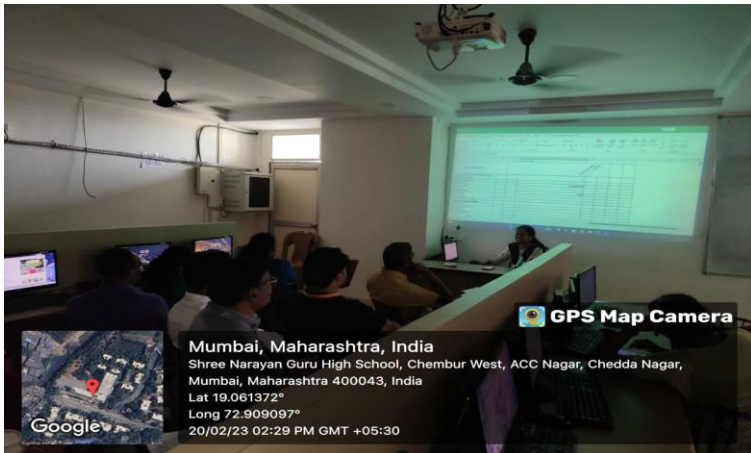
Participant List


The program was attended by 13 dedicated non-teaching staff members from diverse backgrounds, demonstrating a collective eagerness to master Advanced Excel functionalities.

Day-wise Course Breakdown

Day 1: 20.02.2023 (Conducted by Tulsi Adal)

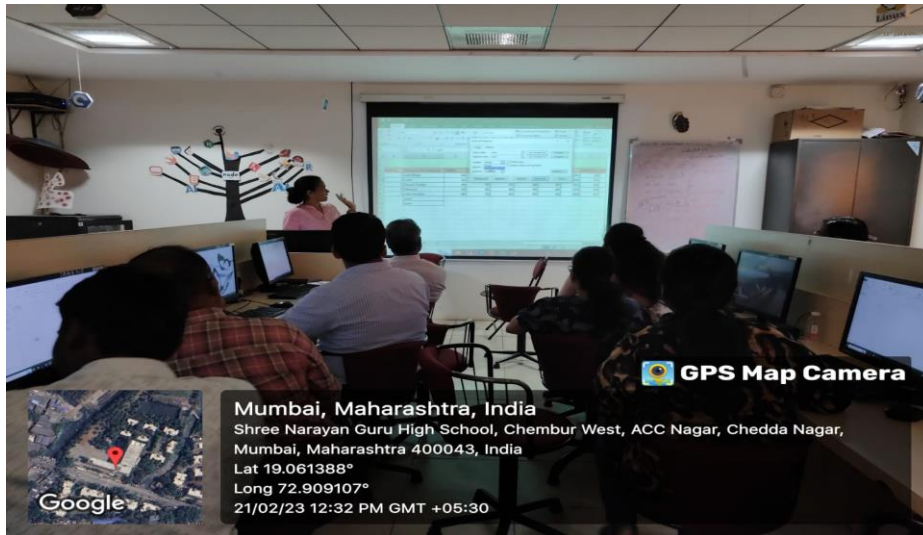
- **Topics Covered:**
 - Introduction to Excel Environment
 - Understanding Various Ribbons and functions in it
- **Highlights:** Participants were introduced to various functions and the importance of the same. The hands-on approach allowed for immediate application of the concepts discussed.




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Day 2: 21.02.2023 (Conducted by Tulsi Adal)


- **Topics Covered:**
 - Excel Formulas and various operations such as logical (AND , NOT)
 - Merging the Logical Operations along with Basic Calculations
- **Highlights:** Participants were introduced to various operations and also introduced the various ways on how to use the basic formulas in a more advanced manner and utilize the optimum efficiency of the same.



Day 3: 22.02.2023 (Conducted by Swapnil Pradeep)

- **Topics Covered:**
 - Data Validation
 - V-lookup
- **Highlights:** Building on the previous day's foundation, participants delved deeper into Data Validation along with V-Lookup functions and displayed the results for the same.




