



K. S. SCHOOL OF ENGINEERING AND MANAGEMENT
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DEPARTMENT OF MANAGEMENT STUDIES & RESEARCH CENTRE

Placement Training Program

Date and Time: July 12, 2023 - July 14, 2023

Targeted audience : II Semester MBA students Batch 2022-2024

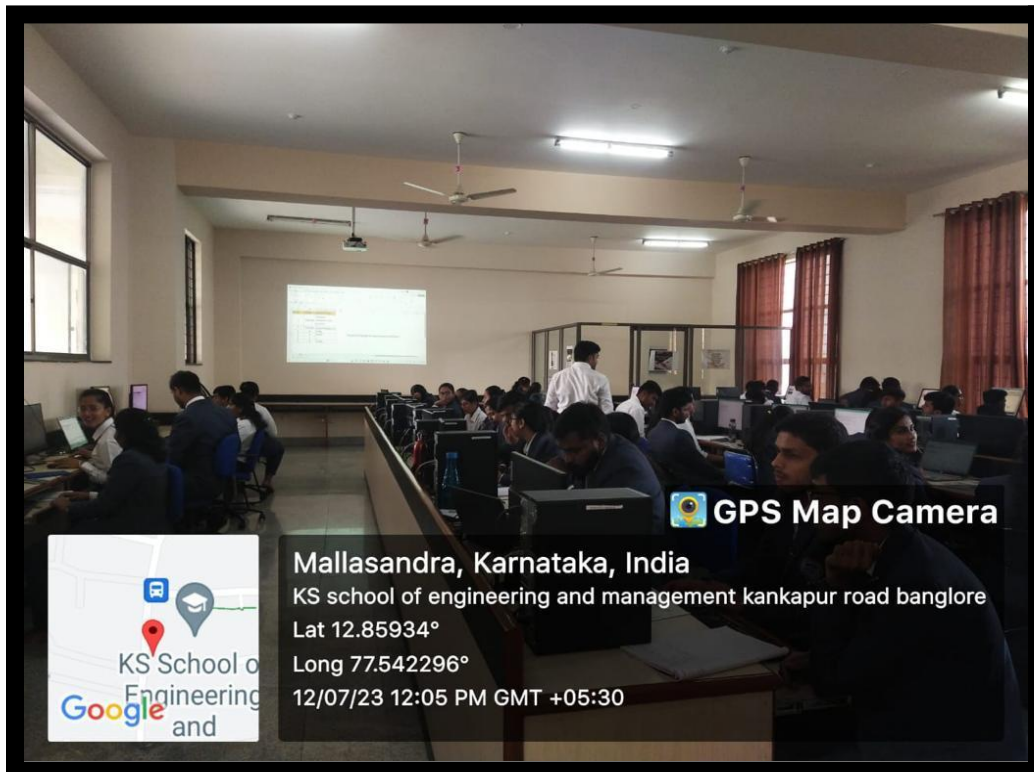
Venu: Department of MBA Computer Lab

Event Coordinator: Prof. Roopa Balavenu

TRAINER NAME: Ranjith Aradhya

TOPIC: Advance Excel

Day-1

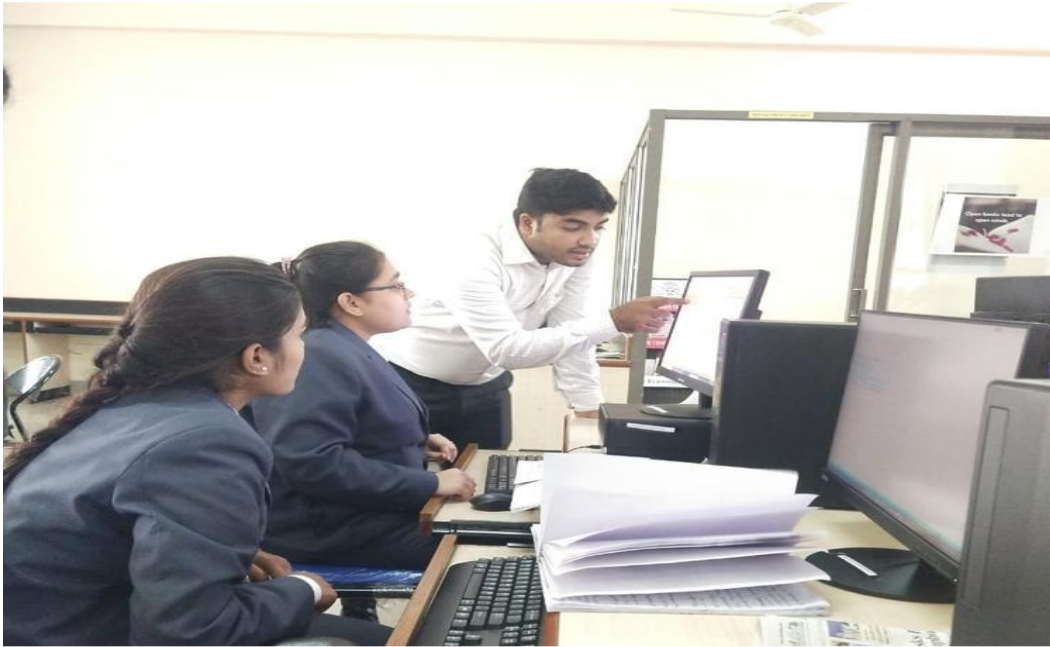


Summary Report

Department of Management studies and Research Centre has conducted the First day of Training and Placement activities for 2nd semester students of MBA.

This program is aimed to enhance the skill set and boost the confidence of the students.

Mr. Ranjith Aradhya Sir has taken today's session on "**Advance Excel**" which was so knowledgeable and worth. We've learnt in detail about the applications and other elements of the Excel. We hope that we are going to learn many more in another two days of this training program.



