

# GOVERNMENT DEGREE COLLEGE, RAYACHOTY,



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## 6-Days Schedule

### Six-Day Excel Training Program for Non-Teaching Staff

Objective: To provide non-teaching staff with practical Excel skills to enhance efficiency in data management, report generation, and administrative tasks.

#### **Day 1:** Introduction to Excel and Basic Functions

Topics:

Overview of Excel: Interface, menus, and ribbons

Creating and saving workbooks

Basic formatting (font, size, cell alignment, borders)

Introduction to basic formulas: SUM(), AVERAGE(), COUNT()

Practical: Simple data entry and formatting a student attendance sheet

Outcome: Participants will be familiar with Excel's interface and basic functions.

#### **Day 2:** Data Entry and Data Formatting

Topics:

Efficient data entry techniques (copy/paste, autofill)

Sorting and filtering data

Data validation (drop-down lists, restricting data types)

Conditional formatting (color scales, highlighting specific values)

Practical: Preparing a formatted student database with validation rules

Outcome: Participants will be able to organize and format data for better readability and accuracy.

#### **Day 3:** Working with Formulas and Functions

Topics:

Commonly used functions: IF(), SUMIF(), COUNTIF(), VLOOKUP()

Creating simple calculations and logical functions

Understanding absolute vs. relative cell references

Practical: Calculating fee reports using IF and SUMIF

Outcome: Participants will learn to apply formulas for calculations and decision-making.



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## **Day 4: Managing and Analyzing Data**

Topics:

Sorting data across multiple columns

Filtering data for specific information

Using PivotTables for data analysis

Creating simple charts (bar, line, pie charts)

Practical: Analyzing attendance data with PivotTables and charts

Outcome: Participants will be able to analyze large sets of data effectively using PivotTables and charts.

## **Day 5: Advanced Excel Techniques**

Topics:

Working with multiple sheets (linking, referencing between sheets)

Protecting sheets and workbooks (passwords, restricting editing)

Introduction to Excel Macros (automating repetitive tasks)

Practical: Creating a monthly report template with protection and basic macros

Outcome: Participants will enhance their Excel proficiency with advanced techniques for managing data across multiple sheets.

## **Day 6: Practical Case Studies and Review**

Topics:

Real-world scenarios (preparing reports, managing inventory, handling student data)

Group work: Solve practical cases related to their daily tasks (fee collection, scheduling, etc.)

Review of key concepts and final Q&A

Practical: Final project based on individual job roles

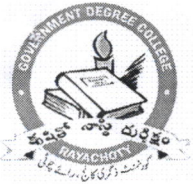
Outcome: Participants will apply their Excel skills to solve real administrative challenges at work.

Training Materials

Detailed handouts and sample datasets for practice

Access to video tutorials for revision

Assessment at the end of the training (optional)





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## PARTICIPENTS AND ATTENDANCE SHEET

| GOVERNMENT DEGREE COLLEGE, RAYACHOTY  |                     |                     |                     |                     |                     |                     |                     |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| ADMINISTRATIVE TRAINING PROGRAM   |                     |                     |                     |                     |                     |                     |                     |
| ACADEMIC YEAR 2022-2023   |                     |                     |                     |                     |                     |                     |                     |
| PROGRAMME NAME : Six-Day MS-Excel Training Program for Non-Teaching Staff from 14-03-2023 to 20-03-2023 |                     | DAY 1<br>14-03-2023 | DAY 2<br>15-03-2023 | DAY 3<br>16-03-2023 | DAY 4<br>17-03-2023 | DAY 5<br>18-03-2023 | DAY 6<br>20-03-2023 |
| SNO   | PARTICIPANTS        | DAILY ATTENDANCE    |                     |                     |                     |                     |                     |
| 1   | B PRASAD            | P                   | P                   | P                   | P                   | P                   | P                   |
| 2   | W RAMACHANDRA REDDY | P                   | P                   | P                   | P                   | P                   | P                   |
| 3   | N KESAVA REDDY      | P                   | P                   | P                   | P                   | P                   | P                   |
| 4   | D LAKSHMI REDDY     | P                   | P                   | P                   | P                   | P                   | P                   |
| 5   | G VENKATA RAMANA    | P                   | P                   | P                   | P                   | P                   | P                   |
| 6   | K SURYUDU           | P                   | P                   | P                   | P                   | P                   | P                   |
| 7   | K CHINNA OBULAMMA   | P                   | P                   | P                   | P                   | P                   | P                   |
| 8   | S RAJAMMA           | A                   | P                   | P                   | P                   | P                   | P                   |
| 9   | T JANAKI            | P                   | P                   | P                   | P                   | A                   | P                   |
| 10  | B N GANGOJAMMA      | P                   | P                   | P                   | P                   | P                   | P                   |
| 11  | C VENKATA RAMANA    | P                   | P                   | P                   | P                   | P                   | P                   |
| 12  | K RAVANAMMA         | P                   | P                   | P                   | P                   | P                   | P                   |
| 13  | B V LAKSHUMMA       | P                   | P                   | P                   | P                   | P                   | P                   |
| 14  | K RAJESWARI         | P                   | P                   | P                   | P                   | P                   | P                   |
| 15  | K ESWAR REDDY       | P                   | P                   | A                   | P                   | P                   | P                   |

