Report on the "MS Excel Training" at

Atharva Institute of Management Studies, Mumbai.

Activity / Event Report

Name of Event   : MS Excel

Date(s) of Conduction   : 26/12/2023 – 06/01/2024

Class / Semester   : MMS Batch 2023-2025

Number of Students participated: 134

Faculty coordinator   : Prof. Ketan Sutaria

                         Prof. Kajal Desai

Coordinator/committee   : Dr. Reena Poojara

Event Mentor/Guide   : Dr. D. Henry Babu (Director, AIMS)

1. Report

In today's data-driven business environment, proficiency in Excel goes beyond basic spreadsheet skills and becomes a crucial tool for decision-making and analysis. Our MBA students have benefited from the comprehensive development that comes with MS Excel training, which has increased their marketability and preparedness for challenging business situations. The 30 hours certification program was conducted in a total of three batches from 26th December, 2023 to 06th January, 2024 from 8.30am to 6.00pm.

Session Schedule

Batch	Excel Session slot	26-Dec	Room No.
Batch 1 (A- 1 to A- 45)	8:30 - 11:30	Prof. Shivaangi - 11:45 to 1:45	2
Batch 2 (A -46 to A - 67) & (B -1 to B - 23)	11:45 to 2:45	Prof. Ketan Sutaria 9:30 to 11:30	9
Batch 3 (B - 24 to B - 67)	3:00 to 6 :00	Prof. Shivaangi - 11:45 to 1:45	2
		27-Dec	
Batch 1 (A- 1 to A- 45)	8:30 - 11:30	Prof. Shivaangi - 11:45 to 1:45	2
Batch 2 (A -46 to A - 67) & (B -1 to B - 23)	11:45 to 2:45	Dr. Monika Shrimali 9:30 to 11:30	9
Batch 3 (B - 24 to B - 67)	3:00 to 6 :00	Prof. Shivaangi - 11:45 to 1:45	2
		28-Dec	
Batch 1 (A- 1 to A- 45)	8:30 - 11:30	Prof. Ketan Sutaria 11:45 to 1:45	2
Batch 2 (A -46 to A - 67) & (B -1 to B - 23)	11:45 to 2:45	Prof. Shivaangi 9:30 to 11:30	9
Batch 3 (B - 24 to B - 67)	3:00 to 6 :00	Prof. Ketan Sutaria - 11:45 to 1:45	2
		29-Dec	
Batch 1 (A- 1 to A- 45)	8:30 - 11:30	Dr. Sudhir Purohit 11:45 to 1:45	2
Batch 2 (A -46 to A - 67) & (B -1 to B - 23)	11:45 to 2:45	Prof. Kajal Desai 9:30 to 11:30 Only A Div	9
Batch 3 (B - 24 to B - 67)	3:00 to 6 :00	Dr. Sudhir Purohit - 11:45 to 1:45	2
		30-Dec	
Batch 1 (A- 1 to A- 45)	8:30 - 11:30	Prof. Kajal Desai 11:45 to 1:45 Div A Only	2
Batch 2 (A -46 to A - 67) & (B -1 to B - 23)	11:45 to 2:45	Prof. Kajal Desai 9:30 to 11:30 Div A Only	9
Batch 3 (B - 24 to B - 67)	3:00 to 6 :00	Dr. Swati Agarwal 11:45 to 1:45	2