Through today's session we've learnt a lot and it was a fruitful session.



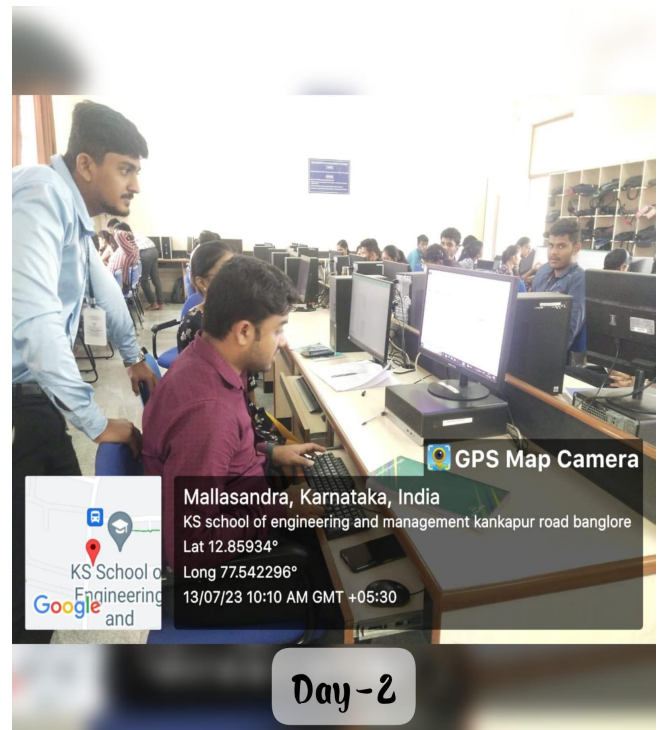
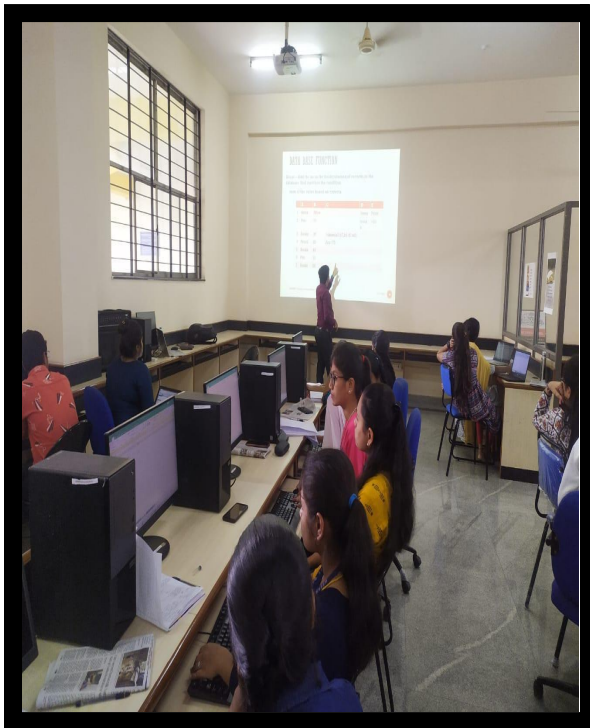
Topics Covered

1. Theoretical Introduction about the MS Excel and an Advance Excel
2. Applications of Excel
3. Uses of Excel
4. Practical Introduction about Worksheet
5. Different types of Shortcut keys usage
6. Creating time table by using the Keyboard itself
7. Explained the usage of Different types of Bars in the Excel
 - Task bar
 - Title bar
 - Menu bar
 - Ribbons
 - Formula bar
 - Name Box

8. Text Function
 - Upper
 - Lower
 - Right
 - Left
 - Mid
 - Char
 - Code
 - Len
 - Dollar
 - Proper

9. Mathematical function
 - Sum
 - Product
 - Max
 - Min
 - Ceiling
 - Floor
 - Round
 - Trunk
 - Mod

Day-2



Department of Management studies and Research Centre has conducted the Second day of Training and Placement activities for 2nd semester students of MBA.

