

KOTHARI INTERNATIONAL SCHOOL, NOIDA

REPORT ON WORKSHOP ON MS EXCEL
RESOURCE PERSON – MS. PRIYANKA CHITRAVANSHI

Excel is the most powerful tool to manage and analyze various types of Data. Hence, our very own Section Incharge 'Ms. Priyanka Chitravanshi' decided to take a workshop on M.S. Excel for her team. The tutorial covered in-depth lessons on how to use various Excel, manage class lists with sorting and filtering, right in accordance to our needs.

We all deal with numbers in one way or the other. We all have daily expenses which we pay for from the monthly income that we earn. For one to spend wisely, we will need to know their income vs. expenditure. Microsoft Excel comes in handy when we want to record, analyze and store such numeric data.

Important Excel shortcuts

Ctrl + P	used to open the print dialogue window
Ctrl + N	creates a new workbook
Ctrl + S	saves the current workbook
Ctrl + C	copy contents of current select
Ctrl + V	paste data from the clipboard
SHIFT + F3	displays the function insert dialog window

SHIFT + F11

Creates a new worksheet

Best Practices when working with Microsoft Excel

- 1. Use description names for columns and worksheets in a workbook**
- 2. Avoid working with complex formulas with many variables.** Try to break them down into small managed results that you can use to build on
- 3. Use built-in functions whenever you can instead of writing your own formulas**

The session included hands on for teachers where they were editing their own class lists in 100 ways to meet their requirements. Whether highlighting a few names in a sheet or editing into a proper format, the workshop included all these basics of excel.