Website : www.rgcetpdy.ac.in, www.rgcet.edu.in

RAJIV GANDHI COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE and Affiliated to Pondicherry University)

(Accredited with 'A' Grade by NAAC)

(Sponsored by Sri Balaji Educational and Charitable Public Trust)

Pondy - Cuddalore Main Road, Kirumampakkam, Puducherry - 607 403.

31st March 2022
Puducherry

From

Sangivikumar. S,
Event Coordinator,
Department of MBA,
Rajiv Gandhi College of Engineering and Technology,
Kirumampakkam, Puducherry - 607 403.

To

The Principal,
Rajiv Gandhi College of Engineering and Technology,
Kirumampakkam, Puducherry - 607 403.

THROUGH THE HEAD OF THE DEPARTMENT, DEPARTMENT OF MBA

Respected Sir,

Sub: - Request for permission to conduct a one-day workshop on Data Analysis using Excel for I MBA Students-reg.

We have planned to conduct a one-day workshop on the topic "Data Analysis using Excel" on 15/04/2022. I will be the coordinator of the workshop. The aforementioned workshop will be offered to the I Year / II Semester students of the MBA Department.

I kindly request you to grant permission to conduct this program. Enclosed are the details of the workshop for your perusal and approval.

Thanking you,

Yours sincerely,

Sangivikumar.
Event Coordinator

Forwarded to the Principal

Juno Jasmine

Dr. E. VIJAYAKRISHNA RAPAKA
B.Tech. (Mech.), M.Tech.(Energy), Ph.D. (IIT Madras)
M.I.S.T.E., F.I.I.P.E., M.C.S.I M.C.I.I.,
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DEPARTMENT OF MANAGEMENT STUDIES

MASTER OF BUSINESS ADMINISTRATION
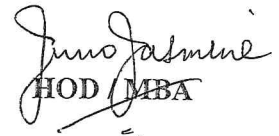
No: RGCET/MBA/Circular/2021-22/ W01   Date: 06.04.2022

CIRCULAR

I am excited to inform you that a Workshop on the topic "Data Analysis Using Excel" is going to be conducted on 15/04/2022. The aforementioned Workshop will be offered to the I Year students of the MBA Department.

All are invited!

HOD / MBA

Copy to:
1. The Principal
2. Circulate to all Faculty Members and MBA students
3. Notice board / file

Dr. E. VIJAYAKRISHNA RAPAKA
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RAJIV GANDHI COLLEGE OF ENGINEERING AND TECHNOLOGY PUDUCHERRY 607 403

DEPARTMENT OF MANAGEMENT STUDIES

Workshop
on

DATA ANALYSIS USING EXCEL

15-04-2022

Dr.E.Vijayakrishna Rapaka
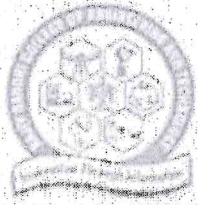Principal

Dr.K. Ayyappan
Vice Principal

Resource Person

Mr. PRAMODH V
Data Analyst Fipola Retail India Pvt. Ltd

Dr. Juno Jasmine J
Head of the Department
MBA

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DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

Course Name	Data Analysis using Excel
Course Code	MBA22W01
Resource Person (s)	Mr. PRAMODH V, Data Analyst Fipola Retail India Pvt. Ltd
Date	15/04/2022
Course Offered to	Dept.: MBA Year: I Sem: II

Course Module: Data Analysis Using Excel

Introduction to Excel for Data Analysis

Understanding Excel's role in data analysis, Key features and tools for data analysis in Excel, Data tools: sorting, filtering, and formatting, Techniques for sorting and filtering data and Formatting data for clarity and analysis.

Data Cleaning and Preparation

Identifying and handling missing data and errors, Transforming and normalizing data and Using Excel functions for data cleaning.