Advanced Excel training can help us to enhance our analytical and problem-solving skills. By acquiring these skills we can differentiate ourselves from others.

Mr. Ranjith Aradhya Sir thought us to handle the data more comfortably with excel. Using these advance functions will help us to solve most of our critical problem.



TOPICS COVERED IN TODAY'S SESSION

Statistical Functions:

Sq.rt (Square Root): Easily calculate square roots of numbers for various analysis purposes.

Fact: Calculate factorials of numbers, useful in probability and combinatorics.

Pi: Access the value of pi (π) for mathematical calculations.

Poweroff: Calculate the power of a number, which is helpful in exponential calculations.

Countif: Count the number of cells that meet specific criteria, allowing for conditional counting and data analysis.

Countblank: Count the number of blank cells within a range, aiding in data cleansing and validation.

Text Functions:

Char: Convert a numeric value to its corresponding character, helpful in text manipulation and encoding.

Code: Obtain the numeric code of a character, aiding in character analysis and encoding.

Len: Determine the length of a text string, facilitating data validation and truncation.

Dollar: Format numbers as currency values, making it easier to present financial data.

Proper: Capitalize the first letter of each word in a text string, useful for data standardization and presentation.

Replace: Replace specific characters within a text string, facilitating data cleansing and normalization.

Substitute: Replace specific occurrences of a text string within another string, aiding in data manipulation and cleaning.

Concatenate: Combine multiple text strings into one, useful for creating composite data elements or generating dynamic reports.

Now: Retrieve the current date and time, assisting in real-time tracking and timestamping.

Today: Obtain the current date, helpful for date-based calculations and data filtering.

Database Functions:

Discount: Count the number of records that meet specific criteria in a database, enabling data analysis and filtering.

Dsum: Calculate the sum of values in a database that meet certain conditions, useful for financial analysis and reporting.

Dproduct: Multiply values in a database that meet specified criteria, assisting in calculations involving product-based data.

Lookup Functions:

Vlookup: Perform vertical lookups to search for a value in the leftmost column of a table and return a corresponding value from a specified column. Useful for data retrieval and mapping.

Hlookup: Conduct horizontal lookups to find a value in the top row of a table and return a corresponding value from a specified row. Useful for data retrieval and mapping.

DAY - 3

Department of management studies and research center has conducted the third day of training and placement activities for 2nd Sem students of MBA. This programme is aimed to enhance the skill set and boost the confidence of the students.

Mr. Ranjith Aradhya has taken today's session on advance excel which was so knowledgeable and worth. We have learnt in detail about the applications and other elements of excel. We have understood many things in these three days.

Topics covered in today's session:

1. Conditional formatting:

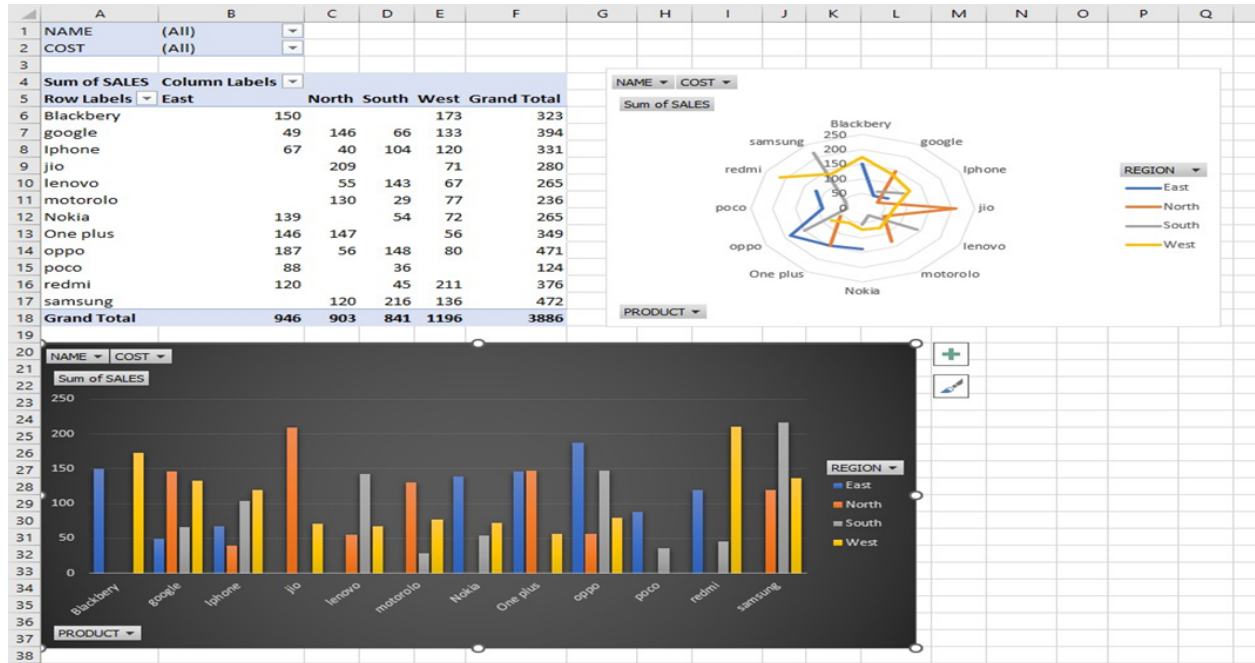
Conditional formatting makes it easy to highlight certain values or make particular cells easy to identify. This changes the appearance of a cell range based on a condition. We can use conditional formatting to highlight cells that contain values which meet a certain condition.

