

**SCHOOL OF COMMERCE**

**Report on One day Workshop for Non-Teaching Staff**

**“Advance MS Excel & Data Management through Shared drive”**

<b>Title of the Programme:</b>	<b>Advance MS Excel &amp; Data Management through Shared drive</b>
<b>Date of the Programme:</b>	10 <sup>th</sup> February 2024
<b>Timings of the Programme:</b>	10:30 am to 12:30 pm
<b>Place of the Programme</b>	SVB, First Floor Computer Lab.
<b>Resource Person:</b>	Mr. Jayanth Jayendran, Freelancer Trainer Edureka, Bangalore
<b>Program Co-ordinator:</b> • <b>Faculty Co-ordinator</b>	Prof. Konyn Tuba Lappay
<b>Number of Participants</b>	70
<b>Program Objective</b>	The workshop aimed to enhance participants' proficiency in Advanced MS Excel techniques and impart knowledge on efficient data management through shared drives.

**Program Details:**

On 10.2.2024, The workshop conducted aimed to provide a learning experience to Non-Teaching Staff on Advance MS Excel as it is very important for professional growth and success.

Key Points discussed were

**Advanced MS Excel Techniques:**

- Formulas and Functions: Participants were guided through advanced formula usage, including nested functions, array formulas, and complex calculations.
- Data Visualization: Techniques for creating visually appealing and insightful charts and graphs were demonstrated, including PivotTables and Sparklines.
- Data Analysis: Advanced data analysis tools such as Goal Seek, Solver, and Data Tables were explored to help participants gain insights from their datasets.

• **Data Management through Shared Drives:**

- Understanding Shared Drives: Participants learned about the benefits and functionalities of shared drives for collaborative work environments.
- Access Control: Best practices for setting access permissions and managing user privileges on shared drives were discussed to ensure data security.
- Version Control: Techniques for versioning documents and tracking changes on shared drives were demonstrated to facilitate seamless collaboration.

The workshop on Advance MS Excel & Data Management through Shared Drives proved to be a valuable learning experience for all participants. By mastering advanced Excel

techniques and understanding efficient data management practices, participants are better equipped to excel in their respective fields and contribute effectively to their organizations' success.

### Learning Outcome/ Feedback:

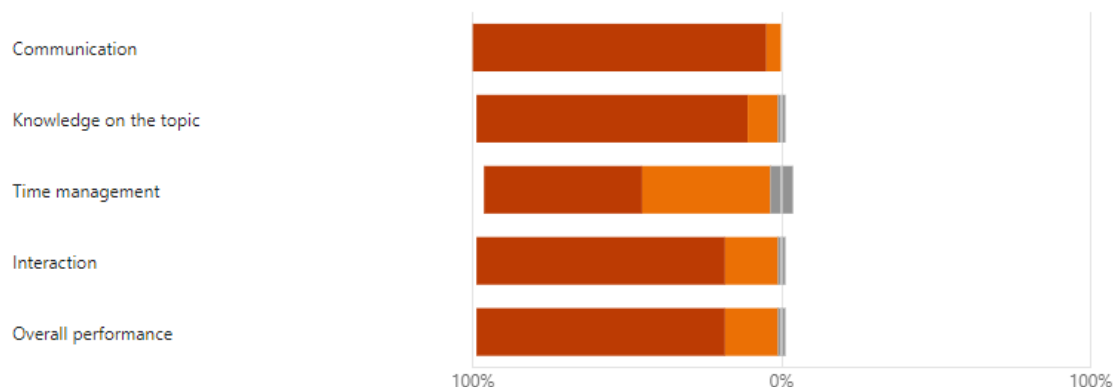
Participant feedback was overwhelmingly positive, with many expressing appreciation for the practical approach, interactive sessions, and relevance of the topics covered. Suggestions for future workshops included deeper dives into specific Excel functions and more advanced data analysis techniques..

