

Panipat Institute of Engineering & Technology
Approved by AICTE & Affiliated to Kurukshetra University, Kurukshetra
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Dated:- 26/04/2020

DEPARTMENT OF MANAGEMENT STUDIES

Notice

We are pleased to announce that the Department of Management Studies is organizing a session titled ‘ **Online Session on Excel**’ on 27 April, 2020. The session will be conducted by Dr. Suresh Bedi.

Dr. Suresh Bedi is a distinguished academician with extensive experience in higher education. He has a strong background in research, teaching, and administration, and is known for his contributions to academic development and thought leadership. His expertise spans across multiple disciplines, making him a valuable asset to any academic forum. In this session, Dr. Bedi will share his insights and guide participants with his profound knowledge and experience. All students are encouraged to attend and gain valuable insights from this workshop.

We highly encourage all students to attend and take advantage of the valuable insights that this workshop has to offer.

link will be shared on same Day.

Mode: Online

Date: 27 April, 2020

Time: 2:00 pm to 6:00 pm

Dr.Akhilesh Kumar Mishra

(Head of the Department)

HEAD - DEPARTMENT OF MANAGEMENT STUDIES
PANIPAT INSTITUTE OF ENGINEERING & TECHNOLOGY
PATTI KALYANA - SAMALKHA (PANIPAT) (HARYANA)

Cc:All Notice Board



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Report on Online Session on Excel (ONLINE)

Event Details	
Title of the Event	Online Session on Excel
Date of the Event	27 April 2020
Timing	2PM to 6PM
Venue	Online
No of Participants	53
Mode	Online
Resource Person	Dr.Suresh Sir (distinguished academician with extensive experience in higher education. He has a strong background in research, teaching, and administration, and is known for his contributions to academic development and thought leadership)
Resource Person Contact No	8860202828

Inaugural Session

The session began with a warm greeting from Mr. Prof. Akhilesh Kumar Mishra, Head of the Department of Management Studies. His opening address set a motivating tone for the event, where he expressed sincere appreciation to all attendees and underscored the importance of the session. Prof. Mishra emphasized how the session reflects the department's dedication to fostering knowledge and career advancement for students. He also recognized the collective efforts involved in organizing the event, highlighting the necessity of ongoing learning and professional development in today's dynamic and competitive landscape. His speech not only acknowledged the efforts of the organizing team but also inspired participants to actively engage and make the most of the opportunities provided.

Introduction:

Time to time excel has proved its worth for the organisations due to its capability to handle complex tasks in effective and easier manner. So in order to make MBA students well versed with the techniques and functioning of advance excel workshop on Advance Excel was organised by Department of Management Studies at PIET from 01st May 2020. The workshop was aimed to skill students with the utility of excel in corporate world with the help of industry related practical examples. The workshop was organized by Dr. Sandeep Kumar, Assistant Professor in the Department of Management Studies and the sessions were conducted on MS Teams (Online Platform).Dr.Suresh Bedi Sir was also the part of the session. 53 students participated in this workshop with full zeal and enthusiasm.

During this workshop techniques like Mail Merge, Advance Filter, Advance Sorting, Relative Reference and Absolute Reference, D-Function, Sub-Total, Charts, COUNTIF, SUMIF & AVERAGEIF, IF Conditional Function, Conditional Formatting, Data Validation, Pivot Table & Pivot Chart, Series & Macros, V Look Up, Goal Seek, Google Sheets, Google Slides, Google Docs, Google Forms, Google Quiz were some prominent techniques were taught to students with workplace related examples. In addition to these excel techniques students were taught large number of excel short-cuts in order to improve workplace related task efficiency.

Executive Summary

The Advanced Excel workshop, held from 27 April 2020, was organized by the Department of Management Studies at PIET to enhance the practical skills of MBA students. Conducted online via MS Teams, the workshop aimed to familiarize students with complex Excel functions and their applications in a corporate setting. The session, led by Dr. Suresh Bedi, included 53 enthusiastic participants.

