REPORT

Activity Name	A Two days Workshop on Microsoft Excel For Managers
Title	Workshop on Microsoft Excel For Managers
Objective	This course is mandatory for people who deal with Data in a big or small way irrespective of the profession/business they take up. Especially, people who heavily chum out data for insights can achieve greater productivity levels using Microsoft Excel.
Date of Activity	15.09.2022 to 16-09.2022
Mode of Conduct	Offline
Time	Two Days
Speaker	Mr. Manikantha and Uttam Tiwari from Business Toys Trainers and consultants
Mandatory/Elective	Mandatory
Participants	All Faculties and Students
Description	● Organized Two Days Workshop on Microsoft Excel for Managers. This course is mandatory for people who deal with Data in a big or small way irrespective of the profession/business they take up. Especially, people who heavily chum out data for insights can achieve greater productivity levels using Microsoft Excel. Duration: This is a Three full-day intensive workshop which includes Two days for content explanation and One day for rigorous practice. All the participants will be given home work after the practice sessions. Six months web-support will be given for them to post any doubts on my website's forum. We can even tailor the course curriculum to match up with the student's requirements and understanding levels. Style of Teaching: Entire workshop session will be run in a problem-solution approach. & take up a Business scenario create a challenge in terms of data analysis and try to solve it using Excel's functionality. Later I make the problem more complex and solve it by a choice of Excel functions or features or formulas. Key Take-aways: This training will enable you to familiarize and expose yourself with the Excel's most powerful functions, features and formulas. "At the end of the session the participants were able to learn : 1. Know How to use Excel's features in a productive way, 2. Know How to build powerful formulas, 3. Make Dynamic charts, Interactive Dashboards and use other visualization features, 4. Learn various intricacies of Microsoft Excel environment. assuming they follow my course and practice. Following facilities were provided to conduct the workshop. 1. Lab/Seminar Hall for 3 days occupancy, 2. LCD projector with screen, 3. Desktops/Laptops for practice sessions,

	4. At least MS Excel 2010 or later version installed in the computer systems, 5. A Black/White board. 6. Share Drives/Google Group to share the practice files.



Setting up Analytics Lab -

Rajeev Institute of Technology Department of MBA

Proposed by : BUSINESS TOYS PRIVATE LIMITED, BANGALORE
Prepared by : Mr. Uttam Tiwari & Mr. Manikanta Prasad

Contact : +91 7710 893 041
: uttam@businesstoys.in
: #237, 2nd floor, AGB Layout, Chikkabanavara, Bangalore - 90

Handcrafted and personalized for Analytics

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About Business Toys

Founded in 2015 by IIT & IIM Alumni, Business Toys is committed in helping and partnering universities and Institution across India in fulfilling upskilling requirements and filling employability gaps.

We provide a platform a technology platform for training, mentoring and preparing students in interviews. We have more than 500 industry mentors who have supported 10000+ students across 600 Engineering and Management Institutes.

- Business Analytics
- Data Science
- Artificial Intelligence
- Internet of Things (IOT)
- Virtual & Augmented Reality

Supported and recognized by

600+ Educational Institutes Across India



Proposal Preamble
Respected Sir,

In continuation to our discussion, we are pleased to propose an Offer to set up an Excel Lab along for your students. Following will be key deliverables:

- Sessions: (Analytics Across Management functions)

o Excel Based Lab

Responsibilities of Institute:

- To provide the list and profile of the participants to Business Toys for certificate and record purposes and ensure that participants meet the pre- requisites for the course
- To help Business Toys to co-develop the curriculum of the program if required
- To provide the required infrastructure and other support
- To assign a single point of contact (SPOC) to co-ordinate with Business Toys for smooth delivery of courses
- To confirm the schedule at least 15 days in advance of course commencement

Detailed Schedule (Excel for Analytics)
Mapped projects to above curriculum:

Day 1:

- Let's Hug
- Key Objectives and road map of the Programme
- Pre -Programme Assessment
- Nuts and bolts of Excel

- Case 1: Xiaomi Data (Aroma of data case study)
  - Data analysis using Pivot Table
  - Data visualization using Pivot Charts

- Case 2: ICICI Credit Card Case
  - Statistical functions
  - Logical functions
  - Conditional functions
  - If Statements

- Case 3: Filters & Conditional Formatting
  - Types of filters
  - Advanced filtering techniques
  - Formatting sells based on conditional statements

Day 2:

- Case 4: Performance Appraisal
  - V Lookup
  - Cell Locking / Cell freezing
  - Appraisal Report Preparation

- Case 5: Meeting Tracker
  - H Lookup
  - Dashboard Building
  - Automation of Dashboard
  - Linking V Lookup with H Lookup

- Case 6: Data Organization

- Data Structuring
- Data Cleaning
- Tabulation
- Data formatting
- Filtering & Sorting Techniques

- Case 7: Parametric Test
  - Introduction to Inferential Statistics
  - Hypothesis testing
  - Correlation Study
  - T Test (Parametric Test) implementation
  - Evaluation of T Test with P value

