



Siva Sivani Degree College Hyderabad

Affiliated to Osmania University
website: <https://ssdchyderabad.in/>

Department of Computer Science

IT CLUB

Report on Excel Workshop

Date: 25th & 30th Aug-2025, 4th Sep-2025, 3rd,4th 6th Feb 2026

Timings: 9:30 AM - 11:30 AM

Venue: Seminar Hall & Lab 2, SSDCH

No. of Participants: 89

Objective of the Event/Programme:

- To develop students' practical proficiency in Microsoft Excel.
- To train students in essential spreadsheet concepts.
- To enhance data analysis skills using conditional formatting, data validation, charts, and PivotTables.
- To provide hands-on learning through guided practice sessions.
- To upskill students with current Excel features relevant to academic and professional needs.

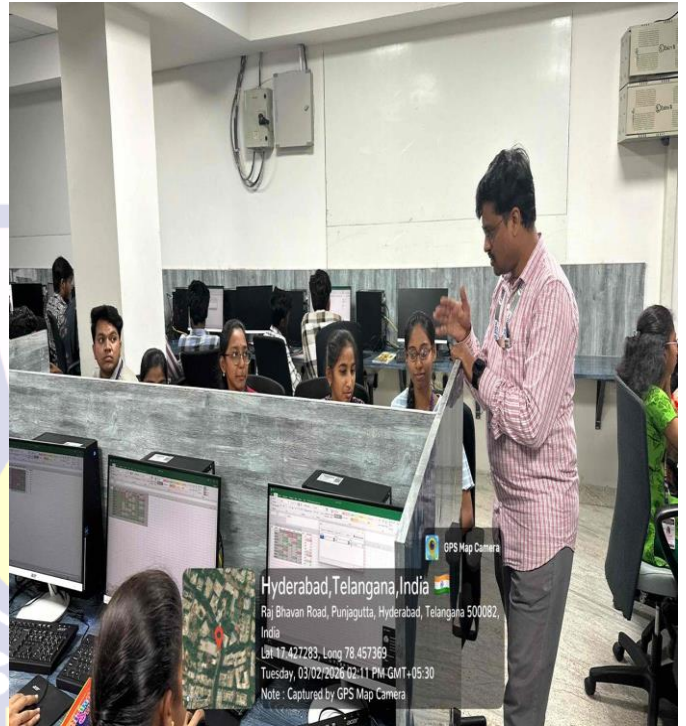
Organising Committee:

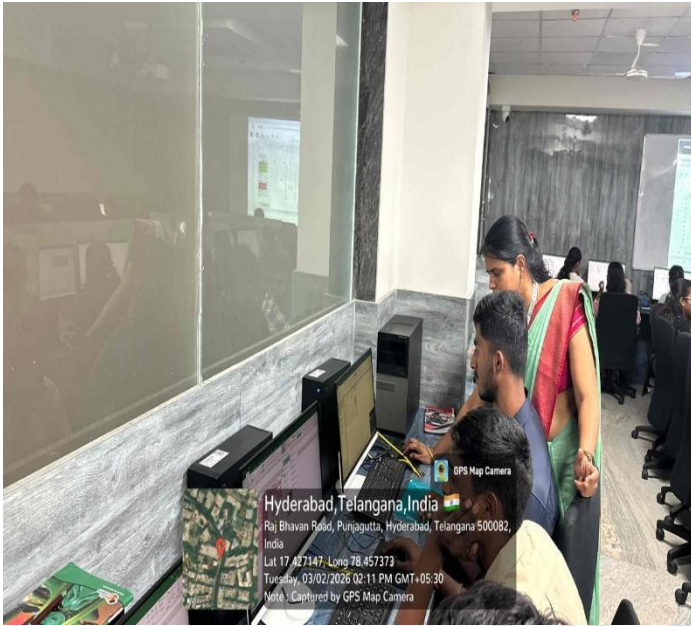
IT Club, Siva Sivani Degree College Hyderabad.

About the programme with photographs:

The Department of Computer Science organized a comprehensive Excel Workshop conducted over four consecutive Saturdays. The workshop was designed to upskill students through interactive, hands-on sessions covering key features of Microsoft Excel, including data entry, sorting, filtering, conditional formatting, data validation, charts, PivotTables, and Pivot Charts. Each session emphasized practical learning, enabling students to apply concepts through guided practice exercises. The program incorporated updates on Excel functionalities and provided dedicated practice sessions to reinforce learning. A practical assessment was conducted to evaluate students' understanding and skill acquisition. The sessions were effectively handled by **Mr. Srikanth, Mr. Sundeep, and Mrs. Swathi**, who ensured active student engagement and clarity of

instruction. The workshop concluded with the distribution of certificates, recognizing students' participation and successful completion of the training.





Learning Outcomes:

- Apply Excel tools confidently for academic tasks and basic business data analysis.
- Utilize conditional formatting and data validation to improve data accuracy and presentation.
- Create charts and PivotTables for meaningful data analysis and visualization.
- Demonstrate practical understanding through exercises and a formal practical assessment

Supporting Documents

- Circular
- Attendance Sheet
- Program Schedule
- Photographs



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Principal
(Mrs. V Sarika Raj)

Excel Workshop

Date :

Venue : Seminar Hall & Lab 2, SSDCH

Program Schedule

Date	Activity
25 th Aug 2025	Fundamentals of Excel <ul style="list-style-type: none"> • Introduction to Microsoft Excel interface • Workbook & worksheet basics • Data entry (text, numbers, dates) • Cell referencing (relative/basic understanding) • Basic formatting (font, alignment, borders) • Practice Session
30 th Aug 2025	Data Organization & Management <ul style="list-style-type: none"> • Sorting (single-level, multi-level, sort by colour) • Filtering (Basic & custom filters) • Conditional Formatting • Data Validation • Practical Exercises
4 th Sep 2025	Data Visualization & Analysis <ul style="list-style-type: none"> • Creating Charts (Column, Pie, Bar, Line) • Chart elements & customization • Practice Session
3 rd Feb 2026	Advanced Analysis & Assessment <ul style="list-style-type: none"> • Introduction to PivotTables • Creating and modifying PivotTables • Pivot Charts • Practice Session
4 th Feb 2026	Practice Session <ul style="list-style-type: none"> • Integrated practical exercises
6 th Feb 2026	Assessment

Principal
(Mrs. V Sarika Raj)