The workshop covered a range of advanced Excel techniques such as Mail Merge, Advanced Filters, Pivot Tables, and Conditional Formatting, along with practical examples relevant to the workplace. In addition to Excel functions, students were introduced to shortcuts and productivity tools to improve their efficiency.

Feedback from students highlighted a strong interest in continuous skill development, with many expressing a desire for more workshops. The Head of the Department, Prof. Akhilesh Kumar Mishra, assured that future sessions would be integrated into the curriculum to support ongoing professional development.

Q&A Session:

During the session lot of questions are asked by the students and some are mentioned here.

Q1: How can mastering Excel improve job performance?

A1: Mastering Excel allows for efficient data management, analysis, and visualization, which can enhance decision-making and productivity. It helps in automating repetitive tasks and generating insightful reports, which can make you stand out as a high performer.

Q2: What are some common Excel functions that are valuable in a corporate environment?

A2: Functions such as VLOOKUP, Pivot Tables, IF statements, and Conditional Formatting are highly valuable. These tools help in organizing data, performing complex calculations, and making data-driven decisions.

Q3: How can students continue to improve their Excel skills after the workshop?

A3: Students can practice by working on real-life projects, exploring online tutorials, and participating in additional workshops. Utilizing Excel's built-in Help feature and forums can also provide ongoing learning opportunities.

Q4: What are some of the shortcuts in Excel that can significantly boost productivity?

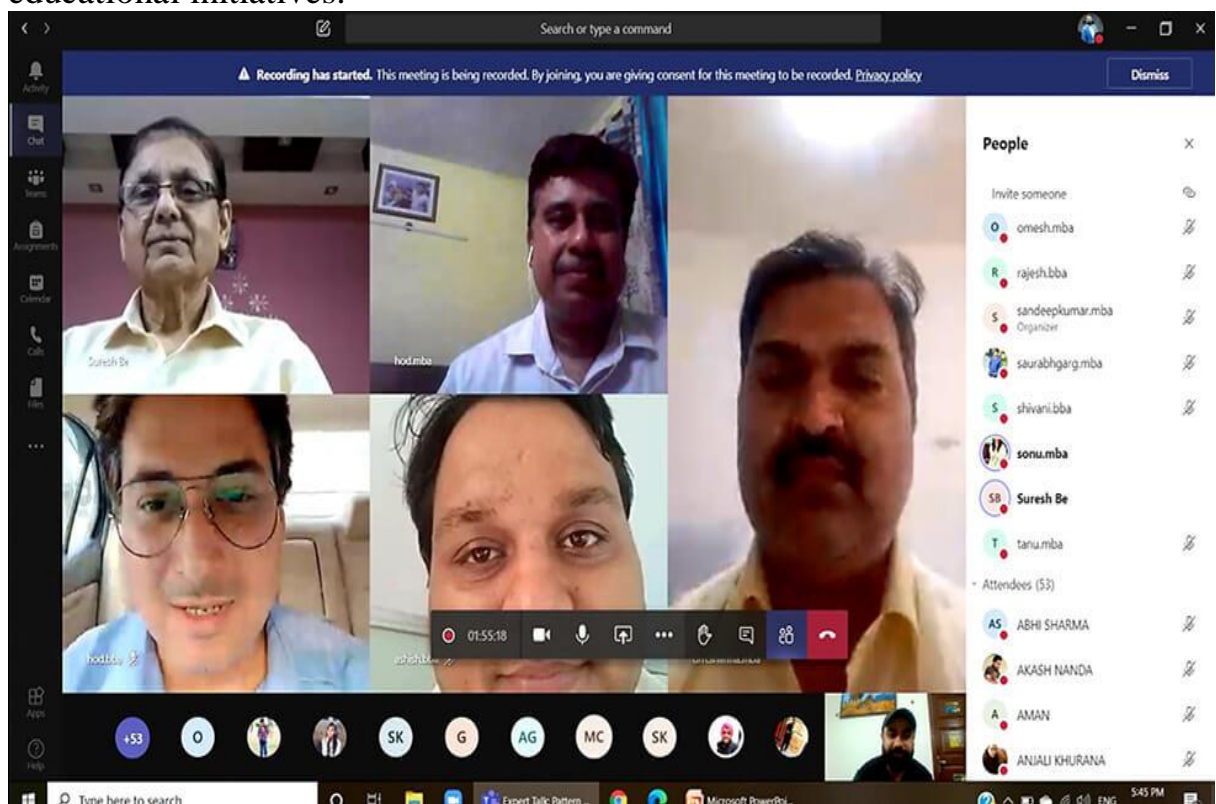
A4: Useful shortcuts include Ctrl + C (Copy), Ctrl + V (Paste), Ctrl + Z (Undo), Ctrl + Arrow Keys (Navigate), and F4 (Repeat Last Action). Learning these shortcuts can speed up data entry and manipulation tasks.

