



Workshop on

ADVANCED ANALYSIS IN EXCEL

26th November 2022

Placement Cell
International Institute for Population Sciences



Group picture of the participants of the workshop

INTRODUCTION

The Placement Cell at the International Institute for Population Sciences organized a one-day workshop on "Advanced Analysis with Excel" on 26th November 2022. The workshop was organized in the Information, Communication, and Technology Unit's Computer Lab. This was the second workshop organized by the Placement Cell at IIPS for the academic year 2022-23.

The goal of this workshop was the training on essential methodologies and functions regarding data analysis and making participants familiar with the basic as well as advanced MS-Excel tools.

The workshop covered a range of topics:

- Introduction to all the tools of excel
- Numeric Functions
- String-text functions
- Date-time function
- Count, sum, average function with criteria
- Lookup functions
- Index, match, and index-match functions

INAUGURATION

Our placement cell members, Keshavi Agarwal and Samriddhi Jain gave a brief introduction to the workshop's Resource Person, Mr.

Mathuranayagam S, followed by an introduction to the IIPS Placement Cell.



This was followed by the Inauguration Speech, delivered by Prof. K S James, Sr Professor, and Director, IIPS. The director talked about the importance of learning excel, its advantages, and how it helps to understand data. He also mentioned the practical application of excel in statistics and other fields of data analysis.

The scope of scale and wide use of it in both the public and private sectors; he mentioned the benefit and advantages that students will get learning Excel.

The director thanked Mr. Mathuranayagam for giving his valuable time in the workshop and Dr. TR Dilip for his contribution to the placement cell.

Post this, the workshop started.



WORKSHOP

The one-day workshop entailed the understanding of excel from a beginner's perspective. The instructor began by giving a brief introduction to the sequence of the workshop. He stated the main aim of the workshop, which was to provide the participants with exposure to techniques of Data Analysis through Excel.

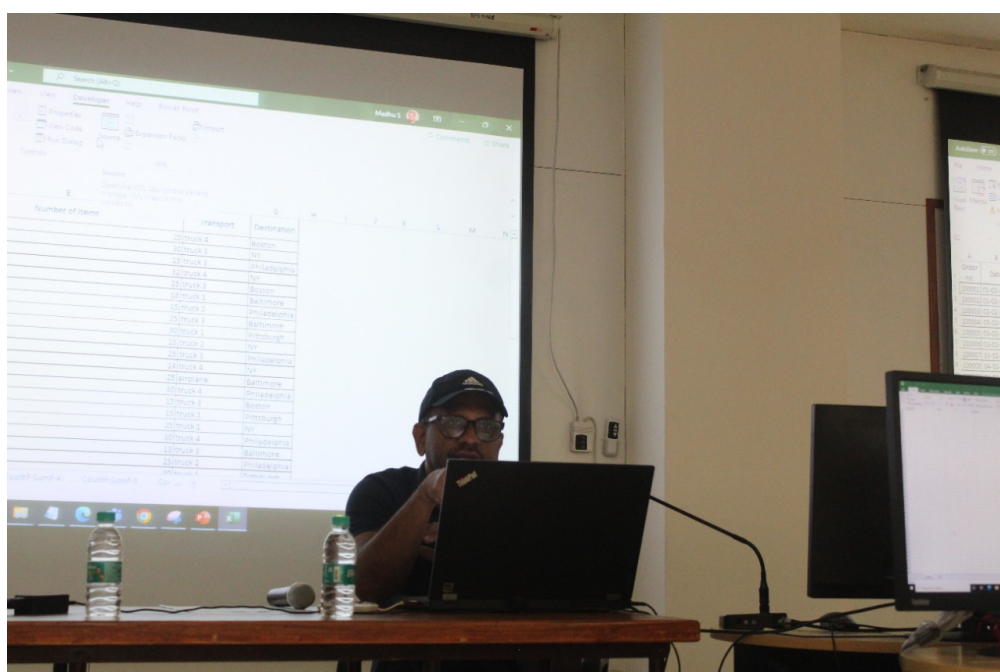
According to him, the benefits of the workshop include sharpening one's skills using Excel spreadsheets and expanding their knowledge of the fundamentals of analyzing data.

