

A FIVE DAYS STUDENT DEVELOPMENT PROGRAM

REPORT ON MS-EXCEL SDP

Students Participated: 4th semester Electrical Engineering Students

Resource Person: Mr. Ravi Kamana (MS certified)

A five days student development program was conducted in the Electrical Engineering Department at Jorhat Engineering College from 4/02/2020 to 8/02/2020 for 4th semester students. The day-to-day activity during the program is as follows.

Day 1: An introduction was given about MS-Excel to the students during session 1. In this context, the usefulness of excel in academic as well as professional viewpoint was explained elaborately. In the session 2 basic operations of excel like entering, editing and formatting of data was explained. Formatting of numbers entered in excel and management of worksheets were explained subsequently in sessions 3 & 4. After tea break, modification of rows and columns was practiced to the students in session 5. Implementation of formulas in the cells of excel was deciphered in session 6. Changing of views in excel was explained in session 7 after lunch break. Auto filling and customization of lists were done in the last session of the day 1.

Day 2: Session 9 on the day 2 was started with conditional formatting of data in excel. In session 10 creation and compilation of table containing data. After tea break, different data tools were introduced in session 11 followed by referencing of formulas was explained in session 12. Setting of ranges of data and date was demonstrated in session 13 after lunch break. Look ups were explained in the last session of the day.

Day 3: Charts were introduced in session 15 on day 3. Formatting of charts was discussed as well in session 16. In this context, variant data were expressed in terms of chart diagrams and the students practiced several operations on the data. In session 17 addition of graphics to a spreadsheet was explained after tea break. Different operations like outline, sort, filter and subtotal were discussed in session 18. The rest sessions (19, 20) of the day were for the practicing the excel and data management in it after lunch.



Day 4: The day was started with discussion of pivot tables and its formation in session 21 followed by data protection in a spreadsheet in session 22. After tea break collaboration and printing of spreadsheet were demonstrated to the students in sessions 23 and 24 respectively. Post lunch sessions were reserved for the hands on practice of excel. Practice session also included doubt clearing of the students.

Day 5: The final day was started with introduction to macros in session 27 and Microsoft Access was introduced to the students in session 28. In post tea session management of table data and database querying were explained to the students. After lunch, the instructor gave assignments to the students. Feedbacks were collected from the students through feedback forms.

Last but not the least vote of Thanks was given by the HOD Dr. Aditya Bihar Kandali Electrical Engineering Department, Jorhat Engineering College. Finally, certificates were distributed in a valedictory ceremony.