  
IQAC Co - Ordinator  
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RAYACHOTY - 516269  
Annamayya Dist., A.P.

  
LECTURER  
DEPT. Of Computer  
Science /Application  
Govt .Degree College  
Rayachoty



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## BRIEF REPORT

### Report on Six-Day Excel Training Program for Non-Teaching Staff

A six-day Excel Training Program was conducted from 14-03-2023 to 20-03-2023 for non-teaching staff members, with 15 participants actively taking part. The program aimed to enhance the participants' proficiency in Microsoft Excel for improving their work efficiency. Key topics included basic spreadsheet navigation, data entry, formula application, chart creation, and data analysis. The sessions were highly interactive, with practical exercises and hands-on training tailored to meet the participants' daily administrative tasks. By the end of the program, attendees demonstrated significant improvement in their Excel skills, fostering greater productivity and accuracy in their roles. Feedback from participants was overwhelmingly positive, and they expressed a strong desire for more advanced follow-up sessions in the future.



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**DEPT. Of Computer**  
**Science /Application**  
**Govt .Degree College**  
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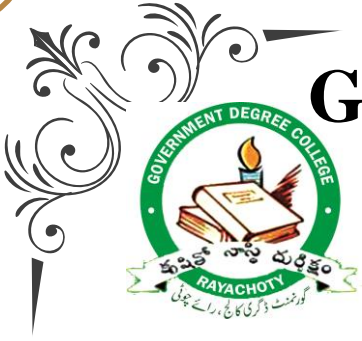
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Principal

**PRINCIPAL**  
**Govt. Degree College**  
**Rayachoty.**



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## CERTIFICATE OF PARTICIPATION



This certifies that

***B. PRASAD***

has successfully completed **Six-Days Training on MS-Excel Training Program for Non-Teaching Staff** conducted by the IQAC and Department of Computer Science / Applications, GDC, RAYACHOTY from **14-03-2023 to 20-03-2023**.

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**W. RAMACHANDRA REDDY**

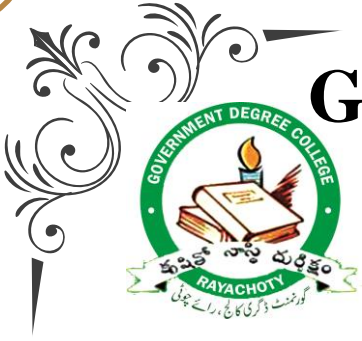
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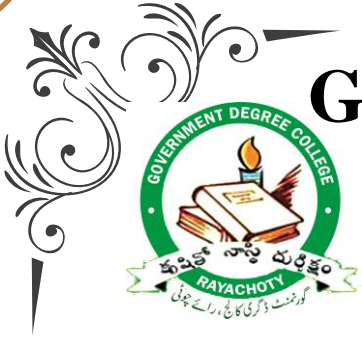
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**G. VENKATA RAMANA**

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*K. SURYUDU*

has successfully completed **Six-Days Training on MS-Excel Training Program for Non-Teaching Staff** conducted by the IQAC and Department of Computer Science / Applications, GDC, RAYACHOTY from **14-03-2023 to 20-03-2023**.

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***K. CHINNA OBULAMMA***

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*T. JANAKI*

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