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A Report on

Hands-on Training titled “Microsoft Excel- Advanced Level of Excelling”

Organized by

Department of Management Studies - MITS

Date: 06.02.2025

Time: 10 AM to 5 PM

Organized & submitted by: Dr. Akhilesh Kumar and Department of Management Studies – MITS

**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE**
(UGC - AUTONOMOUS INSTITUTION)
Madanapalle - 517325, Annamayya Dist., Andhra Pradesh, India



**One Day Hands-on Training**
on
**Microsoft Excel - Advanced Level of Excelling**
Organized by
Department of Management Studies




Date : 06-02-2025
Time : 10 AM - 5 PM
Venue : KKB 302

**Resource Person**
Mr. Rajesh AV
Senior Manager Financial Modelling & Reporting
Wendo Corp- UK Based

Chief Patron Dr. N. Vijaya Bhaskar Choudary Secretary & Correspondent	Patron Mrs. Keerthi Nadella Executive Director	Co - Patron Dr. C. Yuvaraj Principal	Convener Dr. K. V. Geetha Devi HOD/ Dept. of MBA	Co-ordinator Dr. Akhilesh Kumar Assistant Professor/MBA	Co-Coordinator Dr. Venkateswarlu Karumuri Assistant Professor/MBA
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The Department of Management Studies has organized a hands on- training on **Microsoft Excel- Advanced Level of Excelling** for MBA I year students. Mr. Rajesh AV senior manager Financial Modelling & Reporting at Wendo Corp has invited to provide a hands on session. The resource person has touched upon the following topics one by one manner.

The session was started with the introduction of the resource person Mr. Rajesh AV briefly to the students by Mr. Akhilesh Kumar, Assistant Professor, Department of MBA MITS, and requested them to learn importance of Microsoft excel for better analytical skills.



❖ Introduction of Microsoft Excel to students

The speaker introduced the programme on Microsoft excel aimed to enhance analytical skills. This report summarizes the programme's objectives, key activities, outcomes.



Speaker briefed about following topics:

➤ Data Visualization with graphs

Data visualization with graphs in Excel is a powerful way to analyze and present data clearly. In this sub-topic following points were explained.

1. Selecting Data for Visualization

- Ensure your data is structured properly in rows and columns.
- Select the range of data you want to visualize, including headers.

2. Inserting a Chart

- Go to the **Insert** tab in Excel.
- Choose a chart type from the **Charts** group.

3. Choosing the Right Chart Type

- **Column Chart** – For comparing different categories.
- **Bar Chart** – Similar to a column chart but horizontal.
- **Line Chart** – Best for showing trends over time.
- **Pie Chart** – Ideal for displaying proportions.
- **Scatter Plot** – Used for showing relationships between two variables.
- **Histogram** – Used for frequency distribution.
- **Combo Chart** – Mix of two chart types for complex data.

4. Customizing the Chart

- Click on the chart and use the **Chart Tools** ribbon.
- Modify elements like:
 - **Chart Title:** Click on the title and edit.
 - **Legend:** Add/remove from the "Chart Elements" button (plus sign).
 - **Data Labels:** Show values on bars or points.
 - **Axis Titles:** Describe X and Y axes.
 - **Chart Style:** Change colors, gridlines, and background.

5. Adding Data Labels and Trendlines

- Right-click on the chart elements to add **data labels** for better clarity.
- For trend analysis, right-click on data points → **Add Trendline**.

6. Using Pivot Charts

- If working with large datasets, use **Pivot Charts**.
- Go to **Insert > PivotChart**, select data, and arrange fields in a dynamic way.

7. Saving and Exporting Charts

- Right-click on the chart > **Save as Picture** to use outside Excel.
- Copy and paste the chart into PowerPoint or Word for presentations.

➤ Advanced Slicers

Advanced Slicers in tools like Microsoft Excel or Power BI refer to enhanced filtering controls that allow users to interactively filter data in PivotTables, PivotCharts, or dashboards. They provide a more user-friendly way to segment and analyze data dynamically.

➤ Data Format

In **Microsoft Excel**, **Data Format** refers to the way data is displayed and interpreted within a cell. It determines how numbers, text, dates, or other values are shown and processed.

➤ Conditional Formatting

Conditional Formatting in Excel allows you to format cells based on specific conditions, making it easier to visualize data trends, highlight key values, and identify patterns.

Select cells → Conditional Formatting → Highlight Cell Rules → Greater Than → Enter "100" → Choose a colour

➤ Data Validation in Excel

Data Validation in Excel allows you to control what type of data can be entered into a cell or range, helping to prevent incorrect or invalid data input.

How to Apply Data Validation

1. **Select the cells** where you want to apply validation.

2. Go to **Data** → **Data Validation**.
3. In the **Settings** tab, choose a validation criterion from the **Allow** dropdown.
4. Set the required conditions.
5. (Optional) Go to the **Input Message** tab to provide guidance when a user selects the cell.
6. (Optional) Go to the **Error Alert** tab to show a message when invalid data is entered.
7. Click **OK** to apply.



❖ Relevance for MBA Students

Advanced Excel is highly relevant for MBA students because it enhances their ability to analyze data, make informed decisions, and improve efficiency in various business functions. Here are some key reasons why MBA students should master advanced Excel skills.

1. Data Analysis & Decision Making

- Excel enables students to process large datasets using **PivotTables**, **Power Query**, and **Power Pivot**, which are essential for business analysis.
- **What-If Analysis** (Goal Seek, Data Tables, and Scenario Manager) helps in financial modeling and strategic planning.

2. Financial Modeling & Budgeting

- MBA students in finance, consulting, or entrepreneurship benefit from Excel's ability to build **financial models**, **forecasts**, and **budgets**.
- Functions like **NPV**, **IRR**, **XLOOKUP**, and **Solver** aid in investment analysis and business valuation.

3. Business Intelligence & Visualization

- **Power BI integration** and **advanced charting** in Excel help students create dashboards and present data insights effectively.
- Conditional formatting and dynamic charts improve reports and presentations.

4. Operations & Supply Chain Management

- Advanced Excel helps in **inventory management, demand forecasting, and optimization models.**
- Features like **linear programming using Solver** aid in optimizing logistics and resource allocation.

5. Marketing & Sales Analytics

- **Regression analysis and trend forecasting** using Excel help in understanding consumer behavior and market trends.
- CRM and sales tracking using **Excel dashboards** assist in strategic decision-making.

6. Productivity & Efficiency

- **Automation with Macros (VBA)** reduces manual work, streamlining repetitive business processes.
- **Power Query** helps clean and transform raw data quickly.

7. Competitive Edge in the Job Market

- Many recruiters expect MBA graduates to have strong Excel skills for roles in **finance, consulting, marketing, and operations.**
- Excel proficiency is a key differentiator in industries like **investment banking, analytics, and supply chain management.**



After the completion of the session, students actively participated in question-and-answer session and students have clarified their doubts regarding advanced excel and vote of thanks was delivered by Dr K S. Krishna.

Outcome of the session:

The session helped the students in enriching the knowledge about advanced excel that will help them to enhance analytical skill.