He proceeded to give us an overview of Data Analysis and its various components and process, such as Data Mining, Business Intelligence, Statistical Analysis, Predictive Analysis, and Text Analysis.

He then proceeded to explain the various functions he would be explaining and discussing during the course of the workshop.

He first discussed the difference between Range and Excel tables.

He then moved on to Numeric functions, followed by String/Text functions. Here, sir also gave us a demonstration and made us practice with worksheets prepared by him, which he provided to us at the beginning of the workshop. We also practiced Date/Time Functions.



We then broke for Lunch.

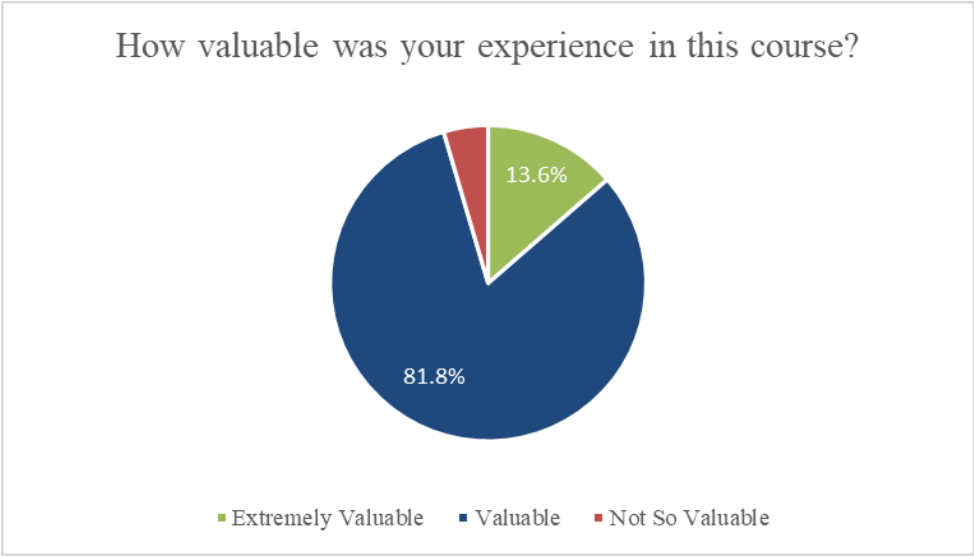
Post Lunch, the session began with an introduction to the Advanced Features of Excel. We were introduced to the Count, Sum, and Average Functions with Criteria, Lookup Functions, Data Validations, Index, Match, and Match-Index Functions.

The instructor also explained to the participants what a Macro is, and how to create a Macro. This was followed by the last topic of the workshop, i.e., Visualising the Data using Graphs and Charts.

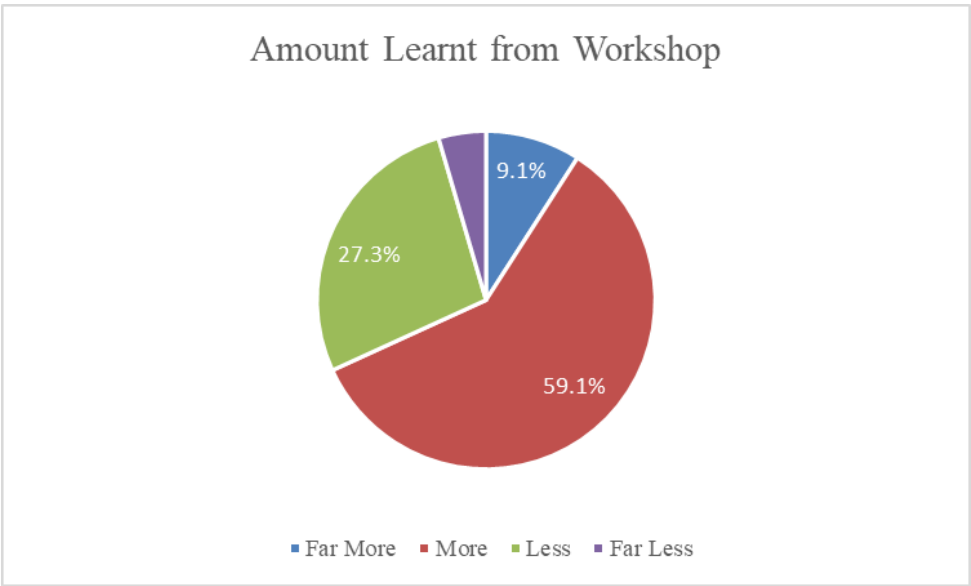
The session ended with a doubt-clearing segment, followed by a Vote of Thanks delivered by Keshavi Agarwal.

