

**Training on Mastering in Excel Spreadsheets****PROGRAMME SCHEDULE**

Day 1 - 22nd March 2021	
PRAYER	MS. KARONA , ASST. LIBRARIAN
WELCOME ADDRESS	MR. DANIEL FELIX JOSEPH CHALKE
FELICITATION	DR. FATIMA VASANTH, ACADEMIC DIRECTOR
TRAINING BY	MS. SANGEETHA, MS.SRIVAISHNAVI, MR. DANIEL CHALKE AND MR. SABAPATHI
VOTE OF THANKS	MS. SRIVAISHNAVI
Day 2 - 23rd March 2021	
TOPIC	USING BUILT-IN FUNCTIONS IN EXCEL
Day 3 - 24th March 2021	
TOPIC	USING USER-DEFINED FUNCTIONS IN EXCEL
Day 4 - 25th March 2021	
TOPIC	CREATING HYPERLINKS
Day 5 - 26th March 2021	
PRAYER	MS. SARAMMA
WELCOME ADDRESS	MS. SRIVAISHNAVI, IQAC ADDITIONAL COORDINATOR
FELICITATION	DR. USHA GEORGE, PRINCIPAL
VOTE OF THANKS	MR. SABAPATHI

# Training Report

Month of March



**TRAINING ON MASTERING IN EXCEL  
SPREADSHEETS**

Date: 22/03/2021 to 26/03/2021

Time: 2.00.pm to 3.00 p.m

Venue: COMPUTER LAB, A - BLOCK

**OBJECTIVE:**

To Enable the Admin Staff to Know About Excel Spreadsheets so that their data operation work may be facilitated.

**Report**

Training on Mastering in Excel Spreadsheets for the Admin staff of our Patrician Arts and Science College was held from 22<sup>nd</sup> Mar 2021 to 26<sup>th</sup> Mar 2021. This training was about 'Mastering in Excel Spreadsheets' and it was conducted in the Computer Lab, A-Block at 2.00 p.m to 3.00 p.m.

**Day 1**

The training started with the prayer of Miss. KARONA, THE ASST. LIBRARIAN and followed by PROF. DANIEL FELIX JOSEPH CHALKE (IQAC COORDINATOR), welcomed the gathering. Then Academic Director of this Institution Dr. FATIMA VASANTH felicitated the program and wished the admin staff and their interest in practical learning. The session initiated by Mrs. Sangeetha and the team of faculty provided the training on how to access the Google Spreadsheets in ease. In which, it enabled our admin staff to understand it much better. Finally Mrs. Sri Vaishnavi, IQAC Additional Co-ordinator proposed the vote of thanks.

**Day 2**

On the second day of Mastering in Excel Spreadsheets start with how to use built-in functions in excel and performing sorting, filtering, searching and replacing were demonstrated and given practical training to all the admin staff.

**Day 3**

Session started with how to create user-defined functions in excel and how to use shortcuts for accessing it, were explained deeply.

**Day 4**

Fourth day of the training program initiated with how to create hyperlinks and accessing options were detailed.

