



Amrutvahini Sheti & Shikshan Vikas Sanstha's

Amrutvahini Institute of Management & Business Administration, Sangamner

(Affiliated to Savitribai Phule Pune University of Pune and Approved by AICTE New Delhi)

DTE CODE - 5324

NAAC Accredited

ISO 9001 : 2015 Certified Institute

SPPU CODE - 0581

Ref. AIMBA / 240/23

Date : 11/05/20 23

Basic to Advanced Excel Training Report

Trainer: Ms. Shaila Waiyal, Microsoft Certified Trainer

Date: 9th to 11th May 2023

Venue: Seminar Hall

Target Audience: Staff, Students, and Faculty

Day 1

The first day of the "Basic to Advanced Excel" training program, led by Ms. Shaila Waiyal, focused on establishing a strong foundation in essential Excel skills. Ms. Shaila Waiyal, an experienced trainer, effectively engaged the audience with his clear explanations, interactive exercises, and practical examples.

Key Learnings:

Participants gained a comprehensive understanding of the Excel interface, including navigation, data entry, formatting options, and cell manipulation. They explored fundamental formulas and functions such as SUM, AVERAGE, COUNT, and IF, learning how to apply them to solve basic calculations and data analysis tasks. The session covered essential data formatting techniques like conditional formatting, data validation, and creating custom number formats to enhance data presentation and clarity. Participants practiced creating and editing charts of various types (bar, pie, line) to visually represent data and gain insights from trends and patterns.

Specific Focus:

VLOOKUP Function: Mr. Sindkar introduced the VLOOKUP function, explaining its purpose and syntax. Participants practiced using VLOOKUP to retrieve data from another table based on a matching criteria, highlighting its applications in real-world scenarios like product lookups and inventory management.

PivotTables: The basics of creating and manipulating pivot tables were introduced. Participants learned how to select data source, drag and drop fields to rows, columns, and filters, and customize pivot tables for insightful data summarization and analysis.

Overall Feedback:

The first day received positive feedback from participants who appreciated:

Ms. Shaila Waiyal engaging and interactive teaching style.

The clear explanations and step-by-step demonstrations.



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The opportunity to practice skills through hands-on exercises.
The relevance of the covered topics to everyday tasks.

Areas for Improvement:

Some participants requested additional practice exercises, particularly for VLOOKUP and pivot tables, to solidify their understanding.
A few participants suggested covering more advanced functions like SUMIFS and Day

Day 2

Building upon the foundation established on Day 1, the second day of the training delved into advanced Excel techniques and practical applications. Mr. Sindkar continued to provide clear explanations, hands-on exercises, and valuable insights throughout the session.

Key Learnings:

Participants explored advanced data analysis functions such as SUMIFS, COUNTIFS, AVERAGEIFS, and LOOKUP, understanding their applications in complex data manipulation and conditional calculations.

The session covered creating and formatting macros to automate repetitive tasks, saving time and effort. Participants learned to record macro actions, assign keyboard shortcuts, and edit macros for efficient workflow.

Ms. Shaila Waiyal introduced participants to advanced chart types like scatter plots, bubble charts, and histograms, explaining their applications in specific data visualization scenarios.

Data validation techniques were further explored, including creating custom drop-down lists and data input restrictions to ensure data accuracy and consistency.

Specific Focus:

PivotTables - Advanced Features: Participants practiced advanced pivot table functionalities like calculated fields, filtering by date or specific criteria, and creating pivot charts for dynamic data exploration.

Data Analysis Functions: Mr. Sindkar provided practical examples of using advanced functions like SUMIFS and COUNTIFS to solve complex data analysis problems involving multiple criteria and conditions.



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Overall Feedback:

The second day received equally positive feedback, with participants appreciating:

- The logical progression from basic to advanced concepts.
- The practical focus on real-world applications of the learned skills.
- The opportunity to learn and practice advanced functions and techniques.
- The trainer's expertise and willingness to answer questions.

Areas for Improvement:

- A few participants suggested providing additional resources or practice exercises for further self-learning of advanced topics.
- Some participants expressed interest in exploring data import and manipulation from external sources like databases.

Day 3

In day 3, Ms Waiyal explained how to prepare excel dashboard. She elaborated various data visualisation tools and sum up the workshop with a brief revision.

Conclusion:

The "Basic to Advanced Excel" training program successfully equipped participants with a comprehensive skillset, from foundational knowledge to advanced techniques. The interactive sessions, practical exercises, and focus on real-world applications ensured a valuable learning experience for all participants.


Dr R B Gawali
Coordinator-Learning & Development




Dr. B M Londhe
Director

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