

St. Edmund's College

"Facta Non Verba"



Report on the Value Added Course of "Advanced Excel"

*Organized by
the Department of Computer
Application,
In Collaboration with IQAC*

Contents

	Page no
1. General Information	3
2. About this Course	5
3. Course Structure	6
4. Students Details	
a. Students Registered for the Course	7
b. Students' Result/Grading	9
5. Course Feedback	11
6. Registration & Feedback Form	14
7. Certificate Template, Registration Notice	19
8. Photographs	21

General Information

Title of the Course: “ A value added course on Advanced Excel”

Total Contact Hours: 10 hours

Opening of registration process: 23rd June, 2022

Closing of Registration Process: 27th June, 2022

Mode of Registration: Online

Weblink for Registration: <https://forms.gle/NR9eanyRKt7EPUXB6>

Date for Commencement of the Course: 28th June, 2022

Closing of the course: 4th July , 2022

Duration: 6 days

General Information

<i>Total No of Students Registered:</i>	39 students
<i>Total No of Students Enrolled:</i>	30 students
<i>Registration Fees:</i>	Rs.150/- (Rupees One hundred fifty only)
<i>Total Registration Fees Collected:</i>	Rs.4500 /- (Four thousand and five hundred only)
<i>Course Coordinator:</i>	Ms.Sarmistha Deb
<i>Course Instructor:</i>	Ms. Sarmistha Deb

About this Course

This course was aimed to teach **Spreadsheet skills** that will allow one to organize statistical data, performing statistical and mathematical calculations drawing graph, and charts . These **skills** provide student a critical foundation in preparation for future studies and in the workplace.

Excel at a more advanced level, a student will have the ability to use its more sophisticated tools, which will allow completing the tasks and analyzing data more quickly. Knowing advanced Excel will allow one to better streamline their calculations.

Course Structure

- Basics of Excel
- Basic Navigation & Editing
- Cell References(Relative and Absolute Referencing)
- Formulas
- Functions
- Connecting workbook
- If statement
- Graphs and Chart
- VLOOKUP
- Conditional Formatting

Students Details

SI No.	Name	Department
1	Abraham Tayung	Computer Application
2	Bryan hynniewta	Computer Application
3	Meenakshi Barik	Computer Application
4	Marina singson	Computer Application
5	Nikita Ghosh	Computer Application
6	Mebanlamlynti Kharmawphlang	Computer Application
7	Dhanjit Boro	Computer Application
8	Lunginmang Kipgen	Geography
9	Dilchina J Sangma	Geography
10	Vidya Rai	Geography
11	Wandame ker I Chyrmang	Geography
12	Wandalyne Lyngkhoi	Geography
13	Babiangporshisha Marbaniang	Geography
14	Babetlin Dhar	Geography
15	Sainborlang Sutnga	Geography

Students Details

SI No.	Name	Department
16	Adiamupra Adiee Mukhim	Geography
17	Subhadra Thapa	Commerce
18	Anu Nayam	Commerce
19	Rohit Kar	Commerce
20	Bankel Sohbar	Commerce
21	Subhadra Thapa	Commerce
22	Karnika Rabha	Commerce
23	Joycee Mary Marboh	Khasi
24	Ribasuk Kharkongor	Khasi
25	Festarson Lyngdoh	Chemistry
26	R Bamelari L Nonglait.	Chemistry
27	Ravi Shankar Yadav	Chemistry
28	Bankyntiew Snaitang	EVS
29	Daphraki Biam	EVS
30	Sebril N Areng	Mathematics
31	Naphibanda Nongrum	English

Students Grades

Sl No.	Name	Grades
1	Abraham Tayung	A+
2	Bryan hynniewta	A+
3	Meenakshi Barik	A
4	Marina singson	A+
5	Nikita Ghosh	A+
6	Mebanlamlynti Kharmawphlang	A+
7	Dhanjit Boro	A+
8	Lunginmang Kipgen	A
9	Dilchina J Sangma	A+
10	Vidya Rai	A+
11	Wandame ker I Chyrmang	A+
12	Wandalyne Lyngkhoi	A
13	Babiangporshisha Marbaniang	A+
14	Babetlin Dhar	A+
15	Sainborlang Sutnga	A+