- Case 8: Non-Parametric test
  - Chi – Square (Non-Parametric Test) implementation
  - Evaluation of T Test with P value
  - Evaluation of Chi – Square Test with P value

- Hackathon I: Skill assessment competition

Certificate Sample



Data Scientist Certification Program

☑ Internationally recognized certificates

☑ Unique Certificate identification numberfor authentication ☑ Real time validation check through the website

Accepted by top multinationals

☑

Investment Details

Program Name	Duration Per Program	Fees Per Student
o Excel for Analytics	10 hrs.	Rs. 1000 /-

The above professional fee is exclusive of:

- GST levied @ 18% on the total professional fees/any other expenses and any other forms of tax, if any, levied by Govt. of India to be paid as per actual.
- All program, workshop and venue charges to be borne by the client/institute.
- This proposal is valid until 30th September 2022.

Chief Mentors



Dhanesh Solanki

Dhanesh Solanki
Dharnesh is Principal Engineer at Harman Connected Services and he has also worked for Sigma-Aldrich, IBM, IntelligenceNode, Lehrson Group, NSTC, Colortokens, LockSchuppen. He has 12+ years of Data Science relevant experience in developing and deploying end-to-end Data Solutions and products.

Dhanesh is an alumnus of BITS Pilani and he is currently perusing his PhD from India Statistical Institute, Bangalore

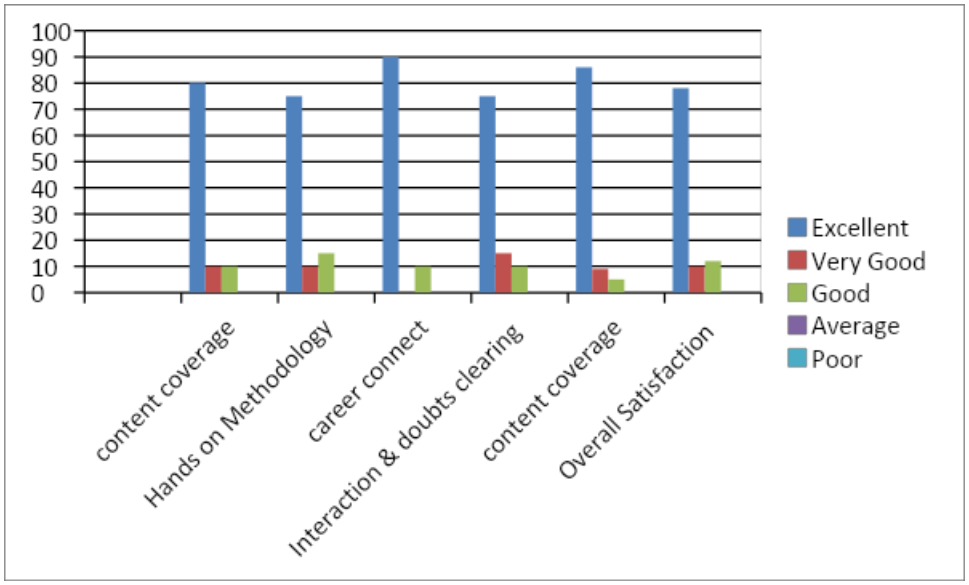


Omkar Raikar

Omkar heads Global Operations & Delivery of Analytics Products and solutions at Basal Analytics. He is also a co- founder at Business Toys Pvt. Ltd. Omkar has overall 9 years of Data Science experience with expertise in advanced Data Science applications like Natural Language Processing, Machine Learning, AI Product Development, etc. across domains like Healthcare, E-commerce, Finance, Business Strategy and Education technologies.

He has Post Graduate Degree in Management & Technology and B. Tech degree in computer Science.

Student Feedback
Program: Student Development Workshop
Title: Business Analyst
Batch 2021-2023, 2nd semester 15th to 16th September 2022
Nbr of Students: 60


100
90
80
70
60
50
40
30
20
10
0
content coverage
Hands on Methodology
career connect
Interaction & doubts clearing
content coverage
Overall Satisfaction
Excellent
Very Good
Good
Average
Poor