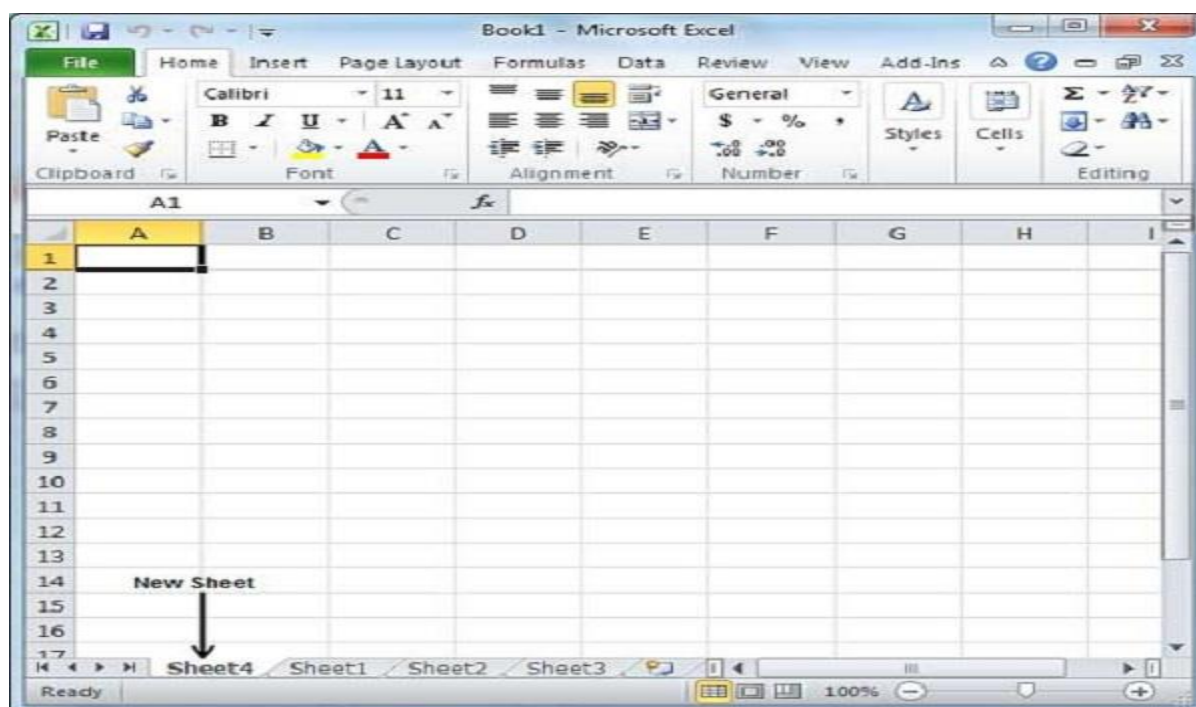
**Day 5**

At the end of the session the admin staff were done with some programs as case study and given their valuable feedback about the five days training on "Mastering in Excel Spreadsheets".

**Topics Covered in Training**

<b>SNO</b>	<b>TOPICS</b>
<b>1</b>	<b>Creation of new spreadsheets</b>
<b>2</b>	<b>Edit and Format a spreadsheets</b>
<b>3</b>	<b>Use formulas and functions in a spreadsheets</b>
<b>4</b>	<b>Using built-in functions in excel</b>
<b>5</b>	<b>Using user-defined functions in excel</b>
<b>6</b>	<b>Creating Hyperlinks</b>
<b>7</b>	<b>How to sort, filter, find and replace data in excel</b>
<b>8</b>	<b>File formats</b>

### Creation of new EXCEL spreadsheets



## Edit and Format EXCEL spreadsheets

Conditional Formatting Workbook - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

Clipboard Font Alignment Number Conditional Formatting Styles Cells Editing

A2 Salesperson

Sales Team Review						
Salesperson	Region Covered	February 2017 Sales	Cost of Sales	January 2017 Sales	Percent Change	
Jeffrey Burke	Oklahoma	\$ 28,000	\$ 2,460	\$ 21,238	32%	
Amy Fernandez	North Carolina	\$ 23,138	\$ 1,521	\$ 23,212	0%	
Mark Hayes	Massachusetts	\$ 25,092	\$ 1,530	\$ 20,454	23%	
Judith Ray	California	\$ 21,839	\$ 1,923	\$ 24,619	-11%	
Randy Graham	South Carolina	\$ 23,342	\$ 2,397	\$ 20,045	16%	
Christina Foster	Delaware	\$ 23,368	\$ 1,500	\$ 17,537	33%	
Judy Green	Texas	\$ 21,510	\$ 1,657	\$ 24,951	-14%	
Paula Hall	Virginia	\$ 21,314	\$ 2,418	\$ 18,082	18%	
	<b>Totals</b>	\$ 187,603	\$ 15,406	\$ 170,138		

Sheet1

Ready Count: 6 136%



## Use formulas and functions in a spreadsheets

AutoSave Off

File

Home

Insert

Draw

Page Layout

Formulas

Data

Review

View

Help

Paste

Cut

Copy

Format Painter

Clipboard

Calibri

11

A^

A^

B

I

U

A

Font

Align

SUM

X

✓

fx

=SUM(B2:B11)

	A	B	C
1	Country	Population	
2	China	1,389,618,778	
3	India	1,311,559,204	
4	USA	331,883,986	
5	Indonesia	264,935,824	
6	Pakistan	210,797,836	
7	Brazil	210,301,591	
8	Nigeria	208,679,114	
9	Bangladesh	161,062,905	
10	Russia	141,944,641	
11	Mexico	127,318,112	
12	Total	=SUM(B2:B11)	Output = 4,358,101,991
13			
14			



## Using user-defined functions in excel

# User Defined Function in Excel

Excel interface showing a User Defined Function (UDF) being created. The formula bar displays `=TriangleArea(A4,B4)`. The spreadsheet shows columns A (Height), B (Base), and C (Area). The formula is applied to cell C4, resulting in the value 45.