Students Grades

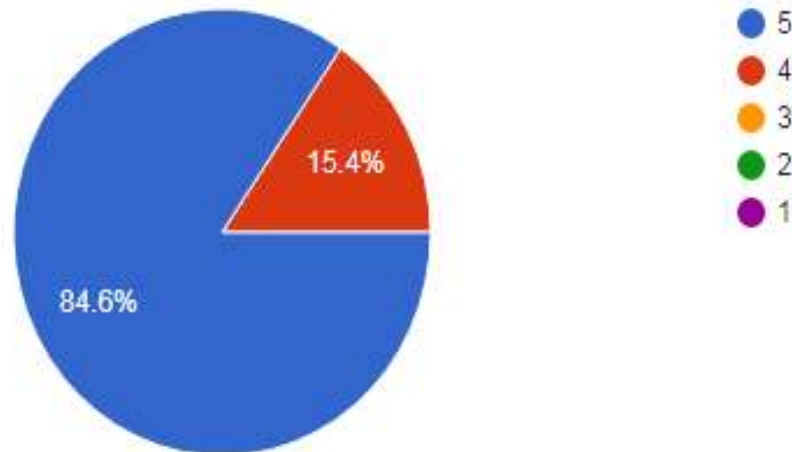
SI No.	Name	Grades
16	Adiamupra Adiee Mukhim	A
17	Subhadra Thapa	Ab
18	Anu Nayam	A+
19	Rohit Kar	A+
20	Bankel Sohbar	A+
21	Joycee Mary Marboh	A+
22	Ribasuk Kharkongor	A
23	Festarson Lyngdoh	Ab
24	R Bamelari L Nonglait.	A
25	Ravi Shankar Yadav	A+
26	Bankyntiew Snaitang	A+
27	Daphraki Biam	A+
28	Sebril N Areng	A
29	Naphibanda Nongrum	A
30	Karnika Rabha	A

Students Feedback

The Feedback form was designed for the participants using a google form, <https://forms.gle/AoatdocHw9qojGdQ6> and was responded to by 26 participants. The analysis is depicted below.