### Graph:

5. Please give your feedback about the instructor (5 being excellent and 1 being poor) (0 point)

[More Details](#)

5 4 3 2 1



13 respondents (32%) answered **session** for this question.



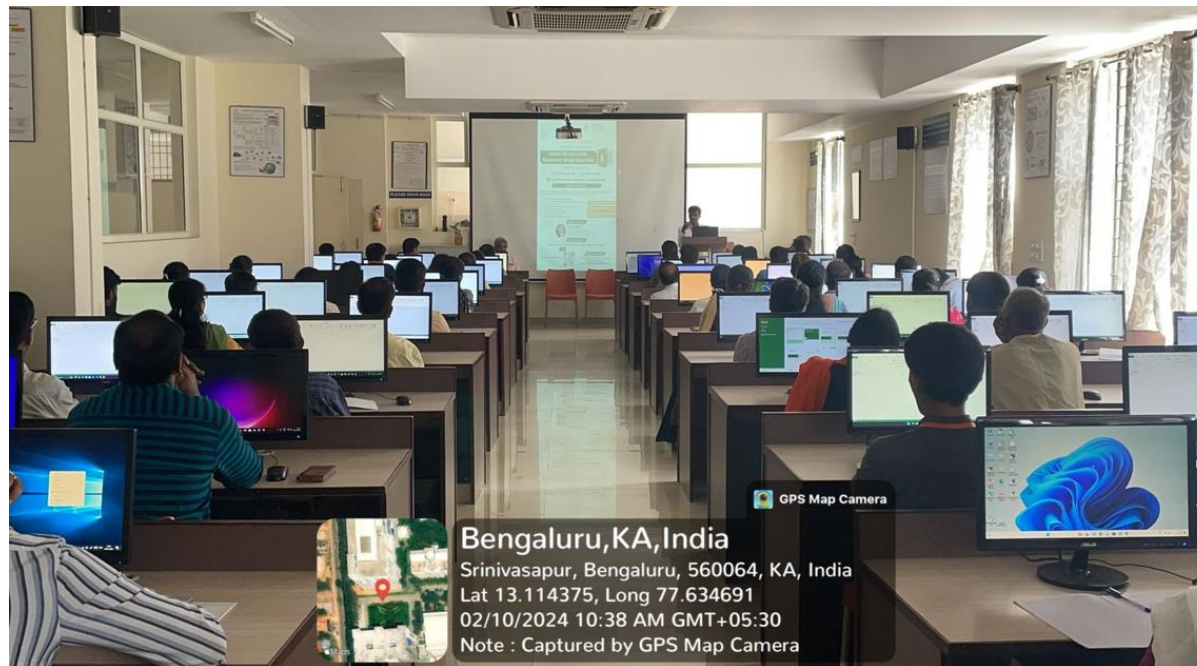
### Inference:

The session seems to be useful for the participants, as there is a positive feedback.

### Action Plan:

future workshops included deeper dives into specific Excel functions and more advanced data analysis techniques.

