

Training Report on

"DATA MANAGEMENT AND EXCEL CERTIFICATE"



Report by: Dr. Glory Mercy C HR- Trainer QASDC



Topic:	Training on Data	Management	using F	Excel
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Resource person: Mr. Vinay K
MIS Trainer

Alpha Tech Academy

Venue: PDL LAB NHCE.

Date & Time: 11th March 2023 10:00am to 4:00pm

No of Participants: Students from Civil Engineering Dept

NEW HORIZON COLLEGE OF ENGINEERING QUALITY ASSURANCE AND SKILL DEVELOPMENT CENTER

The Quality Assurance and Skill Development Center at New Horizon College of Engineering organized a data management using Excel training for final year students of Civil Department.

The goal of the training was to ensure the students are prepared to face future career options. As part of the training program, there was a hands-on experience using excel and Data Analytics." Mr. Vinay, who is currently working as a learning and development guest lecturer at Alpha Tech, has hands-on experience with data management, advanced excel, IT business strategy, data science project financials, web analytics, accounting, operations, as well as corporate training.



Excel training students gained hands-on experience with basic excel formulas, formatting, charts, graphs, and navigating/manipulating multiple spreadsheets.

Microsoft Excel is a spreadsheet program developed by Microsoft that is available for Windows, macOS, Android, iOS, and iPadOS. It has calculation or computation capabilities, graphing tools, pivot tables, and Visual Basic for Applications, a macro programming language (VBA).

Students were able to use Microsoft Office as well as the spreadsheet programme, which is used to save and analyse numerical data. Students gained hands-on experience and were able to use the excel sheets' functions listed below-

- 1. Creating, saving, and opening new files
- 2. Sheet management
- 3. Cell formatting
- 4. Data discovery and replacement
- 5. Data sorting
- 6. Making graphs
- 7. Making use of simple functions such as Charts, SUM, COUNT, AVERAGE, SUMIF, COUNTIF, and so on.
- 8. Fundamental functions such as SUM, COUNT, IF, AVERAGE, MIN., MAX.

XLOOKUP and VLOOKUP

10. INDEX/MATCH

11. SUMIF AND COUNTIF

Pivot Tables 12

- 13. Filters
- 14. Charts
- 15. Macros
- 16.Data Simulations
- 17. Conditional Formatting



Attendance:

NEW HORIZON COLLEGE OF ENGINEERING Quality Assurance and Skill Development Center Attendance

Training on Data Management using Excel

Date: 11th March 2023

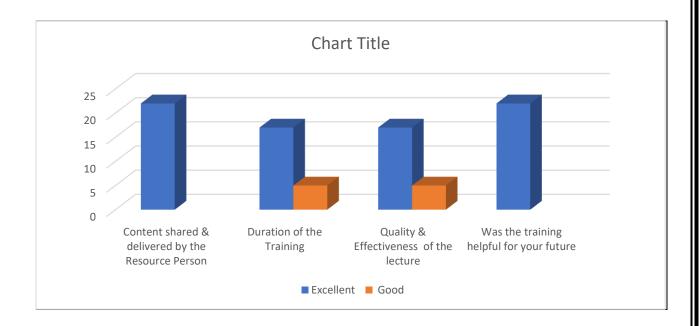
Timing 9 30 AM to 4 30 PM

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Faculty Co-ordinator

Dr. Sanjery, Sharmat Professor and Deen - QASDC New Horizon College of Engineering Ring Road, Bellandur Post,

Feedback Analysis:



Impact:

The students interacted with the resource MIS Expert and gained hands-on experience while working on the Excel data analytics.