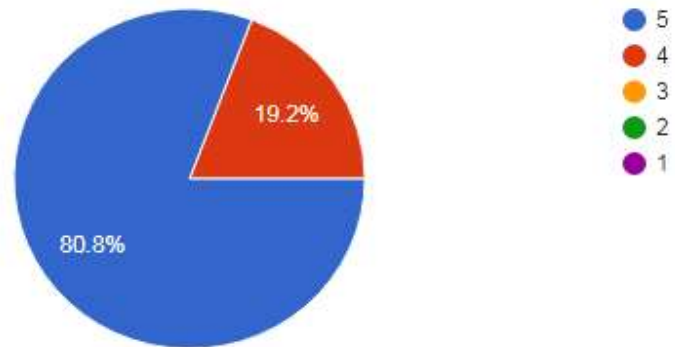
The course as a whole was

26 responses



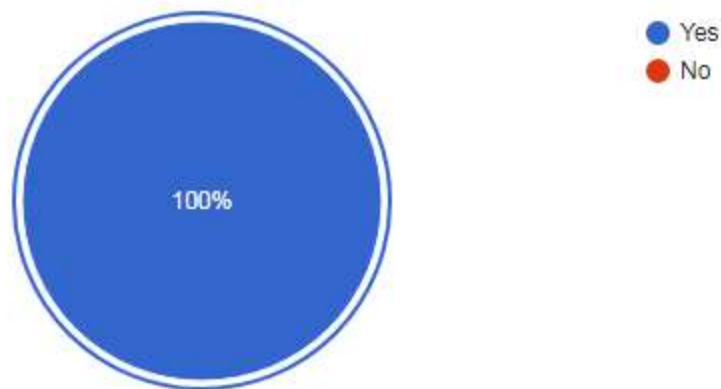
The course content was

26 responses



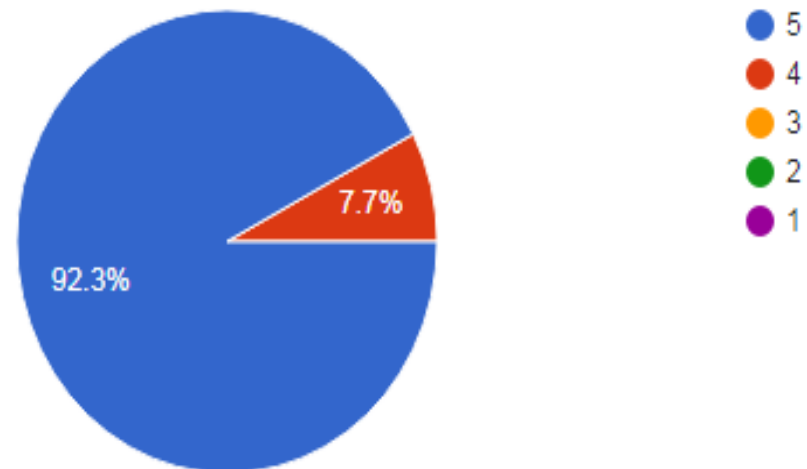
Would you recommend this course to others?

26 responses



I believe I can implement what I have learnt in my future work if needed

26 responses



Feedback Form



Feedback Form for Advanced Course on Excel

Please rate your experience about the course on the following parameters using the scale 1 to 5 as shown below:

5: Excellent

4: Very Good

3: Good

2: Fair

1: Unsatisfactory

Fullname

Short-answer text

*Department**

Short-answer text



*Email address**

Short-answer text

*Contact no**

Short-answer text

Feedback Form

Email address *

Short-answer text

Contact no *

Short-answer text

The course as a whole was *

5

4

3

2

Feedback Form

*The course content was **

- 5
- 4
- 3
- 2
- 1

*Would you recommend this course to others? **

- Yes
- No

Feedback Form

*Would you recommend this course to others?**

Yes

No

...

*I believe I can implement what I have learnt in my future work if needed**

5

4

3

2

1

Certificate Format



DEPARTMENT OF COMPUTER APPLICATION
St. Edmund's College, Shillong

This is to certify that

Abhishek Kumar Sahi

HAS SUCCESSFULLY COMPLETED THE COURSE ON
"A Value Added Course on Advanced Excel"

FROM 28TH JUNE - 4TH JULY, 2022

ORGANIZED BY
DEPARTMENT OF COMPUTER APPLICATION
IN COLLABORATION WITH IQAC, ST. EDMUND'S COLLEGE, SHILLONG

BR. SIMON COELHO
SECRETARY

ST. EDMUND'S COLLEGE SHILLONG

DR. SYLVANUS LAMARE
PRINCIPAL

ST. EDMUND'S COLLEGE SHILLONG

PROF. SEMIT DEB
IQAC COORDINATOR

ST. EDMUND'S COLLEGE SHILLONG

HEAD & COURSE COORDINATOR
DEPT. OF COMPUTER APPLICATION
ST. EDMUND'S COLLEGE SHILLONG

Registration Notice



A Value Added Course On Advanced Excel

Organized by
The Department of Computer Application
St. Edmund's College, Shillong

Content of the Course:

- Basics of Excel
- Cell References
- Controlling user input
- Formulas
- Functions
- Connecting workbook
- If statement
- Graphs and Chart
- Conditional Formatting

Mode :Offline

Dates: 28th June- 4th July, 2022

Last date of Registration : 27th June, 2022
(Only 30 seats)

Registration Fee: Rs 150/-

Eligibility : UG Students of St. Edmund's College

Certificates will be awarded on successful completion of the course

For any query please contact: 9863021031
(Course coordinator)

Click for registration [REGISTER NOW](#)

Students Photographs



Students Photographs



Shillong, Meghalaya, India

HV9W+7R8, Laitumkhrah, Shillong, Meghalaya
793003, India

Lat 25.568447°

Long 91.896911°

29/06/22 11:50 AM