

Report on the *Workshop on Advanced Excel*, held on 3rd and 16th July 2024, organized by the Economics Departments of SPCMC and SNCW

The Economics Departments of St. Paul's Cathedral Mission College (SPCMC) and Surendranath College for Women (SNCW) successfully organized a two-day workshop on Advanced Excel, specifically tailored to the CCF Semester II syllabus of the University of Calcutta. The event was held on two separate dates: July 3, 2024, at SPCMC and July 16, 2024, at SNCW, from 10:30 am to 4:30 pm on both days.

Chief Guest: The workshop was graced by the presence of Prof. (Dr.) Sudakshina Gupta, Chairperson of the Undergraduate Board of Studies (UGBOS), University of Calcutta.

Resource Person: The sessions were led by Dr. Shirsendu Mukherjee, Associate Professor in the Department of Economics, St. Paul's Cathedral Mission College, and a member of UGBOS.

The workshop focused on providing in-depth knowledge and practical skills in Advanced Excel, crucial for the academic and professional growth of economics students. Participants were engaged in hands-on activities, exploring complex Excel functions, data analysis tools, and practical applications in economics.

The event saw enthusiastic participation from faculty members of different undergraduate colleges under Calcutta University. The interactive sessions and practical demonstrations were highly appreciated, providing attendees with valuable insights and enhanced proficiency in using Excel for economic analysis. The workshop on Advanced Excel was a significant step in empowering students with essential technical skills, fostering a better understanding of data analysis, and enhancing their academic and professional capabilities.

With the wholehearted support from the authorities of both the colleges, the collaboration between SPCMC and SNCW set a precedent for future joint initiatives, aimed at enriching the learning experience and promoting academic excellence.


**The Economics Departments of
ST. PAUL'S CATHEDRAL MISSION COLLEGE
and
SURENDRANATH COLLEGE FOR WOMEN
are jointly organizing**
A Two-Day Workshop on Advanced Excel


CHIEF GUEST
 Prof. Sudakshina Gupta,
 Chairperson UGBOS,
 University of Calcutta


RESOURCE PERSON
 Dr. Shirsendu Mukherjee
 Associate Professor
 St. Paul's C. M. College
 and Member of UGBOS

Day I: 03.07.2024
 Day II: 16.07.2024

Venue: St. Paul's Cathedral Mission College
 Venue: Surendranath College for Women
 (Time: 10.30 am to 4.30 pm for both days)

Registration link: <https://forms.gle/mh4ZYrn7V1GwxZA>
Registration fees: Rs. 500/-
Bank Details: A/c no: 012701000084515, IFSC: IOBA0000127,
 Indian Overseas Bank, Sealdah Branch, Surendranath College for Women
Contact persons: Dr. Sudebha Mitra (9918320212) and Prof. Rudraditya Banerjee (9433224400)

Teachers' Workshop on Excel (SPCMC & SNCW)
 Day 1 (03.07.2024) & Day 2 (16.07.2024)

DAY I: 1st HALF

1. Data Sort & Filter (30 Min)
2. Data Sorting & Data Filtering
3. Data Cleaning & Remove Duplicates
4. Custom Sorting & Custom Filtering (Wildcards)
5. Advanced Filtering
6. Pivot Tables & Worksheet Statistics (15 Min)
7. Conditional Formatting (30 Min)
8. Highlight Cells, Top/Bottom Rules...
9. Data Bars, Color Scales, Icon Sets
10. Students' Attendance Tracker
11. Data Validation (30 Min)
12. Settings, Export Message, Error Alert
13. Drop-down List, Circle invalid data

DAY I: 2nd HALF

14. Data Investigation (30 Min)
15. Rows, Columns, Rows & Area Chart, Pie Chart, and more...
16. Heat Map, Sparklines, Waterfall Chart
17. Customization of Graphs: Theme, Titles, Axes, Legends etc.
18. Tables & Pivot Tables (30 Min)
19. Change Table, Convert to Range, Quick Analysis
20. Pivot Tables: Check, Select, Place, Formatting, Sorting, Filtering, Group/ Ungroup, Expand
21. Summarize Values by: Insert Slicers, Timelines
22. Pivot Charts
23. Dashboards (30 Min)

DAY 1: 3rd HALF

24. Data Consolidation (30 Min)
25. 3D Sum

DAY 2: 1st HALF

26. Functions & Formulas (30 Min)
27. Logical Functions
28. Summarizing Functions
29. Text Functions
30. Lookup & Reference Functions
31. Date & Time Functions
32. Mathematical & Statistical Functions
33. Financial Functions
34. Impending Date & Expanding date (30 Min)
35. Print: Text, Print, Web
36. To File
37. Power Query (30 Min)

DAY 2: 2nd HALF

38. Descriptive Statistics (30 Min)
39. Frequency Distribution
40. Central Tendency
41. Summing Statistics
42. Dispersion & Inequality Measures
43. Young's Coefficient
44. Box Plot, Histogram & Frequency Polygon
45. Scatter Diagrams (30 Min)
46. Random Numbers Generation (30 Min)
47. Correlation, Covariance & Regression (30 Min)
48. GREY & P-VALUE
49. Estimation of Predicted Value, Regression Residuals
50. Income Tax Calculation

Please attend all the four sessions for the best use of the workshop.

