

SVKM's Narsee Monjee College of Commerce & Economics

(Autonomous)

Vile Parle (West), Mumbai 400 056

31st July, 2024

NOTICE

FY/SY/TY BCom/BMF/BAF/BFM/BSC IT/BMS/BCom
(Eco)/BCom(EcoAnalytics)/MCom

Workshop on Microsoft Excel

Students of above mentioned classes are hereby informed that a 6 Days' Workshop on Microsoft Excel is organized in online mode through MS Teams Platform. The schedule of the same is as given below

Level	Hours	Instructor Faculty	Date	Time	Topic - Practical HandsOn Class Topic
Basic	1	Prof. Reeba Khan	5th Aug 2024	5:00 pm to 7:00 pm	Introduction to Excel, Understanding Workbooks and Worksheets, Data Entry and Formatting (Using cell styles and custom number formats)
	2	Prof. Ruta Prabhu	5th Aug 2024	5:00 pm to 7:00 pm	Introduction to Formulas and Functions I (Text, Logical and Financial Functions)
	3	Dr. Neha Kushe	6th Aug 2024	5:00 pm to 7:00 pm	Introduction to Formulas and Functions II and Cell References (Mathematical and Statistical Functions)
	4	Dr. Neha Kushe	6th Aug 2024	5:00 pm to 7:00 pm	Introduction to Formulas and Functions III (Lookup Functions - VLOOKUP, HLOOKUP, INDEX, MATCH)
	5	Prof. Shweta Pawar Prof. Prashant Jadhav	7th Aug 2024	5:00 pm to 7:00 pm	Sorting Data in Tables, Data Filtering, Using AutoFiler Data Protection and Named Ranges
	6	Prof. Ruta Prabhu	7th Aug 2024	5:00 pm to 7:00 pm	Visualizing Data with Charts and Graphs and Formatting Charts Managing Large Datasets with Free Panes and Split Panes
Advanced	7	Prof. Reeba Khan	8th Aug 2024	5:00 pm to 7:00 pm	Introduction to Data Validation for Data Integrity Data Consolidation and Linking Worksheets
	8	Prof. Shweta Pawar Prof. Prashant Jadhav	8th Aug 2024	5:00 pm to 7:00 pm	Conditional Formatting Handling Missing Data
	9	Dr. Neha Kushe	9th Aug 2024	5:00 pm to 7:00 pm	Introduction to Pivot Tables Preparing Pivot Charts
	10	Prof. Reeba Khan	9th Aug 2024	5:00 pm to 7:00 pm	Introduction to What-If Analysis Scenario Manager and Goal Seek
	11	Dr. Anupama Jawale	10th Aug 2024	5:00 pm to 7:00 pm	Case Study
	12	Dr. Anupama Jawale	10th Aug 2024	5:00 pm to 7:00 pm	Case Study

This workshop is FREE and open to all students of above mentioned classes. Participants who pass the Excel Quiz on last day will receive a course completion certificate.

To register yourself for this workshop, please fill up below form.

<https://forms.office.com/r/chh2g9c5Mj>



Principal

Dr. Parag Ajgaonkar