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Day 4: 23.02.2023 (Conducted by Swapnil Pradeep)

- **Topics Covered:**
 - Conditional Formatting for Data Visualization
 - Basic Data Analysis Tools (What-If Analysis)
 - Introduction to Pivot Tables and Pivot Charting
- **Highlights:** The focus was on enhancing data presentation and preliminary data analysis techniques, with Pivot Tables introduced as a powerful tool for summarizing data.

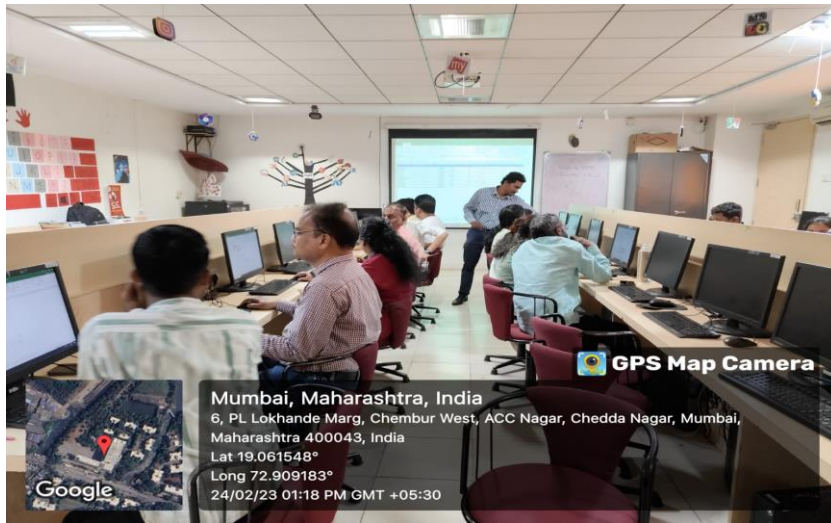


Day 5: 24.02.2023 (Conducted by Swapnil Pradeep)

- **Topics Covered:**
 - Advanced Formula Writing and Error Checking
 - Dynamic Tables and Range Names in Depth
- **Highlights:** Participants were introduced to complex formulae such as to calculate EMI, Principal and various other functions, aimed at enhancing their ability to perform sophisticated data analysis and manipulation.



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Day 6: 25.02.2023 (Practice & Examination Day, Conducted by Tulsi Adal and Swapnil Pradeep)


- **Activities:**
 - Comprehensive Examination Covering All Topics Taught
 - Practical Assignments for Real-world Application Testing
- **Highlights:** The examination tested both theoretical knowledge and practical proficiency in Advanced Excel, challenging participants to apply their newly acquired skills in simulated real-



world scenarios.

Evaluation and Examination




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The evaluation process included continuous assessment through practical assignments during the course and a final examination on the last day, conducted by both Tulsi Adal and Swapnil Pradeep. The examination tested the participants on various aspects of Advanced Excel, including their ability to apply learned skills to solve practical problems.

Grade Card Distribution

On the final day of the course, participants were assessed through a comprehensive examination. Based on their performance, grades were awarded as follows:

Participant Name	Grade
Mr. Janardhanan	A
Mr. Rajesh Khare	A
Mr. Praveen S	A
Ms. Pradnya Thorat	A
Mr. Sudhakar Kharat	B
Mr. Bhaurao Pundkar	B
Mrs. Nalini Shelke	A
Mr. Hemant Vaity	A
Mrs. Saritha Suresh	A
Mr. Augustin Abraham	A
Mr. Kumar Randive	B
Mr. Sachin Lembhe	B
Mr. Narendra Mahajan	B

Conclusion:

The FDP on Advanced Excel Mastery was a significant step towards empowering the non-teaching staff with advanced skills in data management and analysis. The enthusiastic participation and the positive feedback from the attendees underscored the importance of such programs in fostering a culture of continuous learning and improvement. The organizers extend their gratitude to the instructors, participants, and everyone who contributed to the success of this program.



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