Descriptive Statistics and Data Summarization

Calculating and interpreting mean, median, mode, variance, and standard deviation. Creating summary tables and pivot tables. Using Excel functions for summarizing data

Data Visualization Techniques

Creating Charts and Graphs: Types of charts: bar, line, pie, and scatter plots. Formatting and customizing charts for effective data presentation.

Advanced-Data Analysis Tools

Advanced Excel Functions: Using VLOOKUP, HLOOKUP, INDEX, and MATCH. Data Analysis Tools: Introduction to Solver, Data Analysis Toolpak, and Goal Seek. Advanced Analysis Techniques: Performing regression analysis and hypothesis testing.

Practical Application and Case Studies

Applying data analysis techniques to real-world scenarios, analyzing business cases and presenting data findings, Collaborative analysis and presentation of data.

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Program Schedule

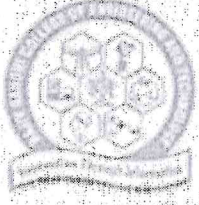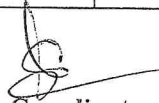| Time	Activity	Content
9:00 am – 9:30 am	Welcome Address	Overview of the workshop objectives and agenda.
9:30 am – 10:15 am	Keynote Address	Introduction to Excel for data analysis andits importance in business.
10:15 am – 10:30 am	Break	-
10:30 am – 11:15 am	Session 1: Introduction to Excel for Data Analysis	Overview of Excel's data analysis capabilities. Key features: functions,formulas, and data tools. Data organization: sorting, filtering, and formatting.
11:15 am – 12:00 pm	Session 2: Data Cleaning and Preparation	Techniques for cleaning and preparing data. Handling missing data and errors.Data transformation and normalization.
12:00 pm – 1:00 pm	Session 3: Descriptive Statistics and Data Summarization	Calculating and interpreting descriptivestatistics. Summary tables and pivot tables. Using Excel's built-in functions.
1:00 pm – 1:45 pm	Lunch Break	-
1:45 pm – 2:30 pm	Session 4: Data Visualization Techniques	Creating charts and graphs. Using excel'scharting tools. Customizing and formatting charts.
2:30 pm – 3:15 pm	Session 5: Advanced Data Analysis Tools	Advanced functions: VLOOKUP, HLOOKUP, INDEX, MATCH. Data analysis tools: Solver, Data Analysis Toolpak,
3:15 pm – 3:45 pm	Session 6: Practical Application and Case Studies	Hands-on exercises with real-world scenarios. Case studies and group activities. Analyzing and presenting data findings.
3:45 pm – 4:00 pm	Interactive Session	Open session for discussion

Event Coordinator

Head of the Department

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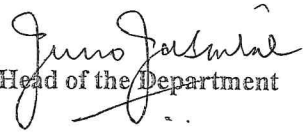
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19/04/2022

Report on One Day Workshop on Data Analysis using Excel

Title: Data Analysis using Excel

Date: 15/04/2022

Timing: 9:00 am to 4:00 pm

Veneu: APJ Abdul Kalam Block, 2nd Floor.

"Data Analysis Using Excel" workshop was designed to equip MBA students, aspiring entrepreneurs, and business analysts with practical skills in data analysis using Microsoft Excel. The focus was on leveraging Excel's powerful data analysis tools to make informed business decisions and drive strategic planning.

Objectives

➢ Introduce participants to the key data analysis functions and features in Microsoft Excel.

➢ Provide hands-on training in using Excel for data organization, analysis, and visualization.

➢ Demonstrate practical applications of Excel in real-world business scenarios.

➢ Enhance participants' ability to analyze and interpret data effectively to support decision-making processes.

Data analysis using Excel is a powerful and accessible tool for organizing, interpreting, and presenting data. Excel offers a wide range of features, including formulas, pivot tables, and charts, that enable users to perform complex calculations, identify trends, and visualize data in a clear and meaningful way. Excel provides numerous built-in functions for statistical analysis, data manipulation, and financial calculations, allowing users to automate repetitive tasks and perform detailed analysis efficiently. Pivot tables are a versatile feature in Excel, enabling users to summarize large datasets, explore relationships between variables, and create dynamic reports with ease.

