



EXCEL FUNDAMENTALS FOR DATA ANALYSIS

MARCH 13 & 14, 2021

(10 AM – 01PM ON BOTH DAYS)

THROUGH ONLINE MODE



Teaching Learning Centre

(Under Pandit Madan Mohan Malaviya National Mission on Teachers & Teaching Scheme, Dept. of Higher Education, MHRD, GoI)

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 90th 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 PanditMadan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNTT), 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.

FACILITATOR

Mr. KUMARAVELAN M KAADAI

PEOPLE & PROCESS CONSULTANT

- ❖ Facilitator & Learning Consultant with 15 years of experience in People Development and setting standards in People & Process (SOP , KRA and Business KPI).
- ❖ Expertise in delivering customized Business Data Analytical tool MS Excel for Business Excellence
- ❖ Founder & Lead of Viyash Holistic Learning Consultancy

WORKSHOP MODULES

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

Analyzing and Validating Data

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

VLOOKUP Functions

- ✓ Using the VLOOKUP Function
- ✓ Application of VLOOKUP in forms and IF functions

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

WORKSHOP BENEFITS

- ❖ Increased productivity – you can do more
- ❖ Less time spent working on Excel
- ❖ Good understanding of Excel tricks
- ❖ High level of accuracy while using Excel
- ❖ Superior data analysis skills

WORKSHOP REQUIREMENTS

- ❖ This program will be an internet based online presentation.
- ❖ The participants willing to attend the program are requested to have computer with MS Excel 2010 Version & Above, Audio (Speaker & microphone) and uninterrupted internet connection.

PARTICIPANTS PROFILE

Faculties, Research Scholars, Students and Working Professionals can apply for this workshop.

REGISTRATION PROCESS

Course fee is **Rs.250/-**. Participants can pay the registration fee through Google Pay (Account Transfer) /RTGS/NEFT to the mentioned account:

After payment, register through the following Google form link and upload scanned copy of Counter Foil / Screenshot of the RTGS / NEFT details on or before 03:00 PM of 12 March, 2021

Account Name	CIT-TLC TP 2019
Account Number	6842996928
Name of the Bank & Branch name	Indian Bank, Peelamedu (CIT Campus)
IFSC Code	IDIB000S107

<https://forms.gle/NWPKgTumMQe4c8ZM8>

GENERAL INSTRUCTIONS

- ❖ Maximum number of participants is limited to 250 on first come first serve basis
- ❖ All the instructions will be communicated to participants through e-mail
- ❖ Attendance for all sessions is compulsory
- ❖ Participants who can commit to attend all sessions only need to apply for this program
- ❖ E-Certificate will be provided to those who attend all the sessions

PROGRAM COORDINATORS

Dr. R. Jayanthi & Dr. N. Saranya, Project Officers, CIT – TLC | tlcp2@cit.edu.in | tlcp3@cit.edu.in

ORGANIZING COMMITTEE

Chief Patron	Dr.S.R.K.Prasad	Correspondent, CIT Institutions
Patrons	Mr.S.Rajiv Rangasami	Director, CIT Institutions
	Dr.R.Prabhakar	Secretary, CIT Institutions
President	Dr.V.Selladurai	Principal, CIT
Convener	Dr. V. Manikandan	Professor, EEE, CIT