SL.NO	NAME	REGIO	PRODUC	SALE	COST	TOTAL
1	apeksha	North	Iphone	40	5000	200000
2	supriya	South	samsung	90	4200	378000
3	karthik	East	Nokia	50	4000	200000
4	revathi	West	Blackbery	60	3800	228000
5	shyama	North	One plus	70	1500	105000
6	vishruth	West	oppo	80	1800	144000
7	veena	South	lenovo	45	3600	162000
8	vismitha	East	oppo	65	4500	292500
9	sagar	West	redmi	75	2500	187500
10	sharath	North	jio	96	1000	96000
11	sumavathi	East	poco	88	3500	308000
12	niveditha	West	google	90	6000	540000
13	sumanjali	South	motorolo	29	5800	168200
14	vishwas	East	Nokia	89	4000	356000
15	satish	West	samsung	56	4200	235200
16	deepa	North	google	57	6000	342000
17	sukitha	East	Blackbery	65	3800	247000
18	sharanya	South	oppo	89	1800	160200
19	anushka	North	One plus	77	1500	115500
20	shravani	West	Iphone	75	5000	375000
21	yamuna	South	redmi	45	2500	112500
22	sudeep	West	Blackbery	68	3800	258400
23	darshan	North	jio	79	1000	79000
24	virat	West	google	43	6000	258000
25	dhoni	South	Iphone	73	5000	365000
26	tarun	West	Nokia	72	4000	288000
27	varun	East	redmi	36	2500	90000
28	arun	South	oppo	59	4500	265500
29	raksha	North	samsung	76	4200	319200
30	prateeksha	East	oppo	32	4500	144000
31	kruthika	West	One plus	56	1500	84000
32	sneha	North	motorolo	78	5800	452400
33	sujitha	South	samsung	76	4200	319200
34	dharani	West	Blackbery	45	3800	171000
35	soumya	East	oppo	90	4500	405000
36	tejas	North	jio	34	1000	34000
37	arjun	South	Nokia	54	4000	216000

2. Logical Functions

- IF
- AND
- OR
- NOT

3. Pivot tables and Charts: PivotTable is used to summarize, analyze, explore, and present summary data. Pivot Charts is used to complement PivotTables by adding visualizations to the summary data in a PivotTable, and allow you to easily see comparisons, patterns, and trends.



4. Macros:

An Excel macro is an action or a set of actions that can be recorded, named, saved and executed as many times as required and whenever desired. By using macros, we are able to automate repetitive tasks associated with data manipulation and data reporting that must be accomplished repeatedly.

Conclusion

Overall, the MS Excel training has been a highly valuable experience, empowering us with the skills and knowledge necessary to leverage Excel's full potential. We are confident that the skills acquired during this training will have a positive impact on our professional growth and contribute to increased efficiency and effectiveness in my work. These advanced Excel functions provide a range of benefits, including enhanced data analysis capabilities, improved data manipulation and cleansing, efficient data retrieval, and simplified report generation. They allow users to perform complex calculations, extract specific information, and automate tasks, saving time and improving productivity in various domains such as finance, data analysis, research, and reporting. I look forward to applying these newly acquired skills in various projects and tasks, knowing that Excel will continue to be a valuable tool for data analysis and management.

Coordinator
Prof. Roopa Balavenu

HOD-MBA
Dr. Shekar H S

Principal/ Director
Dr. K Rama Narasimha