Excel's charting tools allow users to create various types of graphs and charts, such as bar charts, line graphs, and pie charts, helping to visually communicate insights and trends within the data. Excel is a widely-used tool for data analysis due to its versatility and user-friendly interface. Whether for basic calculations or advanced data visualization, Excel empowers users to analyze and present data effectively, making it an essential tool in many fields.
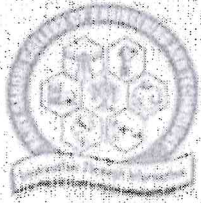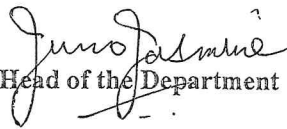
Event Coordinator

Head of the Department

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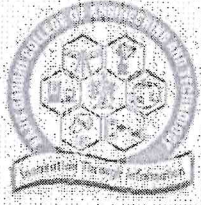
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DEPARTMENT OF MBA

Course Name	Data Analysis using Excel
Course Code	MBA22W01
Resource Person (s)	Mr. PRAMODH V, Data Analyst. Fipola Retail India Pvt Ltd.
Date	15/04/2022
Course Offered to	Dept.: MBA Year: I Sem: II

List of Students Attended

S.No	Register Number	Name	Year/ Sem	Department
1	21810001	ABIRAMI B	I/II	MBA
2	21810002	ABISHEK P	I/II	MBA
3	21810003	ANITHA P	I/II	MBA
4	21810004	ARUN M	I/II	MBA
5	21810005	ASVIN S	I/II	MBA
6	21810006	BHARATHIVEL B	I/II	MBA
7	21810007	CLEMENT SACHIN C	I/II	MBA
8	21810008	DINESH KUMAR S	I/II	MBA
9	21810009	DIVYA M	I/II	MBA
10	21810010	ELAKIA M	I/II	MBA
11	21810011	GANAPATHI K	I/II	MBA
12	21810012	HARINI A	I/II	MBA
13	21810013	HARRIHARAN P	I/II	MBA
14	21810014	ISHIKA K J	I/II	MBA
15	21810015	IYSWARYA I	I/II	MBA
16	21810016	JANANI B	I/II	MBA
17	21810018	JOES DANIEL SANDIER J	I/II	MBA
18	21810019	MANIKKAM A	I/II	MBA
19	21810020	MANIMEGALAI D	I/II	MBA
20	21810022	MARIE THERESE BONIFACE	I/II	MBA
21	21810023	MONISHA A	I/II	MBA

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22	21810024	MUGUNDHAN B	I/II	MBA
23	21810025	POOVITHA J	I/II	MBA
24	21810026	RAGUL M	I/II	MBA
25	21810027	RAHINI S	I/II	MBA
26	21810028	RAJA NARAYANANE M	I/II	MBA
27	21810029	RAMANATH R	I/II	MBA
28	21810030	RAMANI S	I/II	MBA
29	21810031	SABEETHA S	I/II	MBA
30	21810032	SACHIN S	I/II	MBA
31	21810033	SAKTHISUBRAMANIAM D	I/II	MBA
32	21810034	SAMYUTHA S	I/II	MBA
33	21810035	SANGAVI S	I/II	MBA
34	21810036	SANKARI S	I/II	MBA
35	21810037	SANTHOSHANI B	I/II	MBA
36	21810038	SARAVANAKUMAR N	I/II	MBA
37	21810039	SATHIYA PRIYA S	I/II	MBA
38	21810040	SHOBANA P	I/II	MBA
39	21810041	SIVAPRIYA S	I/II	MBA
40	21810042	SOWMIYA V	I/II	MBA
41	21810043	SRIDEVI K	I/II	MBA
42	21810044	SRIRAMAN S	I/II	MBA
43	21810045	SUBASREE B	I/II	MBA
44	21810046	SUGASH B	I/II	MBA
45	21810047	SUMATHIE J	I/II	MBA
46	21810048	SURENDAR R	I/II	MBA
47	21810049	SWATHI S	I/II	MBA
48	21810050	THIRUVARASAN S	I/II	MBA
49	21810051	VAISHNAVI DURGA D	I/II	MBA
50	21810052	VAISHNAVI M	I/II	MBA
51	21810053	VASANTH KUMAR M	I/II	MBA
52	21810054	VASUDEVAN A	I/II	MBA

