

SACRED HEART COLLEGE, THEVARA

Orientation on the Application of EXCEL

Date: 4 December, 2015

Time: 2.30 pm to 4.00 pm

BROCHURE:

**ORIENTATION ON
APPLICATIONS OF EXCEL**

Resource Person

Ms. ACHAMMA CHERIAN

ASSISTANT PROFESSOR

DEPARTMENT OF COMPUTER SCIENCE

04 DECEMBER 2015

REPORT

Microsoft Excel is one of the most popular and commonly used spreadsheets applications used nearly by all the firms in every industry in the world. Corporates, educational institutions, and government agencies all use Excel to manage and analyze data. It is a simple but powerful tools for faculties, students and office staffs to manage their day to day data and information. It is widely used for Management Information System (MIS) to maintain, frequently update data and keep track of progress. A comparative study of the growth of an organization or a project over the time period can be traced using Excel. It's no wonder why a working knowledge of this spreadsheet software is an essential skill for people who spend part of their workday in front of a computer. With an aim to introduce the administrative staff to the various advantages and functionalities of the software EXCEL, the IQAC of Sacred Heart College, Thevara organized an orientation programme on the application of EXCEL on 4th December 2015.

Inaugural Session

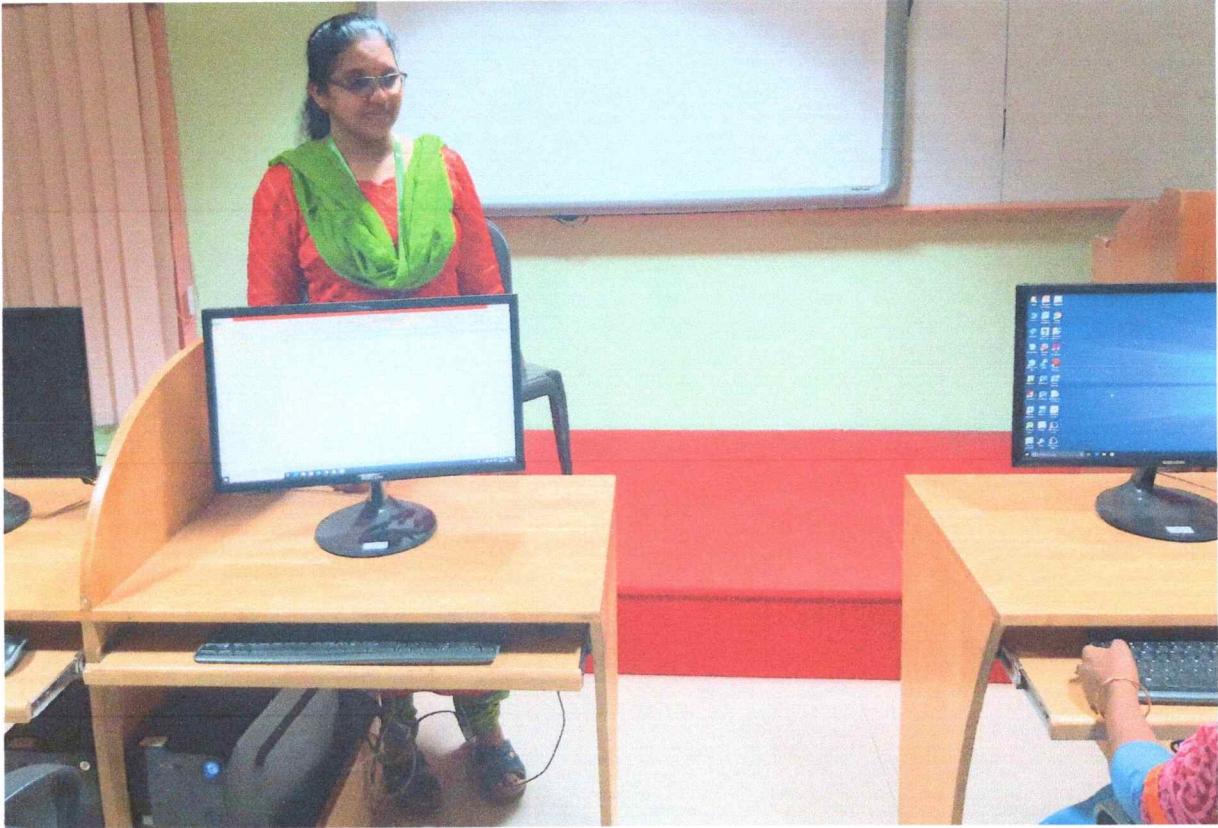
Mr. A. L. Thomas welcomed the participants and the resource person. He introduced the resource person and spoke about the context of conducting the program. The technical session was handled by **Mrs. Achamma Cherian**, Assistant Professor, Department of computer Science, Sacred Heart College, Thevara.

Technical Session

In the technical session Mrs. Achamma Cherian gave pa brief introduction of MS-EXCEL and its importance in data handling. In her lecture she pointed that knowing the ins and outs of Excel could make a huge difference in how quickly tasks are completed. Mrs. Tressa explained lucidly the use of simple functions like sum, average and various ways of formatting the entered data. She also explained the uses of data validation and pivot tables in EXCEL. Finally she briefly explained on the some advanced features such as filling data formulas and functions, number formatting, data linking, conditional formatting, sorting data etc.

In the concluding session Mr. T. V. Jude, on behalf of the administrative staff proposed vote of thanks to the resource person and the organizing committee.

PHOTO:



Ms. Achamma Cherian during EXCEL training (04/12/2015)

SACRED HEART COLLEGE (AUTONOMOUS), THEVARA

Orientation on the Applications of EXCEL

04 December 2015

LIST OF PARTICIPANTS

Sl. No.	Name
1.	Mr. K. J. Lukose
2.	Mr. Saju A J
3.	Mr. Reji Joseph
4.	Mr. George Thaddeus
5.	Mr. Johnson S. V.
6.	Mr. T. V. Jude
7.	Mr. Babu T A
8.	Mr. Davies K. T.
9.	Mr. K. J. Joseph
10.	Mr. Poulose Joseph



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