A Report on Hands on Training
On
Advanced Excel and Real Time Applications

Title of the Program	Hands on Training on Advanced Excel and Real Time Applications" with special focus on Research Methodology
Resource Person	Dr. Praveen Gujjar J, CMS Business School, Jain University
Date	21stSeptember 2021
Participants	3rdSemester MBA Students
Co-ordinator	Prof. Sharma K R S, Associate Professor, Dept. of MBA& Research Center, EWIT.

Objectives of the program

- To introduce students to the basics of Microsoft Excel and how to customize excel.

- To help the students handle large amounts of data.

- To equip students with Filtering, sorting, and grouping data or subsets of data.

- To train the participants to use mathematical, text, date time logical functions andLookup functions in analyzing data.

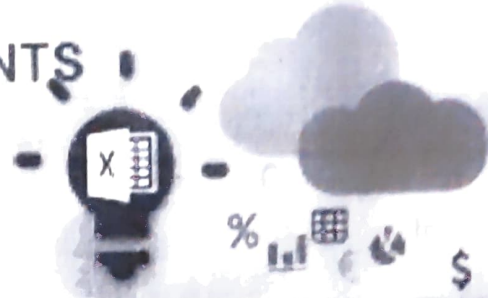- To make students familiar with Pivot Tables, Charts and Slicers.

MBA
& RESEARCH CENTRE
EAST WEST INSTITUTE OF TECHNOLOGY

PRESENTS

HANDS ON TRAINING

On

"Advanced Excel and Real Time Applications"
with special focus on Research Methodology

Resource Person

Dr. Praveen Gujjar J
Associate Professor
CMS Business School, Jain University

Preside

Smt. Rashmi Ravikiran
Chairperson – EWGI

Mr. Tejas Kiran C R
Secretary – EWGI

Dr. K Channakeshavalu
Principal – EWIT

Dr. B Purushotham
Director – EWGI

Prof. Sharma K R S
Co-ordinator

Dr. Prathap B N
HOD – MBA, EWIT

EVENT SCHEDULE

21st September 2021
2.00 PM onwards

PLATFORM

Google Meet

Link: http://meet.google.com/ybh-fzdw-gzc

Session I: Hands on Training on Advanced Excel and Real Time Applications with special focus on Research Methodology.

Resource Person: Dr. Praveen Gujjar J
Associate Professor, CMS Business School, Jain University

- Demo was shown to the students on how to use the short cut keys in excel for different functions.

- V look up and H look up demo was shown to the students.

Outcomes of the program

- The students will be able to use the Microsoft excel with ease and customize it.
- The students will be able to handle large amounts of data.
- The students will be able to filter, sort and group data.
- The students will be able to analyze the data using various excel functions.
- The students will be able to build pivot tables and charts to represent the analyzeddata.

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COORDINATOR

HOD