

J.C.BOSE UNIVERSITY OF SCIENCE AND TECHNOLOGY, YMCA FARIDABAD
NAAC 'A+' Grade accredited Haryana State University



Department of Business Studies

**Report on Thirty Hours Workshop on
Microsoft Excel, 13th February to 25th April, 2024**

The Department of Business Studies conducted a Thirty Hours Workshop on "Microsoft Excel" for a group of 30 students of B.com (H) second-year from 13th Feb to 25th April 2024 under the wisdom of chairperson, Dr. Manisha Goel. Dr. Rakesh Chander and Mr. Rohit Sinha, faculty members, Department of Business Studies coordinated the workshop along with students Kashish and Gargi. The workshop was conducted by Mr. Bharat Bhushan .

The workshop was aimed at providing students with a basic understanding of Excel

and its applications in various fields. The workshop was well attended by students of B.com(H).

The workshop covered a wide range of topics, including the basic features of Excel, such as data entry, formatting, and basic calculations along with multiple worksheets. Participants also learned how to create basic charts and graphs, how to use functions such as SUM, AVERAGE, and COUNT, and how to use conditional formatting and filtering.



The workshop was conducted through a combination of lectures, demonstrations, and hands-on practice sessions. Participants were provided with laptops and Excel software to practice what they learned during the workshop. The workshop was interactive, the participants were encouraged to ask questions and seek clarification on any topic they found difficult.

At the end of the workshop, participants were required to complete a project that demonstrated their understanding of the concepts covered in the workshop. The projects were evaluated by a panel of experts, and participants received feedback on their work.



The workshop was extremely valuable to the students, and the following are the outcomes of the one-week workshop:

- I. By understanding the basics of Excel, students can use it to perform a wide range of tasks more efficiently, such as creating and manipulating spreadsheets, analyzing data, and producing charts and graphs.
- II. Excel provides a wide range of tools for analyzing data, including functions, formulas, and pivot tables. By mastering these tools, students can gain valuable insights from data and make more informed decisions.
- III. Excel allows students to share and collaborate on spreadsheets with others. By understanding how to use Excel's collaboration features, students can work more effectively with others and achieve better results.
- IV. Excel provides a wide range of tools for analyzing data, including functions and formulas. By mastering these tools, students can gain valuable insights from data and make more informed decisions.

The workshop was a great success, and participants reported a significant improvement in their understanding of Excel.



The workshop provided an excellent opportunity for participants to acquire new skills and improve their job prospects. We thank all the participants, instructors, and organizers for making the workshop a success and look forward to more such events in the future.