

School of Commerce

Organises one-day workshop on

Advance MS Excel & Data Management through shared drive



for Non-Teaching Staff



10th February, 2024



9:30 AM - 1:00 PM



First Floor Computer Lab, Swami Vivekananda Block

About the workshop

This workshop aims to provide a learning exposure to non-teaching staff on the advance Microsoft excel & data management through shared drives, the following topics will be covered:

1. Overview of Basic and Advance MS Excel
2. Advance sorting and filtering operations and data import from an external source.
3. Working with formula and functions, Tips & Tricks.
4. Data Protection and Security
5. Working with Data Visualization.
6. Pivot Tables and power query.
7. Data Management through shared drives

Target Audience: Non-Teaching Staff

Certificates will be provided at the end of the workshop

Registration Fees: ₹100

Resource Person



Jayanth Jayendran

Freelance Trainer, Edureka, Bangalore
Currently, training students and Corporates in Edureka for the following topics: Advanced Excel, VBA Automation, Tableau and Power BI

Payment Details

Please make the payment using the link provided <https://payment.reva.edu.in/>

or



Scan the QR Code for payment

Registration Details

After Payment kindly register through the Registration link provided:

<https://forms.office.com/r/thADkH2hQL>