FEEDBACK

The Placement Cell surveyed the participants of the Advanced Excel Workshop. The majority of the participants of the workshop found the workshop to be valuable. 13.6% stated that it was ‘Extremely Valuable’ and 81.8% found it to be ‘Valuable’.



With regards to the amount learnt from the workshop, 9.1% replied that they learnt “far more”, and 59.1% learnt “more” than before. All in all, the workshop came out as successful.



APPENDIX A

Agenda of the Workshop

| Time | Event |
|----------------------|--------------------------------------------------------------------------------|
| 10:00 am – 10:05 am | Welcome Speech and Introduction to the Speaker Keshavi Agarwal (MPS) |
| 10:05 am – 10:10 am | Introduction to Placement Cell Samriddhi Jain (MBD 1st Year) |
| 10:10 am – 10:20 am | Director’s Speech Dr K S James |
| 10:20 am – 11:45 am | Start of Workshop Introduction to Basic Excel Tools |
| 11:45 am to 12:00 pm | Break |
| 12:00 pm to 1:00 pm | Workshop resumes |
| 1:00 pm to 2:00 pm | Lunch |
| 2:00 pm to 5:30 pm | Workshop Resumes Introduction to Advance Excel Tools |

APPENDIX B

Feedback Results of the Workshop

| Course | Are you attending any other training on the use of any statistical packages? | How valuable was your experience in this course? | How familiar are you with the topics in this course? | The amount I learned from this course is? | How much of a priority has this course been in relative to other topics? | The difficulty of this course is? | How likely that you to pursue "Excel" in the future |
|--------|------------------------------------------------------------------------------|--------------------------------------------------|------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------|-----------------------------------|-----------------------------------------------------|
| MPS | No | Valuable | Familiar | More | High priority | More | Very likely |
| MPS | Yes | Valuable | Familiar | Less | Low priority | Less | Likely |
| MPS | Yes | Extremely Valuable | Extremely familiar | Far More | Very high priority | Far Less | Very likely |
| MPS | Yes | Not So Valuable | Not so familiar | Far Less | High priority | No opinion | Very likely |
| MPS | Yes | Valuable | Familiar | More | High priority | Less | Likely |
| MPS | No | Valuable | Familiar | More | High priority | No opinion | Very likely |
| MPS | Yes | Valuable | Familiar | Less | No opinion | Less | Very likely |
| MPS | No | Valuable | Familiar | More | Very high priority | More | Likely |
| MPS | Yes | Valuable | Not so familiar | More | Low priority | Less | Likely |
| MPS | No | Valuable | Familiar | More | High priority | More | Likely |
| MPS | Yes | Valuable | Not so familiar | Less | Low priority | Less | Not likely |
| MPS | No | Valuable | Familiar | Less | High priority | More | Likely |
| MPS | No | Valuable | Not so familiar | More | High priority | More | Very likely |
| MPS | No | Extremely Valuable | Familiar | More | High priority | Less | Very likely |
| MBD | Yes | Extremely Valuable | Familiar | More | High priority | Less | Very likely |
| MPS | No | Valuable | Not so familiar | Less | No opinion | No opinion | Very likely |
| MPS | No | Valuable | Not so familiar | Far More | High priority | Less | Very likely |
| MPS | Yes | Valuable | Familiar | More | High priority | No opinion | Likely |
| MPS | No | Valuable | Not so familiar | More | High priority | More | Likely |
| MPS | No | Valuable | Familiar | More | Very high priority | Less | Very likely |
| MA-MSC | Yes | Valuable | Extremely familiar | Less | High priority | Less | Likely |