Outcome:

At the end of the session, students recognized that mastering Excel tools and techniques significantly enhances their efficiency and effectiveness in completing work-related tasks. A solid understanding and proper application of these tools can distinguish someone as a star performer in the workplace. To gauge the impact of the workshop, a student interaction session was held with the respected HoD. Students expressed a strong desire for similar workshops to be conducted regularly throughout the year to further develop their skills. The HoD assured them that such workshops will increasingly be integrated into the curriculum.

Vote of Thanks:

As the session on Online Excel concluded, Prof. Akhilesh Kumar Mishra, Head of the Department of Management Studies, delivered a heartfelt vote of thanks. In his closing remarks, Prof. Bedi and expressed gratitude for his invaluable contribution and for sharing his extensive knowledge and insights on excel. The vote of thanks was a fitting end to an informative and engaging session, and the request for feedback underscored the department's commitment to enhancing future educational initiatives.



Dr Suresh Bedi Sir interacting with the Students



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PANIPAT INSTITUTE OF ENGINEERING AND TECHNOLOGY

Department of Management Studies

Online Session on Excel on 27th April 2020

Resource Person: Prof. (Dr.) S.K Bedi Attendance

<u>S.No</u>	<u>Name</u>	<u>Roll No</u>
1	AAKASH NANDA	190172
2	ABHI SHARMA	190167
3	AMAN	190141
4	ANJALI KHURANA	190221
5	AVANTIKA SINGHAL	190101
6	AVANTIKA AGGARWAL	190102
7	TANYA	190106
8	ANSHIKA GUPTA	190107
9	SAKSHAM GARG	190109
10	ANCHAL GOEL	190114
11	VIKAS	190115
12	HIMANI	190116
13	DOMITA TALWAR	190124
14	SHIVESH ARYA	190128
15	TANVI WADHWA	190134
16	KARAN GOEL	190135
17	LAVISH TYAGI	190139
18	PARAS DUA	190147


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20	SNEHA	190152
21	SURAJ SALUJA	190154
22	LATASHA	190160
23	PALAK	190163
24	VARSHA GOEL	190168
25	BHAVYA	190177
26	KANIKA	190180
27	SHEETAL	190183
28	NISHANT	190189
29	ROHIT	190194
30	PRERNA	190200
31	KAPIL TAYAL	190206
32	JATIN JUNEJA	190212
33	AMAN RATHI	190216
34	VIDHI	190227
35	ANUPRIYA	190236
36	KOMAL	190241
37	SONU SHARMA	190253
38	MONIKA	190133
39	SAKSHI	190159
40	LOVEE SALUJA	190171
41	AKASH NANDA	190172
42	AMAN DEWAN	190184
43	MANISH JAIN	190198
44	SANYAM JAIN	190210
45	PRATHAM	190223
46	SHAGUN BANSAL	190234
47	BHAWNA	190235

48	CHARU	190247
49	POOJA	190248
50	SACHIN MALIK	190233
51	KANWALJEET	190232
52	SHUBHAM KAMBOJ	190231
53	PANKAJ	190228


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