# St. Edmund's College

## "Facta Non Verba"

## Report on the Value-Added Course "  BASIC COURSE ON LIBRE OFFICE CALC(EXCEL)"

Organized by

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&
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**Contents**

1. **General Information**

    A Five-day value-added course on  "  **BASIC COURSE ON LIBRE OFFICE CALC(EXCEL)**" was organized by the Department of Computer science from 23.03.2022 to 28.03.2022 **for non-computer science** in the Department Lab 1 hour each day. 31 students participated in this course. No fee was charged for the course.

2. **About this Course**

    The course was aimed to teach Libre Office Calc software **(spreadsheet component of LibreOffice Suite)** which is equivalent of Microsoft Excel in Microsoft Office Suite and has a number of unique features, including a system which automatically defines series of graphs, based on information available to the user.

3. **Course Structure**

    - **Class 1: Foundation**
    Unit 1.1 – Excel Introduction. The Excel Interface. Understanding and working with the Excel interface – getting to know your way around the application–Basic Navigation & Editing. Selection and navigation. Moving around a spreadsheet efficiently. Entering information into cells, types of data (text, numbers, dates). Basic formatting.

    - **Class 2: Orientation and efficiency**
    Unit 2.1 – Editing (Copying, pasting, inserting and deleting cells, ranges of cells, rows, columns and Worksheets. 'Special' pasting – for example to copy just formulas, or just values. Cell references and ranges, and how connected cells behave. Fixed or absolute references (dollar signs) for cells Named Ranges

    - **Class 3: Data handling & Data analysis**
    Sorting & Filtering (Techniques for sorting and filtering data) Working with Dates and Times .Working with Text Working with Numbers Math's: basic addition, subtraction, multiplication and division. Basic Formulas and functions

    - **Class 4: Presentation**
     Cell Formatting (Basic font formatting, alignment – Including horizontal and vertical alignment, wrapping, merging, orientation) Number Formatting Types of number (E.g., currency, %, decimal, negative numbers), Conditional Formatting– Graphs and Charts (Creating simple charts and editing them to control and improve formatting)

### 4. Students Details

| Serial No | FULL NAME | Email ID | SEMESTER | STREAM |
|---|---|---|---|---|
| 1 | Disaka Sungoh | disakasungoh174@gmail.com | 6 | BSc Chemistry |
| 2 | Electra Kashyap | electrakashyap@gmail.com | 4th | BSC Chemistry |
| 3 | Anurag Paul Choudhury | bhupeshpaul49@gmail.com | 4 | Chemistry |
| 4 | Ayushmi Kashyap | ayushmikashyap16@gmail.com | 4th Semester | BA Sociology |
| 5 | Sumana Sarkar | 1910sumanasarkar@gmail.com | 2nd semester | BSC Computer science |
| 6 | PAMPI SONOWAL | pampipam09@gmail.com | 4th | BSc Chemistry |
| 7 | Daniel Wonder Kharpran | dani.kharpran@gmail.com | 4th semester | Bsc Physics |
| 8 | Maphibanri Nongkhar | maphibanri24@gmail.com | 4th Semester | BSc. Mathematics |
| 9 | Ilarishisha Marbaniang | marbaniangila123@gmail.com | 6th semester | Bsc Mathematics |
| 10 | OBESTAR K DEWSAW | obestarkdewsaw@gmail.com | 4th Semester | BSC,CHEMISTRY |
| 11 | Happiness Dkhar | Happinessdkhar14@gmail.com | 6th semester | Bsc Mathematics |
| 12 | Dopmikordor War | dopmikordorwar@gmail.com | 6th | Bsc physics |
| 13 | Celestial Shadap | celestialshadap03@gmail.com | 2nd Semester | B.A. Economics |
| 14 | Kwi Langstang | kwilangstang@gmail.com | 6th semester | BSC Mathematics |
| 15 | Mebanphira Phawa | mebanphawa11@gmail.com | 6th semester | Bsc Mathematics |
| 16 | Meenakshi Barik | meenakshibarik646@gmail.com | 4th semester | BCA |
| 17 | R Bamelari L Nonglait. | bamelarilnonglait@gmail.com | IV | BSc Chemistry. |
| 18 | PC Lalremmawia | remmawiapachuau3@gmail.com | 6th Semester | BSC Physics |
| 19 | Sharmynrap Biam | sharmynrapb@gmail.com | 2nd semester | BA economics |
| 20 | Syrpailin Suchiang | syrpailinsuchiang@gmail.com | 6th | BSC Chemistry |
| 21 | S. Ginneo Kipgen | Lamkhosatkipgen@gmail.com | 2nd semester | BA Sociology |
| 22 | Afia Zaheen Bora | afiazaheenbora@gmail.com | 4th | Ba Sociology |
| 23 | WANPYNDAPBIANG MARNGAR | wmarngar2001@gmail.com | 2ndsemester | BA |
| 24 | Mildaris Syiemiong | mildarissyiemiong@gmail.com | 4th semester | Bsc Mathematics |
| 25 | SARA QUEEN WANKHAR | saraqueen109wankhar@gmail.com | 4th | B.Sc Mathematics |
| 26 | Mismita Datta | dattamismita@gmail.com | 4th | Physics |
| 27 | Naome Lalremkimi | naomelalremkimi@gmail.com | 4th | BA sociology |
| 28 | Festarson Lyngdoh | festmelo05@gmail.com | 4th Semester | BSc Chemistry |
| 29 | Asmita Kilikdar | asmitakilikdar2001@gmail.com | 4th | BSC Zoology |
| 30 | Jitender-singh | Singhjatnder102@gmail.com | 2nd | B.A Economic's Hons |
| 31 | Heisadaka Syrti | heisadakasyrti16@gmail.com | 4th semester | Bsc Mathematics |

### 5. Registration Form

Mode of Registration:  Online

Number of Registration received = 60 students

link for Registration: https://forms.gle/6pyCpphvRiPJWm2y7

### 6. Feedback

**Link in feedback :**
https://docs.google.com/forms/d/1h3Ul7DesvUctDfOKHkQkaeeP2FSrWo3zcT0jS_tjXTY/edit?usp=sharing

docs.google.com/forms/d/1h3Ul7DesvUctDfOKHkQkaeeP2FSrWo3zcT0jS_tjXTY/edit#responses

M Gmail    YouTube    Maps    (3) WhatsApp    YouTube Download...    My Drive - Google...    Shell script to find f...    Google Calendar -...    St. Edmund's College    Know all about Linu...    C Examples | Progra...

Feedback II for Libre Calc Course ⬜ ☆

Questions    Responses  24    Settings

## How would you rate the course?
24 responses



- Excellent
- Good
- Fair
- Poor

25%
70.8%

## How was the explaination by the teachers?
24 responses



- extremely well
- very well
- somewhat well
- not so well

58.3%
37.5%

Course Material provided and helpful?    Copy

## Course Material provided and helpful?
24 responses



YES — 24 (100%)
NO — 0 (0%)

## Was the Course helpful?
24 responses



YES — 24 (100%)
NO — 0 (0%)