



Jagannath International Management School
MOR, Pocket-105, Kalkaji, New Delhi-110019
(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)



Date- 24th September, 2022

Report

SDP on "Excel – Hands on Approach"

Event Category- Staff Development Programme

Topic- "Excel- Hands on Approach"

Date- 23.09.2022

Time- 10 a.m.

Venue- Computer Lab 1, JIMS Kalkaji

Beneficiaries in number- 12

Coordinator- Mr. Sujeet Kumar Jha

Learning Objective- Application of Excel in Problem Handling

Report-

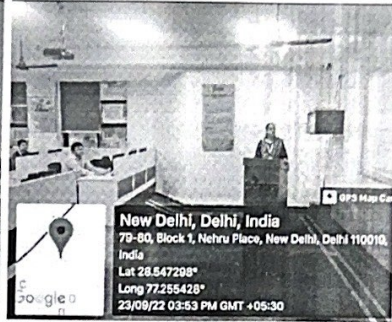
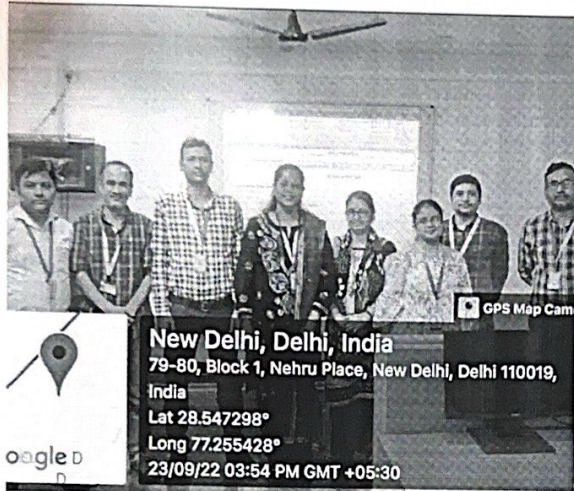
JIMS, Kalkaji organized Staff Development Programme on "Excel – Hands on Approach" on 23rd September, 2022. Ms. Palak Gupta, Assistant Professor, JIMS, Kalkaji took the training session in which she emphasized about the need of Excel in the changing business scenario and day-to-day reporting. She shared interesting facts and highlighted that the future is analytics which motivated staff members to think analytically and kept them engaged throughout the training session. Hands on practice was done on data sets to enable them understand the concepts of basic and advanced excel better. The session was highly interactive where staff members were asked to give their inputs on their understanding about Excel. The topics covered in the training explored functionalities of different formulas, formatting options, filter, conditional formatting, data validation, pivot analysis etc. Overall the session was well appreciated by all staff members.





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Sujeet Kumar Jha.

Name and Signature

Coordinator

Prasanta Kumar

Name and Signature

Head of Department

Name and Signature

Director





24.9.2022

List of Attendance

S.No	Name of Participant	Signature
1	Mr. Sujeet Kr. Jha	
2	Mr. Md Erfan	
3	Mr. Shivji Rai	
4	Ms. Smriti Dhar	
5	Ms. Shalini Negi	
6	Ms. Sheetal Kamra	
7	Mr. Umesh Chand	
8	Mr. Manvendra Singh	
9	Ms. Reena Roy	
10	Ms. Pushpa	
11	Ms. Anupama Sen	
12	Ms. Amita Shama	

Signature of Coordinator

Signature of Head of Dept.