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Date: 16.09.2022

Excel for Business Analytics
Workshop Attendance

Sl. No	Student Name	USN	Student Signature	
			Morning	Afternoon
1	Aishwarya K S	4RA21BA001	Aishwarya	Aishwarya
2	Ambika N D	4RA21BA002	Ambika N.D	Ambika N D
3	Amith H M	4RA21BA003	Amith HM	Amith HM
4	Amulya A P	4RA21BA004	Amulya A.P	Amulya A.P
5	Anjali G P	4RA21BA005	Anjali G.P	Anjali G.P
6	Ankitha H J	4RA21BA006	Ankitha. H. J	Ankitha. H. J
7	Arpitha C M	4RA21BA007	Arpitha CM	Arpitha CM
8	Arshiya Bhanu	4RA21BA008	Arshiya Bhanu	Arshiya Bhanu
9	Ashwini D C	4RA21BA009	Ashwini D.C	Ashwini D.C
10	Aviksha Kavya Bajagur	4RA21BA010	Aviksha	Aviksha
11	Ayeza Ameen	4RA21BA011	Ayeza Ameen	Ayeza Ameen
12	Bharathi S K	4RA21BA012	Bharathi	Bharathi
13	Bhavya UG	4RA21BA013	Bhavya K.G	Bhavya K.G
14	D K Sahana	4RA21BA014	Shana.DK	Shana D K
15	Darshan H R	4RA21BA015	Darsha HR	Darsha HR
16	Eshwari K R	4RA21BA016	Eshwari. K.R	Eshwari- K.R
17	Farhinakhanbakshi	4RA21BA017	Farhina	Farhina
18	Harshitha N R	4RA21BA018	Harshitha. N.R	Harshitha. N.R
19	Harshitha V	4RA21BA019	Hoorshetha.V.	Hoorshetha.V.
20	Impana	4RA21BA020	Impana	Impana
21	Ismail Zabiulla	4RA21BA021	Ismail	Ismail
22	Kamala	4RA21BA022	Kamala	Kamala
23	Kiran R	4RA21BA023	Kiran	Kiran
24	Kumaraswamy	4RA21BA024	Kumaraswamy	Kumaraswamy
25	Lavanya H S	4RA21BA025	Lavanya	Lavanya.
26	M N Adarsha	4RA21BA026	M.N. Adarsha	M.N Adarsha
27	Madhu P M	4RA21BA027	Madhu. P.M	Madhu. PM
28	Madhushree H H	4RA21BA028	Madhushree	Madhushree
29	Manoj C C	4RA21BA029	Manoj C	Manoj C
30	Manoj T N	4RA21BA030	Manoj - T N	Manoj. T N
31	Mithan M	4RA21BA031	Mithan	Mithan
32	Mohammed Ismail	4RA21BA032	Mohammed Ismail	Mohammed Ismail

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34	Mourya G K	4RA21BA034	Mourya G.K	Mourya G.K
35	Muskan	4RA21BA035	Muskan	Muskan
36	Nachith A Y	4RA21BA036	Nachith	Nachith
37	Nandeesha M B	4RA21BA037	Nandeesha	Nandeesha
38	Naveena B M	4RA21BA038	Naveena BM	Naveena BM.
39	Parikshith H K	4RA21BA039	parikshith	parikshith
40	Pooja C	4RA21BA040	Pooja.C	Pooja.C
41	Puneeth A	4RA21BA041	Puneeth	Puneeth
42	Punithkumar T L	4RA21BA042	Punithkumar T L	Punithkumar T L
43	Rakshitha S R	4RA21BA043	Rakshitha S R	Rakshitha S R
44	Ranjitha N	4RA21BA044	Ranjitha.N	Ranjitha N
45	Rashmi N S	4RA21BA045	Rashmi N S	Rashmi N S
46	Ravikiran T	4RA21BA046	~~RT~~	~~RT~~
47	Sahana Hebbar S	4RA21BA047	Sahana.S	Sahana.S
48	Sandeepa G S	4RA21BA048	Sandeepa G S	Sandeepa G S
49	Sandya G J	4RA21BA049	Sandya G.J	Sandya G.J
50	Saniya Banu	4RA21BA050	Saniya	Saniya
51	Sarvesha R	4RA21BA051	Sarvesha R	Sarvesha R
52	Shivani N J	4RA21BA052	Shivani N.J	Shivani N.J
53	Shrideep K H	4RA21BA053	Shrideep	Shrideep
54	Shwetha C M	4RA21BA054	Shwetha CM	Shwetha CM
55	Stenet P	4RA21BA055	Stenet	Stenet
56	Sushmitha K D	4RA21BA056	Sushmitha K.D	Sushmitha K.D
57	Usha C C	4RA21BA057	Usha C.C	Usha C.C
58	Varshala B S	4RA21BA058	Varshala	Varshala
59	Vidya B V	4RA21BA059	Vidya B.V	Vidya B.V
60	Yashaswini S M	4RA21BA060	Yashaswini. S.M	Yashaswini. S.M

Faculty Coordinator

HOD

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19	Harshitha V	4RA21BA019	Harshitha.V.	Harshitha.V.
20	Impana	4RA21BA020	Impana	Impana
21	Ismail Zabiulla	4RA21BA021		
22	Kamala	4RA21BA022	Kamala	Kamala
23	Kiran R	4RA21BA023	Kiran	Kiran
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28	Madhushree H H	4RA21BA028	Madhushree	Madhushree
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30	Manoj T N	4RA21BA030	Manoj.T.N	Manoj.T.N
31	Mithan M	4RA21BA031	Mithan	Mithan
32	Mohammed Ismail	4RA21BA032	Mohammed Ismail	Mohammed Ismail

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