

हंसराज महाविद्यालय

दिल्ली विश्वविद्यालय

महात्मा हंसराज मार्ग,

मलकागंज, दिल्ली - 110007

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वेबसाइट : www.hansrajcollege.ac.in



HANSRAJ COLLEGE

UNIVERSITY OF DELHI

Mahatma Hansraj Marg

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NAAC ACCREDITED 'A++' GRADE COLLEGE

2022-2023

Name of the Department/Society: Department of Computer Science, MHFDC

Name of the Event: Hands-on Training on Microsoft Excel

Date of the Event: 26th June 2023

Quality assurance is a crucial component of lab maintenance. The consistency and dependability of the data are ensured by a well-maintained lab, which benefits output production and the quality of the job performed. Data Analysis play crucial role in this. Laboratory staff should have knowledge of collecting, processing, and analyzing data. This will help laboratory staff to efficiently manage laboratory related data and records. Moreover, possessing these skills enhances productivity, promotes effective collaboration, and supports the overall success of research and educational activities in the field. To provide these essential skills to our laboratory staff, a one-day workshop on skill enhancement of Laboratory Staff was organized by the Department of Computer Science, HansrajCollege, University of Delhi, under the aegis of Mahatma Hansraj Faculty Development Centre, a centre of MOE, Govt. of India under PMMMNMT, Hansraj College, University of Delhi on 26th June 2023, from 9:30 A.M. To 12:45 P.M.

The workshop began with a welcome address by Dr. Vidhi Khanduja, workshop coordinator. She motivated the participants towards the usefulness of this program and introduced the speaker of the first session Dr. Aman Phogat from Physics and Electronics department, HRC. The session "Introduction to MS-Excel (Basics, Formulas and Functions)" aimed to equip participants with the fundamental knowledge required to utilize Excel effectively. The topics covered included working with the spreadsheet like creating and formatting, working with basic functions, and using formulas.

In the next session, participants were given hands-on experience on the worksheets provided by resource person, Dr. Vidhi Khanduja. She demonstrated how to apply formulas and filters in the provided worksheet to strengthen their understanding of MS Excel. The step-by step guidance is givento all the participants in order to complete the task sheet provided by the resource person.

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The following key points were discussed in the one-day workshop:

1. Introduction to Excel:

- An Overview of Excel's interface and essential elements.
- Understanding workbooks, worksheets, and cells.
- Understanding Rows and Columns in Excel.

2. Entering and Formatting Data:

- Methods for accurately inserting data into cells.

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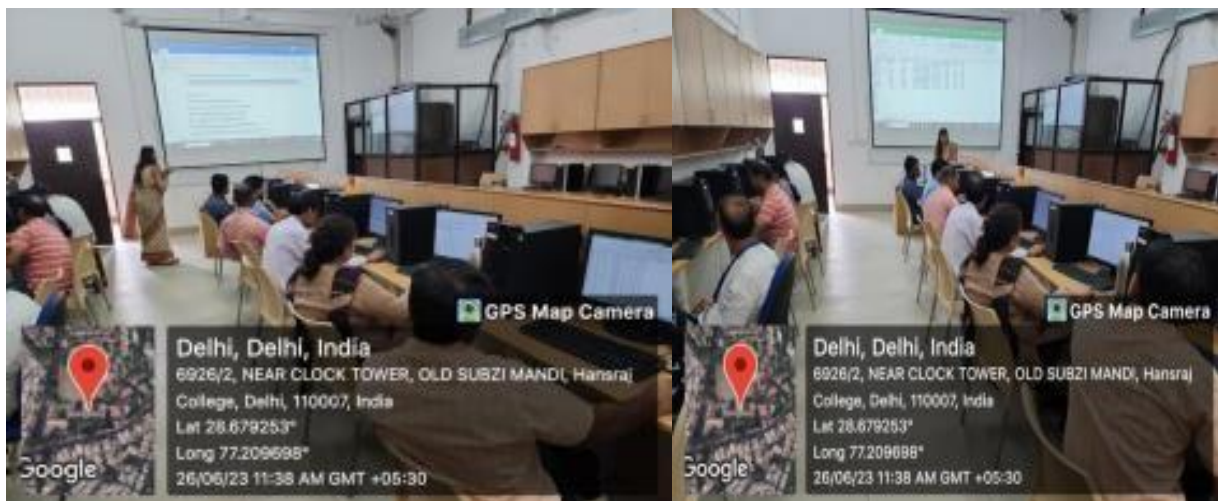


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- Text and numeric formatting choices.
 - Utilizing elementary formatting options like font styles, cell borders, and colors.
3. Standard Formulas:
- Creating basic formulas using arithmetic operations.
 - How to apply formulas in Tabular Format.
4. Basic Functions:
- Utilisation of some common functions like SUM, AVERAGE, MAX, MIN, and COUNT.
 - Use of logical functions like IF, AND, OR for conditional calculations.
5. Using MS Excel's Sort and Filter Functions
6. Data Visualization:
- Creating charts (column, line, pie) to visually depict data
 - Customizing chart elements (title, axes, legend)
7. Task sheet based on formulas, functions, sorting and filtering in MS-Excel



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All the participants actively participated and successfully completed the task sheet. The session ended with a vote thanks from Dr. Vidhi Khanduja followed by distribution of certificates.

The Workshop proved to be a valuable platform for enhancing the skills and knowledge of the laboratory staff. It was attended by laboratory staff from different departments of HRC. The hands-on training provided participants with practical insights, new perspectives, and effective strategies for managing laboratories.



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ATTENDANCE:

Attendance Sheet		
SNO.	Name	Name of Department
1	Anita	Department of Computer Science, Hansraj College, University of Delhi
2	Sanjay Narang	Department of Computer Science, Hansraj College, University of Delhi
3	Ajit Kumar	Department of Computer Science, Hansraj College, University of Delhi
4	Anil Tyagi	Department of Computer Science, Hansraj College, University of Delhi
5	I P S Negi	Department of Computer Science, Hansraj College, University of Delhi
6	Bharat Kumar Singh Manral	Department of Computer Science, Hansraj College, University of Delhi
7	Shakti Singh Rana	Department of Computer Science, Hansraj College, University of Delhi
8	Barkha	Department of Computer Science, Hansraj College, University of Delhi
9	Hemant	Department of Physics, Hansraj College, University Of Delhi
10	Shikha Sharma	Department of Chemistry, Hansraj College, University Of Delhi
11	Himanshu	Department of Chemistry, Hansraj College, University Of Delhi
12	Nazir	Department of Physics, Hansraj College, University Of Delhi

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POSTER:

The poster features the following content:

- Top Left:** Logo of the Ministry of Education, Government of India, with the motto 'सत्यमेव जयते'.
- Top Center:** **HANSRAJ COLLEGE** (NAAC A++ CGPA 3.71) **University of Delhi**, Mahatma Hansraj Marg, Malka Ganj, Delhi-110007, <http://www.hansrajcollege.ac.in>
- Top Right:** Hansraj College logo.
- Center:** **Department of Computer Science, Hansraj College** is organising **Hands-on Training on Microsoft Excel for Skill Enhancement of Laboratory Staff** on **(26th JUNE 2023)**
- Bottom Center:** under the aegis of **Mahatma Hansraj Faculty Development Centre** (A Centre of MoE, Govt. of India under PMMMNMTT Scheme)
- Bottom Left:** Email: fdp.hrc@gmail.com, Website: <http://www.mhrfdc.in/>
- Bottom Right:** Social media icons for Facebook, Instagram, Twitter, and YouTube.