



# TEACHING LEARNING CENTRE

(UNDER PANDIT MADAN MOHAN MALAVIYA NATIONAL MISSION ON TEACHERS  
& TEACHING SCHEME, DEPT. OF HIGHER EDUCATION, MHRD, GOI)



## Online Workshop on Essential MS Excel



JUNE 24 & 25, 2020  
6hrs ( 3 hrs / day)

In association with



Viyash Holistic Learning Consultancy

**COIMBATORE INSTITUTE OF TECHNOLOGY**

(GOVERNMENT AIDED AUTONOMOUS INSTITUTION)  
(APPROVED BY AICTE, NEW DELHI & AFFILIATED TO ANNA UNIVERSITY)



## Coimbatore Institute of Technology

Coimbatore Institute of Technology (CIT), Coimbatore, is a Government Aided Autonomous Institution established in the year 1956. The Institute offers Under Graduate, Post Graduate and Ph.D research programs in Engineering. The Institute is approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and Accredited by National Board of Accreditation (NBA), New Delhi. The institute has a reputation with service of competent, well-qualified faculty and dynamic management to set highest standards in engineering research and development. The institute has collaboration with leading frontier universities and industries in India and abroad for the promotion of innovative research and development. Coimbatore Institute of Technology is ranked 90<sup>th</sup> place in NIRF Engineering Institutes 2020.

## Teaching Learning Centre

Coimbatore Institute of Technology has been approved as Teaching Learning Centre (TLC) under the scheme of Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNMTT), Department of Higher Education, Ministry of Human Resource Development (MHRD) in December 2017. MHRD has sanctioned grant to establish Teaching Learning Centre in Coimbatore Institute of Technology for Raising the Quality of Teaching through training, retraining, refresher and orientation programs in the disciplines of Academic, Research, and Management (ARM). CIT – TLC is established to improve the quality of teachers of technical education institutions in the regions of Tamil Nadu (West), Kerala, Karnataka, Andhra Pradesh & Pondicherry. During this lockdown period, CIT - TLC has served around 5000 faculty members & Research Scholars through webinars and virtual FDP's.

### About VHLC

Viyash Holistic Learning Consultancy is a Learning firm based in Coimbatore but offering its services across the region. The objective of this training is to equip faculty members with advanced relevant skill in the usage of Microsoft Excel for Data Management, Analysis and Presentation.

### Training Benefits

- ◆ Increased productivity
- ◆ Less time spent working on Excel
- ◆ Good understanding Excel tricks
- ◆ High level of accuracy while using Excel
- ◆ Good data analysis skills

### Training Requirements

- ◆ Above Microsoft Excel 2010 Versions installed PC/Laptops
- ◆ The training is practical and everyone shall be expected to practically participate
- ◆ The participants willing to attend the program are requested to have a computer with Webcam, Audio (Speaker & mic) and uninterrupted internet connection

# Course Outline

## Excel 101

- ✓ Working with Excel
- ✓ Moving your Data
- ✓ Basic Excel Features
- ✓ Absolute, Relative and Mixed Reference
- ✓ Editing Tools- Alignments
- ✓ Cell Formatting
- ✓ BODMAS Rules in Excel

## Conditional Formatting

- ✓ High Light the Cell Rules
- ✓ Top/Bottom Rules
- ✓ Data Bars & Icon Sets

## Working with Functions and Formulas

- ✓ Formulas with Absolute References
- ✓ Auto sum Functions (SUM & AVERAGE)
- ✓ IF and Nested Functions
- ✓ Array Functions (SUMIF & AVERAGEIF)
- ✓ COUNTIFS & SUMIFS

## Organizing Worksheet Data & Charts

- ✓ Understanding Charts
- ✓ Create a Chart
- ✓ Modify and Format a Chart

## Analysing and Validating Data

- ✓ Validating Data
- ✓ Understanding Data Validation
- ✓ Creating a Number Range Validation
- ✓ Testing a Validation
- ✓ Creating an Input Message
- ✓ Creating an Error Message
- ✓ Creating a Drop Down List
- ✓ Remove Duplicates

## VLOOKUP Functions

- ✓ Using the VLOOKUP Function
- ✓ Application of Vlookup in forms

## Pivot Table and Charting Pivoted Data

- ✓ Getting Started with PivotTables
- ✓ Displaying Data in a PivotTable
- ✓ Formatting a PivotTable
- ✓ Using the Classic PivotTable Layout
- ✓ Getting Started with Pivot Charts
- ✓ Using the PivotChart Tools Tabs

## Printing and Viewing your Workbook

- ✓ Using the View Tab
- ✓ Freeze and Unfreeze
- ✓ Protecting Workbook & Worksheet
- ✓ Printing your Workbook
- ✓ Print Page Layout options

## Mail Merge

- ✓ Creating Mail Merge using Excel Data

## Participants Profile

Assistant Professor/Associate Professor working in Engineering Institutions/Technical Universities across India.

## Registration process

Interested participants are requested to register through the following Google Form link on or before **20 June, 2020**

<https://forms.gle/8VXHPuLEvFAZUjor7>

## Instructions

- ◆ No Registration/Participation fee will be collected
- ◆ Maximum number of participants is limited to **250**.
- ◆ The selection of participants is based on First Come First Serve basis

## Program Coordinator

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## Organizing Committee

<b>CHIEF PATRON</b> <b>Dr.S.R.K.Prasad</b> Correspondent, CIT Institutions, Coimbatore	
<b>PATRONS</b>	
<b>Mr.S.Rajiv Rangasami</b> Director, CIT Institutions Coimbatore	<b>Dr.R.Prabhakar</b> Secretary, CIT Institutions, Coimbatore Chairperson, CIT – TLC, Coimbatore
<b>PRESIDENT</b> <b>Dr.V.Selladurai</b> Principal, CIT, Coimbatore Co-Chairperson, CIT – TLC, Coimbatore	<b>CONVENER</b> <b>Dr.V.Manikandan</b> Professor/EEE & Project Coordinator CIT – TLC, Coimbatore