

Report of
Skill Enhancement Workshop
on
Advanced Excel
An Initiative of
Departments of Computer Science
in collaboration with
IQAC
Mata Sundri College for Women, University of Delhi



The Departments of Computer Science, Mata Sundri College for Women organized a two-day Skill Enhancement Workshop on “Advanced Excel” in collaboration with IQAC on 12th-13th September 2022. The FDP provided exposure to the participants (non-teaching faculty members) and provided a chance to enhance their knowledge in the subject area. Mrs. Sangeeta Pathak was the resource person for this workshop.

The session was inaugurated by our college Principal **Prof. Harpreet Kaur**. She appreciated the efforts of the organizing team headed by Course Coordinator **Dr. Kiranjeet Sethi**, Convener **Dr. Megha Gupta** and Co Convener **Mrs Vijaya Goel**. In her welcome speech, Hon. Principal **Prof. Harpreet Kaur** shared her views with faculty participants, that if faculty wants to develop themselves and then attending such Workshop would enhance their skill and concepts

practically. Dr. Lokesh Kumar Gupta, IQAC coordinator, briefed the participants about the subject chosen for the Workshop and highlighted the reason and importance for the same.

A total of 30 participants from HR/Accounts/Library admin section attended the Workshop that was conducted in Lab 3, Mata Sundri College from 02:30 PM to 4:00 PM.

On first day of Workshop, Mrs. Sangeeta Pathak focused on the various Maths Formulas, Data Sorting methods (including Nested Sorting/Text Sorting), Filters technique (Duplicates Removal), Day-to-day Shortcut Keys. Her presentation was appreciated by all. This was followed by the high tea.

On the second and the last day of the Workshop, she talked about various Text functions, Pivot Tables creation, how to do Data Analysis (What-If- Analysis/Goal Seek/Data Table), Graphs Making, and how to do Cell Data Splitting and Re-joining. This was followed by the high tea.

The sessions had witnessed enthusiastic participation. Many interesting questions were raised which depicted the interest of the participants. Overall, the two-day Workshop programme was successful in teaching upon some key issues of the theme and was very knowledgeable & helpful.



