

M.E.S. College of Arts and Commerce, Zuarinagar Goa
Post Graduate Department of Commerce (M.Com)
2021-22

Seven Days Workshop on “Data analysis and Management”

The Post Graduate Department of Commerce organised Seven Days Workshop on topic **“Data analysis and Management”**, on 4th, 5th, 7th, 8th, 9th, 10th and 11th March 2022 between 12.00 pm and 1.00 pm as a part of Azadi ka Amrith Mohatsav and 50 years of Murgaoon Education Society for M.Com (Semester II & IV) students of M.E.S College.

The Resource Persons for the workshop were Mr. Suraj Tuyekar, Mr Pranit Naik and Ms. Madhumeeta Dhar faculty of PG Department of commerce. The Inaugural function commenced at 12.00 pm on 4th march with the welcome address and introduction of the resource person by the M.Com Programme Mentor Dr. Champa R Parab. Principal Dr. Manasvi M Kamat in her opening remark emphasised that important skill for employability is to learn practical approach to data analysis and management. The objective of this workshop was to acquaint students with how to analyse and manage data

The Resource Persons delivered lecture on topic Introduction to Excel, Basic Features, Excel Formulas, Replace Function, Data Coding and Exercise, Conditional formatting, Data Protection and Exercise. Data Formatting, Relative and Absolute Reference, Data Validation, Formulas and Function in MS Excel Simple Macros in MS Excel, Pivot Table in MS excel, Building interactive Dashboard in MS Excel. Animated Powerpoint, to make an interactive power point with Google slide, Google slide add ons, Mask an image, Freepik, Pixels, giphy, Canva and power point template on Slidesgo was taught using practical demonstration. The workshop enlightened students

broadly on topic of Excel and Power Point. In total 36 participants from M.Com M.E.S college attended the workshop. The workshop was concluded on the 7th day with the vote of thanks proposed by the Co-ordinator Dr. Champa R Parab.

The banner features the logos of Microsoft Excel and PowerPoint, along with the college's 50th anniversary logo. It lists the workshop title, dates (4th to 11th March 2022), and time (12:00 PM to 2:00 PM). It also identifies the resource persons: Dr. Champa R. Parab (Event Coordinator), Dr. Manoj M. Kumbhar (Principal), and three other faculty members.

One week Workshop on "Data analysis and Management"

Sr. No.	Date	Time	Topics	Resource Person
1	04/March/2022 Friday	12:00 pm to 1:00pm	Excel Introduction to Excel, Basic Features, Excel Formulas, Replace Function, Data Coding and Exercise	Mr. Pratik Satishan Naik
2	05/March/2022 Saturday	12:00 pm to 1:00pm	Data Formatting, Relative and Absolute Reference, Data Validation	Mr. Pratik Satishan Naik
3	07/March/2022 Monday	12:00 pm to 1:00pm	Excel Introduction, Basics of MS excel, Formulas and Functions in MS Excel	Mr. Suraj Prakash Jaiskar
4	08/March/2022 Tuesday	12:00 pm to 1:00pm	Sample Macros in MS Excel, Pivot Table in MS excel, Building interactive Dashboard in MS Excel	Mr. Suraj Prakash Jaiskar
5	09/March/2022 Wednesday	12:00 pm to 1:00pm	Powerpoint Introduction to Powerpoint Make an interactive power point with Google slide -Google slide add <u>ons</u> ,Mask an image, <u>Errectik</u> , <u>Pixelis</u> , <u>gubli</u> , <u>Canva</u>	Ms. Madhureeta Dhar
6	10/March/2022 Thursday	12:00 pm to 1:00pm	Introduction to animated Power Point presentation - Make an interactive power point with Google slide -Google slide add <u>ons</u> , Mask an image, <u>Errectik</u> , <u>Pixelis</u> , <u>gubli</u> , <u>Canva</u> <u>Slideshow</u>	Ms. Madhureeta Dhar
7	11/March/2022	12:00 pm to	Conditional Formatting, Data Protection	Mr. Pratik



Dr.Champa R. Parab

M.Com Programme Mentor

Dr.Manasvi M Kamat

Principal