| In your opinion is the course content is far less, less, more or far more? | Time spent for the session was far less, less, more, or far more? | The training speed was Very slow, Slow, Fast, very fast? | In your opinion, how much you can understand the course content in the session? Did you say this as <25%, 25-50%, 50-75% 75-100%. | How satisfied you are with the practical given for each topic covered in the session? You may answer this as: Very satisfied, reasonably satisfied, slightly dissatisfied or very dissatisfied | What percentage of the practical you are undertake n: <25%, 25-50%, 50-75%, 75-100% | How satisfied you are with the time given for the practical for each topic covered in the session? You may answer this as: Very satisfied, reasonably satisfied, slightly dissatisfied or very dissatisfied | How will you rate the over quality of each session. You may rate this as: Exceptional, Good, Fair, Poor | In your opinion, what is the level of resource person's knowledge to carry out the training session; You may provide your answer as: Exceptional, Good, Fair, Poor. |
|----------------------------------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| More | More | Slow | 25-50% | Very satisfied | 50-75% | Vary satisfied | Good | Good |
| Less | Less | Fast | 25-50% | Slightly Dissatisfied | 25-50% | Reasonably Satisfied | Fair | Fair |
| Less | Less | Fast | 50-75% | Reasonably satisfied | 50-75 | Reasonably satisfied | Good | Fair |
| Far Less | Less | Slow | <25% | Very dissatisfied | 25% | Dissatisfied | Poor | Poor |
| Less | More | Slow | 75-100% | Reasonably satisfied | 75-100% | Satisfied | Good | Good |
| More | More | Fast | 50-75% | Reasonably satisfied | 50-75% | Reasonably satisfied | Good | Good |
| Less | Far less | Slow | 75-100% | Slightly dissatisfied | 75-100% | Slightly dissatisfied | Fair | Fair |
| Less | Less | Average | 25-50% | Slightly Dissatisfied | 25-50% | Reasonably Satisfied | Fair | Fair |
| Less | Less | Slow | 50-75% | Reasonably satisfied | 50-75% | Slightly dissatisfied | Fair | Good |
| Less | Less | Slow | 75-100% | Slightly dissatisfied | 75-100% | Reasonably satisfied | Fair | Good |

| | | | | | | | | |
|---------------------------|---------------------|--------------------|---------------|----------------------|---------------|-----------------------|---------|-------------|
| Just Enough | Was alright | Average | 40% | Reasonably satisfied | 60% | Reasonably satisfied | Fair | Fair |
| Less | Less | Average | 75% | Average | Nearly 70% | Average | Average | Good |
| Far less | far less | Fast | 25%-50% | Reasonably satisfied | <25% | Reasonably satisfied | Fair | Good |
| Less | Less | Fast | 50-75% | Reasonably satisfied | 75-100% | Slightly dissatisfied | Good | Good |
| Less | Less | Average | 50-75% | Very Satisfied | 75-100% | Very satisfied | Good | Exceptional |
| Less | Less | Very fast | 50-75% | Reasonably satisfied | 50-75% | Slightly dissatisfied | Good | Good |
| more | Less | Slow | 50-75% | Reasonably satisfied | 50-75% | Reasonably satisfied | Good | Fair |
| More | More | Fast | 50-75% | Reasonably satisfied | 50-75% | Very satisfied | Good | Good |
| In satisfied with content | Time was sufficient | The speed was good | More than 75% | Very satisfied | More than 50% | Quite satisfied | Good | Expert |
| Less | More | Medium | 100% | Very Satisfied | 100% | Very Satisfied | Good | Exceptional |

APPENDIX C

Workshop Organising Committee

| | |
|--------------------------|-----------------------------------------------------------|
| Abhishek Raj | Placement Cell Representative MA/MSc 1st Year |
| Alisha D | Placement Cell Representative MBD 2 nd Year |
| Jayant N Kadagye | Placement Cell Representative MA/MSc 2nd Year |
| Judah Richardson | Placement Cell Representative MBD 2 nd Year |
| Kanchan Gajanan | Placement Cell Representative MA/MSc 1st Year |
| Keshavi Agarwal | Placement Cell Representative MPS |
| Nikhil Kalbhor | Placement Cell Representative MBD 1 st Year |
| Samriddhi Jain | Placement Cell Representative MBD 1 st Year |
| Shreyas Deshmukh | Placement Cell Representative MPS |
| Sumit Saurav | Placement Cell Representative MA/MSc 2nd Year |
| Uttara Nath | Placement Cell Representative MPS |
| Dr. Dilip T. R. | Placement Coordinator |
| Dr. Manas Ranjan Pradhan | Placement Coordinator |