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53	21810055	VIGNESH KUMAR P	I/II	MBA
54	21810056	VIJAY AD	I/II	MBA
55	21810057	VIKNESH A	I/II	MBA
56	21810058	VINITHA K	I/II	MBA
57	21810059	VISHALRAJ A P	I/II	MBA
58	21810060	YADHESHWARI T	I/II	MBA
59	22810059	YAMUNA SRIJAA S	II/ III	MBA
60	22810060	YOGESWARI S	II/ III	MBA

Event Coordinator

Head of the Department

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Rajiv Gandhi College of Engineering and Technololgy Puducherry
Department of Management Studies
Master of Business Administration

Feedback Form

Workshop Title:...

Date: ....Venue:...

Name: .... Semester/Year: ....

THE DESIGN OF THE WORKSHOP

A. **Were objectives of the workshop clear to you?**   Y / N

B. **The contents met with your expectations**
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree   5. Strongly agree
C. **The lecture sequence was well planned**
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree   5. Strongly agree
D. **The contents were illustrated with adequate examples**
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree   5. Strongly agree
E. **The level of the workshop was too high**
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree   5. Strongly agree
F. **The contents compared with your expectations was too theoretical**
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree   5. Strongly agree
G. **The workshop exposed you to new knowledge and practices**
   1. Strongly disagree   · 2. Disagree   3. Neutral   4. Agree   5. Strongly agree

THE CONDUCT OF THE WORKSHOP

A. **The lectures were clear and easy to understand**
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree   5. Strongly agree
B. **The teaching aids were effectively used**
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree   5. Strongly agree
C. **The material handed out was adequate**
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree   5. Strongly agree
D. **The instructors encouraged interaction and were helpful**
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree   5. Strongly agree
E. **Were objectives of the workshop realized? Y / N**

F. **Please give overall rating of the course**

   90% - 100% ( )   60% - 70% ( )

   80% - 90% ( )   50% - 60% ( )

   70% - 80% ( )   below 50% ( )

Signature

Rajiv Gandhi College of Engineering and Technololgy Puducherry
Department of Management Studies
Master of Business Administration

Feedback Form

Workshop Title: *Data analysis using excel*

Date: *20/4/22* .... Venue: *APJ Abdul kalam*

Name: *Divya. M* .... Semester/Year: *I/II*

THE DESIGN OF THE WORKSHOP

A. Were objectives of the workshop clear to you? **Y / N**

B. The contents met with your expectations
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree   **5. Strongly agree**
C. The lecture sequence was well planned
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree   **5. Strongly agree**
D. The contents were illustrated with adequate examples
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree   **5. Strongly agree**
E. The level of the workshop was too high
   1. Strongly disagree   2. Disagree   3. Neutral   **4. Agree**   5. Strongly agree
F. The contents compared with your expectations was too theoretical
   1. Strongly disagree   2. Disagree   3. Neutral   **4. Agree**   5. Strongly agree
G. The workshop exposed you to new knowledge and practices
   1. Strongly disagree   2. Disagree   3. Neutral   **4. Agree**   5. Strongly agree

THE CONDUCT OF THE WORKSHOP

A. The lectures were clear and easy to understand
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree   **5. Strongly agree**
B. The teaching aids were effectively used
   1. Strongly disagree   2. Disagree   3. Neutral   **4. Agree**   5. Strongly agree
C. The material handed out was adequate
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree   **5. Strongly agree**
D. The instructors encouraged interaction and were helpful
   1. Strongly disagree   2. Disagree   3. Neutral   **4. Agree**   5. Strongly agree
E. Were objectives of the workshop realized?   Y / N