Batch	Excel Session slot	2nd Jan	Room No.
Batch 1 (A- 1 to A- 45)	8:30 - 11:30	Prof. Shivaangi - 11:45 to 1:45	9
Batch 2 (A -46 to A - 67) & (B -1 to B - 23)	11:45 to 2:45	Prof. Ketan Sutaria 9:30 to 11:30	9
Batch 3 (B - 24 to B - 67)	3:00 to 6 :00	Prof. Shivaangi - 11:45 to 1:45	9
		3rd Jan	
Batch 1 (A- 1 to A- 45)	8:30 - 11:30	Prof. Shivaangi - 11:45 to 1:45	9
Batch 2 (A -46 to A - 67) & (B -1 to B - 23)	11:45 to 2:45	Dr. Monika Shrimali 9:30 to 11:30	9
Batch 3 (B - 24 to B - 67)	3:00 to 6 :00	Prof. Shivaangi - 11:45 to 1:45	9
		3rd Jan	
Batch 1 (A- 1 to A- 45)	8:30 - 11:30	Dr.Sudhir Purohit - 11:45 to 1:45	2
Batch 2 (A -46 to A - 67) & (B -1 to B - 23)	11:45 to 2:45	Prof. Shivaangi 9:30 to 11:30	9
Batch 3 (B - 24 to B - 67)	3:00 to 6 :00	Dr. Sudhir Purohit - 11:45 to 1:45	2
		4th Jan	
Batch 1 (A- 1 to A- 45)	8:30 - 11:30	Dr. Nitin Godse 11:45 to 1:45	2
Batch 2 (A -46 to A - 67) & (B -1 to B - 23)	11:45 to 2:45	Dr. Monika Shrimali 9:30 to 11:30	9
Batch 3 (B - 24 to B - 67)	3:00 to 6 :00	Dr. Nitin Godse 11:45 to 1:45	2
		5th Jan	
Batch 1 (A- 1 to A- 45)	8:30 - 11:30	Prof. Kajal Desai 11:45 to 1:45	2
Batch 2 (A -46 to A - 67) & (B -1 to B - 23)	11:45 to 2:45	Dr. Reena Poojara 9:30 to 11:30	9
Batch 3 (B - 24 to B - 67)	3:00 to 6 :00	Prof. Ketan Sutaria 11:45 to 1:45	9
		6th Jan	
Batch 1 (A- 1 to A- 45)	8:30 - 11:30	Prof. Kajal Desai 11:45 to 1:45 Div A Only	2
Batch 2 (A -46 to A - 67) & (B -1 to B - 23)	11:45 to 2:45	Prof. Kajal Desai 9:30 to 11:30 Div A Only	9
Batch 3 (B - 24 to B - 67)	3:00 to 6 :00	Dr. Nitin Godse 11:45 to 1:45	2

2. Session Overview

Date	Topic Covered
26/12/2023	Introduction to Excel & Text Functions
27/12/2023	Time & date, Statistical functions
28/12/2023	Lookup & Reference, Sort & filter functions
29/12/2023	Lookup & Reference (Continued), Financial, Formatting functions
30/12/2023	Financial (Continued), Charts & Graphs
02/01/2024	Data Analysis, Data Protection Functions
03/01/2024	Other functions & Advance functionalities
04/01/2024	Advance functionalities (Continued)
05/01/2024	Smart Tricks on Excel & Assessment
06/01/2024	Dashboard & Case study

3. Key Takeaways

1. Enhanced Analytical Skills

MS Excel training helped our students to develop strong analytical skills by learning teaching them how to use various functions, formulas, and data analysis tools. Students will be able to leverage these skills to analyze business data, make informed decisions, and derive valuable insights.

2. Efficient Data Management

With the help of MS Excel features like pivot tables, data validation, and conditional formatting, our students are now able to handle and arrange massive information effectively.

3. Financial Modeling Proficiency

Our students now possess the skills necessary to do scenario analysis, build forecasting models using Excel, and construct intricate financial models. These abilities will be especially helpful for students who want to work in finance because they will improve their capacity to handle financial data and make sound financial strategies.

4. Increased Productivity

Acquiring knowledge of MS Excel shortcuts and strategies can helped our students operate more efficiently by increasing their productivity on a variety of activities. The same has been implemented while creating research paper, subject wise presentation and will also help in creating summer internship project

5. Improved Presentation Skills

Through MS excel training, students are bale to create and present data in an aesthetically pleasing and easily comprehensible manner by utilizing visualization tools such as graphs and charts. The same has been implemented by students in their subject wise presentations and this has also helped them to enhance their communication abilities.

6. Career Management

Gaining MS Excel skills will provide our students a competitive advantage in the job market and increase their attractiveness to employers that are looking for people with strong data management and analytical skills.

7. Problem-Solving Abilities

Students are encouraged to apply data-driven techniques and critical thinking to tackle complex challenges through instruction in MS Excel. They have developed a problem-solving mindset when they are able to evaluate and comprehend data.

8. Hands-On Practical Experience

Our students have obtained practical experience by using MS Excel on real-world applications. Their confidence and competence in using Excel for business tasks has increased as a result of this practical learning strategy.

4. GLIMPSE

Mumbai, Maharashtra, India
Atharva Educational Trust, Atharva Back Rd, Malad, Charkop Naka, Asmita Jyoti Housing Society, Malad West, Mumbai, Maharashtra 400095, India
Lat 19.197908°
Long 72.825691°
05/01/24 10:51 AM GMT +05:30

Mumbai, Maharashtra, India
Atharva Educational Trust, Atharva Back Rd, Malad, Charkop Naka, Asmita Jyoti Housing Society, Malad West, Mumbai, Maharashtra 400095, India
Lat 19.197839°
Long 72.825639°
02/01/24 01:50 PM GMT +05:30