



Date: 26-08-2023

Session on Basic to Advanced Excel for Staff

Objectives of the Session: The aim of providing training to faculty members in the areas of Excel application in daily uses of excel for good administration.

Outcome of the session: By the end of the session, participants will learn the different formula and dashboard for Excel application.

Date:	08-07-2023
Time:	9:00 am to 03:30 pm
Participants	All Faculty Members (14- BBA)
Theme	Skilling & Re-skilling
Speaker:	Dr. Vijay Gondaliya, Associate Professor & Head, BVPIM, UTU
Venue:	SRIMCA – C-105
Coordinator:	Dr. Vijay Gondaliya
Category:	Staff Development

The Faculty of Commerce and Management organised a one-day workshop on Basic to Advanced Excel programmes with the mention objective and outcome. The commencement of the session was initiated by Dr. Kiran Pandya, the Dean of the Faculty of Commerce and Management, who delivered a welcoming address. The speaker for the event, Dr. Vijay Gondaliya, was presented by Dr. Krunal patel, who emphasised the importance of Excel for students and faculty for administration and research.

Followings topics were discussed in the workshop:

- Page Set-up: Margin, Alignment, font, print, etc. and Text function
- Data: Sorting, Filtering, advanced sorting, and Data Tools – Consolidate, Blank row, duplicate, etc.
- Table: Tables and Table functions, Count, Sum, Average (if and ifs) and Index and Match function
- Statistical and Finance Function

It will help a lot in documentation and data analysis. Discussed many shortcuts which will help to reduce many hours and efforts to work on it.

Thanks to Dr. Kiran Pandya sir, Dr. Krunal Patel, Dr. Arpana Bhatti Madam. also, thanks to Dr. D. R. Shah sir and office bears of UTU.