F. Please give overall rating of the course

   90% - 100% (✓)   60% - 70% (   )

   80% - 90% (   )   50% - 60% (   )

   70% - 80% (   )   below 50% (   )

Divya.M
Signature

Rajiv Gandhi College of Engineering and Technololgy Puducherry
Department of Management Studies
Master of Business Administration

Feedback Form

Workshop Title: Data analysis using excel

Date: 20/10/20 .... Venue: APJ Abdul kalam

Name: Harini A .... Semester/Year: I / II

THE DESIGN OF THE WORKSHOP

A. Were objectives of the workshop clear to you? **Y** / N

B. The contents met with your expectations
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree   **5. Strongly agree**

C. The lecture sequence was well planned
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree   **5. Strongly agree**

D. The contents were illustrated with adequate examples
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree   **5. Strongly agree**

E. The level of the workshop was too high
   1. Strongly disagree   2. Disagree   3. Neutral   **4. Agree**   5. Strongly agree

F. The contents compared with your expectations was too theoretical
   1. Strongly disagree   2. Disagree   3. Neutral   **4. Agree**   5. Strongly agree

G. The workshop exposed you to new knowledge and practices
   1. Strongly disagree   2. Disagree   3. Neutral   **4. Agree**   5. Strongly agree

THE CONDUCT OF THE WORKSHOP

A. The lectures were clear and easy to understand
   1. Strongly disagree   2. Disagree   3. Neutral   **4. Agree**   5. Strongly agree

B. The teaching aids were effectively used
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree   **5. Strongly agree**

C. The material handed out was adequate
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree   **5. Strongly agree**

D. The instructors encouraged interaction and were helpful
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree   **5. Strongly agree**

E. Were objectives of the workshop realized? Y / N

F. Please give overall rating of the course

   90% - 100% (**✓**)   60% - 70% (   )

   80% - 90% (   )   50% - 60% (   )

   70% - 80% (   )   below 50% (   )

Signature Harini A

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Rajiv Gandhi College of Engineering and Technololgy Puducherry
Department of Management Studies
Master of Business Administration

Feedback Form

Workshop Title: Data analysis using excel

Date: 20/4/22 .... Venue: APJ Abdul kalam

Name: Janani B .... Semester/Year: I / II

THE DESIGN OF THE WORKSHOP

A. Were objectives of the workshop clear to you?   Y / N

B. The contents met with your expectations
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree ✓   5. Strongly agree
C. The lecture sequence was well planned
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree ✓   5. Strongly agree
D. The contents were illustrated with adequate examples
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree ✓   5. Strongly agree
E. The level of the workshop was too high
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree   5. Strongly agree ✓
F. The contents compared with your expectations was too theoretical
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree ✓   5. Strongly agree
G. The workshop exposed you to new knowledge and practices
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree   5. Strongly agree ✓

THE CONDUCT OF THE WORKSHOP

A. The lectures were clear and easy to understand
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree ✓   5. Strongly agree
B. The teaching aids were effectively used
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree   5. Strongly agree ✓
C. The material handed out was adequate
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree ✓   5. Strongly agree
D. The instructors encouraged interaction and were helpful
   1. Strongly disagree   2. Disagree   3. Neutral   4. Agree ✓   5. Strongly agree
E. Were objectives of the workshop realized? Y / N

F. Please give overall rating of the course

   90% - 100% (✓)   60% - 70% ( )

   80% - 90% ( )   50% - 60% ( )

   70% - 80% ( )   below 50% ( )

Janani B
Signature

RAJIV GANDHI COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE and Affiliated to Pondicherry University)

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Workshop Title: **DATA ANALYSIS USING EXCEL**

Date: 20/04/2022

I Year II Semester

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