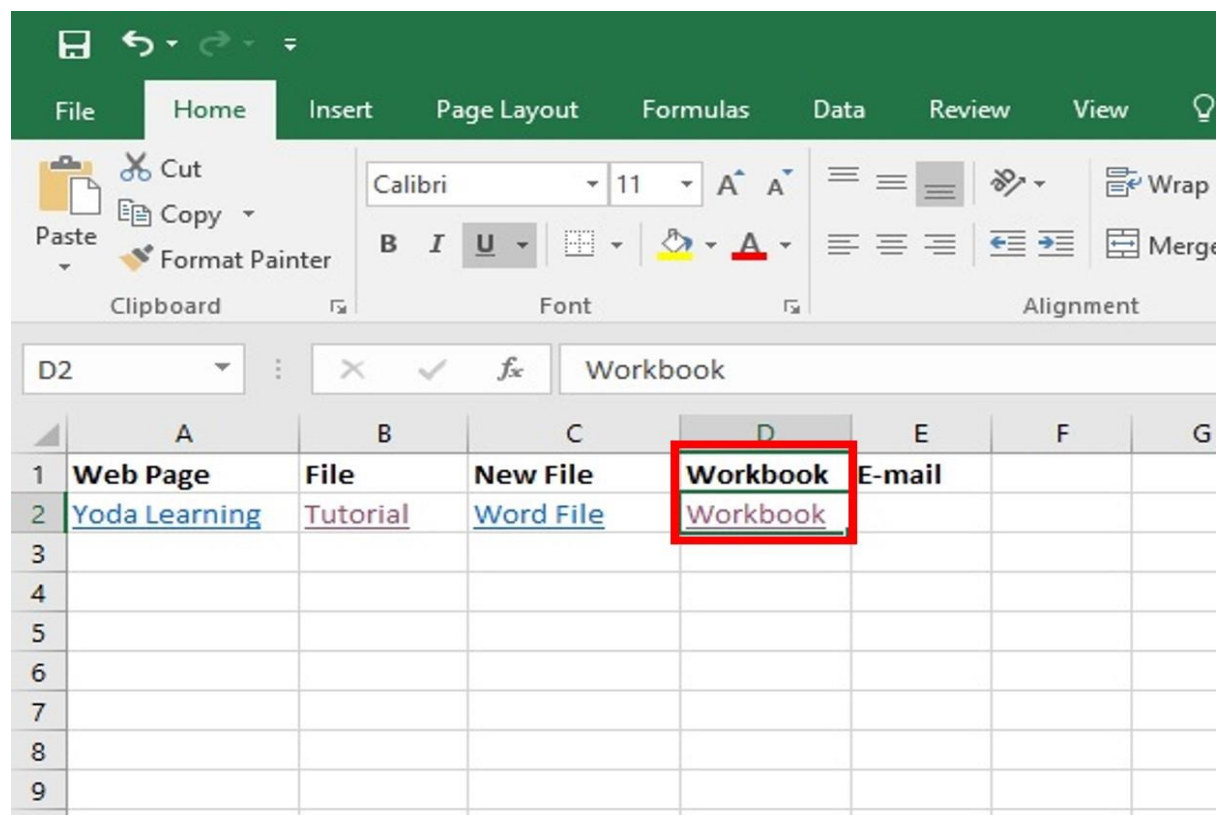
	A	B	C	D	E	F	G
1	Height	Base	Area				
2	12	7.5	45				
3	11	3.2	17.6				
4	13.7	5.8	39.5				
5							
6							
7							
8							
9							

The Insert > Module menu path is highlighted, indicating the steps to create a new module for the UDF.





## Creating Hyperlinks



### How to sort, filter, find and replace data in excel

	A	B	C	D	E	F
1	First name	Last name	State	Country	Postal Coc	City
2	Ronnie	Anderson	WI	USA	53022	Germantown
3	Tom	Boone	GA	USA	30078	Snellville
4	David	Smith	PA	USA	17520	Pittsburgh
5	Sally	Brooke	FL	USA	32219	Jacksonville
6	Robert	Furlan	CA	USA	92274	Los Angeles
7	Jeremy	Hill	MI	USA	48335	Farmington
8	Jose	Abraham	CA	USA	92274	Los Angeles
9	Robert	Smith	CA	USA	93034	Oxnard
10	Mattias	Waldau	CA	USA	92020	El Cajon

Find and Replace

Find

Replace

Find what: smith

Options >>

Find All

Find Next

Close

Book	Sheet	Name	Cell	Value	Formula
Search & replace keyphrases.xlsx	Sheet1		\$B\$4	Smith	
Search & replace keyphrases.xlsx	Sheet1		\$B\$9	Smith	
Search & replace keyphrases.xlsx	Sheet1		\$B\$12	Smith	

3 cell(s) found