### Geo-tagged Photos :



**(Dr. M Subramanyam, Director School of Commerce welcoming the gathering)**



**(Participants' involvement)**



**Bengaluru,KA,India**

Srinivasapur, Bengaluru, 560064, KA, India

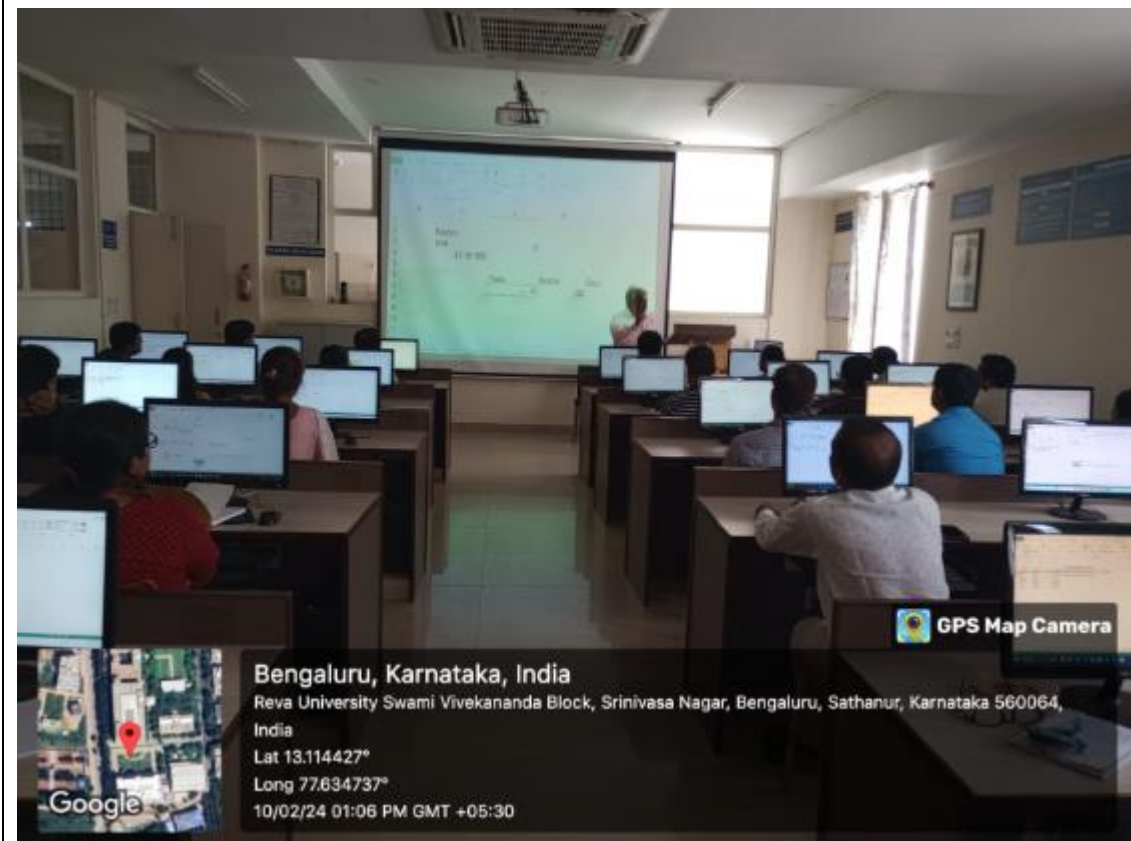
Lat 13.114349, Long 77.634689

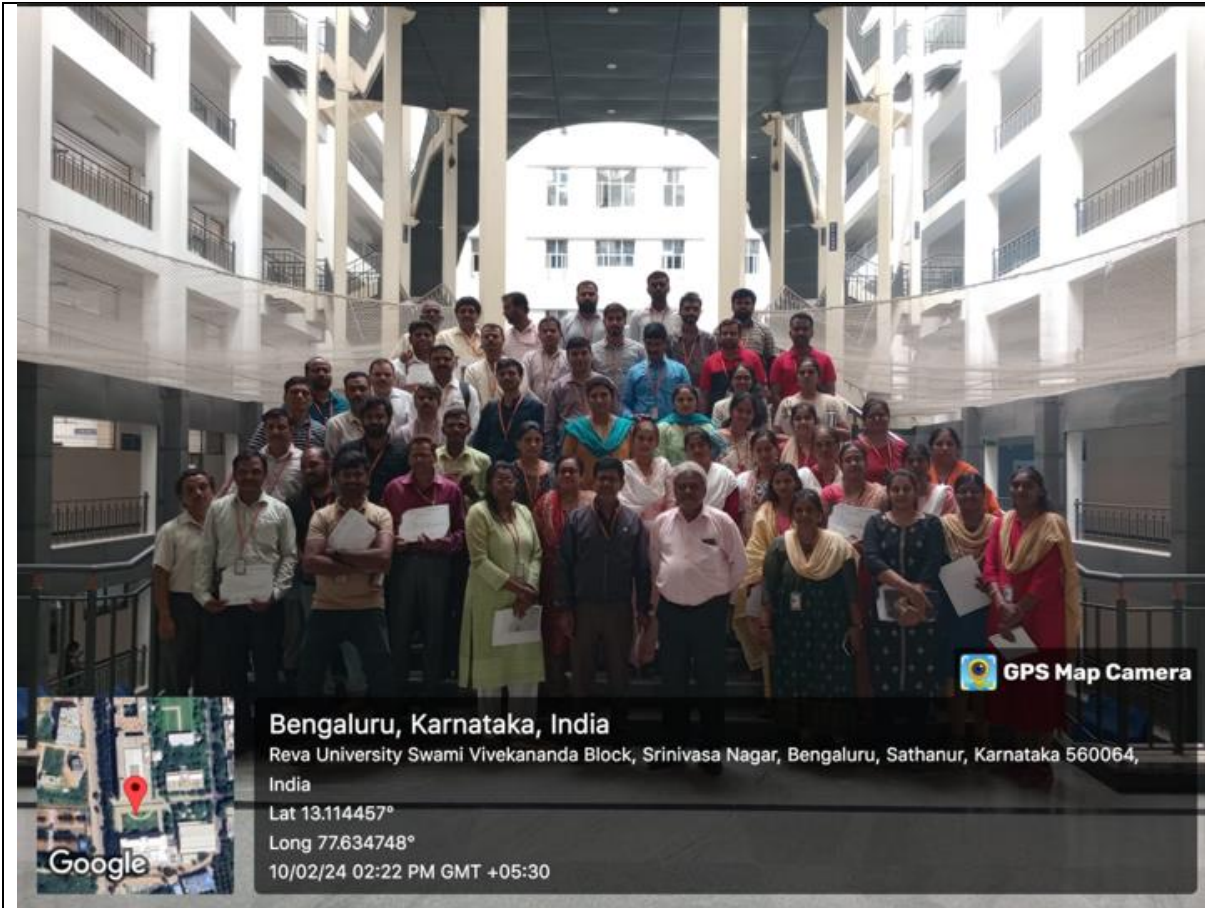
02/10/2024 10:44 AM GMT+05:30

Note : Captured by GPS Map Camera

GPS Map Camera









**Faculty Co-ordinator Signature:**

**HOD**

**Director**


Creative:





## School of Commerce


Organises one-day workshop on

# Advance MS Excel & Data Management through shared drive



for Non-Teaching Staff

 **10<sup>th</sup> 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>

[www.reva.edu.in](http://www.reva.edu.in)

Profile:

## **JAYANTH JAYENDRAN**

No.189, 5<sup>th</sup> Cross, Shamarjapura, Vidyaranyapura Post, Bangalore - 560097.

Phone: +91- 6362460234 Email: [jayanth.jayendran@gmail.com](mailto:jayanth.jayendran@gmail.com)

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### **CAREER OBJECTIVE**

Highly energetic and committed professional trainer having 33 years' experience in Service, Marketing, Advertising, Management, with strong academic background and practical experience in modern and innovative teaching techniques seeks to provide top quality knowledge to students.

### **KEY STRENGTHS**

Excellent Communication Skills	Training Needs Analysis (TNA)
Continuous Learner	Strong Organizational Skills:
Versatility	Confident Delivery
Focus	Training Design Skills
Think on Your Feet	Subject Matter Expert
Endurance & Patience	Time Management
Evaluation Techniques	Adaptable
Collaborative	Pillar of Support
Valuable Contributor	Effective Management Skills

### **TECHNICAL & OTHER ACQUIRED SKILLS**

MS (Excel, Word, Outlook , Access & Power Point)

Excel VBA

MS Access VBA

MySQL

Tableau

PowerBi

Neuro Linguistic Programming Practitioner and Trainer (Trained under Dr. Pradeep Agarwal in NLP and Hypnosis at Hyderabad)