

Add on Course
Dashboard Creation in Excel
2022-23

Request for administrative sanction reg

From: Rakesh Sunil (rakesh.sunil89@yahoo.in)

To: nssmgcollege@gmail.com; principalmgctvm@gmail.com

Date: Thursday, 9 March, 2023 at 03:51 pm GMT

Sir
As per the instructions from Principal and IQAC, PG and Research Department of Commerce in association with Skillspark Tvm is planning to start an Add on course on Advanced Excel for both PG and UG students from tomorrow onwards (9.3.2023). I kindly request you to provide administrative sanction for the same.

Thanking you 
Dr. Rakesh S
Program coordinator



PG & RESEARCH DEPARTMENT OF COMMERCE & IQAC
**MAHATMA GANDHI
COLLEGE, TRIVANDRUM**



Add on Course
**Dashboard
Creation in Excel**

From **March 10th Friday** onwards
11:30 AM

The dashboard screenshot includes a bar chart for the year 2019 with a y-axis ranging from 140,000 to 200,000. A legend lists names: Andrew James, Anna Weber, Anne Lee, Ben Wallace, Kim Fishman, Laura Larsen, Michael Fox, and Oscar Knox. A donut chart is also present. On the right, there is a list of companies (Company B through Company T) and a list of courses (Course 1 through Course 5). A circular profile picture of Joanna Jose Pereira is overlaid on the left side of the dashboard.

Joanna Jose Pereira
CCROM Cum Accounting Faculty

In association with



Skillspark The Finishing School Pvt. Ltd



Google Meet



"Skills Speak louder than degrees"

www.skillspark.training

Sent from Yahoo Mail for iPhone

**Report on Add on Course Dashboard Creation in Excel organised by PG & Research
Department of Commerce Mahatma Gandhi College in association with Skillspark The
Finishing School Pvt. Ltd from March 10th 2023 to March 19th 2023**

Introduction

PG & Research Department of Commerce Mahatma Gandhi College in association with Skillspark The Finishing School Pvt. Ltd organized a 10 day (30 lecture hours) add-on course on Dashboard Creation in Excel from March 10th 2023 to March 19th 2023 for PG and UG students through hybrid mode. Google meet and Microsoft Excel were the platforms used for this programme. The programme began on March 10th, 2023, at 11.30am with a prayer and was followed by Acharayanusmaranam. Dr. Dileep. A.S. Senate Member, University of Kerala and Head of the Department of Commerce at Mahatma Gandhi College proposed welcome speech. The presidential address was given by Prof. Dr. Nanthyath Gopalakrishnan., Principal, Mahatma Gandhi College. Dr. Pradeepkumar. N, Dr. Vinod A.S, Dr. Jayadev, Dr. Sumitha .R and Sri. Vishnu Gopan expressed felicitation to the programme and at 12.15 p.m., Sri. Rakesh S.(Programme Coordinator) gave a vote of appreciation to end the official inauguration. On March 21, 2023, at 10:00 AM., a valedictory ceremony for the 10-day course was held at the department seminar hall. Certificates to the participants were also distributed during this session.

Objective of the Programme

This programme primarily focused on areas in Advanced Excel especially dashboard creation to train students to pursue a career in the accounts & finance field. This was done in awareness of the reality that there are numerous employment prospects but a scarcity of multi-skilled candidates to meet companies' present needs.

Methodology of the Programme

MsJoanna Jose Pereira, CCROM cum Finance Faculty Skillspark, led a 30-hour expert session over 10 days using a blended learning strategy, which was the backbone of the programme, to accomplish the aforementioned objective. As per the feedback from the last course we offered, both online and offline sessions were conducted to have a better understanding of the topic.49 students chose to participate in this programme, and they registered using a Google Form provided to them.

Outcome of the Programme

The course was successful and educational, and it helped students have a better understanding of several areas of Advanced excel and especially dashboard creation in excel such as planning a dashboard, adding tables and charts, and adding dynamic content to the dashboard. They will surely benefit from having the tools required to meet industrial criteria. In addition, an assessment test was given to evaluate the course's effectiveness. Google Forms were also used to collect feedback and recommendations for the training.



Coordinator



Head of the Department

Dr. DILEEP A.S
Assistant Professor & Head
PG Department of Commerce & Research Centre
Mahatma Gandhi College, Thiruvananthapuram



Principal

Course syllabus

Aim of the Course: To impart knowledge to students have a better understanding of dashboard creation in excel such as planning a dashboard

Course Objectives:

1. To impart knowledge regarding concepts of Advanced Excel
2. To make students capable for Dashboard creation in Excel

Module 1: Introduction to Advanced Excel (3 Hours)

An overview on-screen- navigation- spreadsheet concepts- selection techniques- short keys

Module 2: Using functions (3 Hours)

Using different functions- Sum, average, max, min, count- Absolute, mixed and relative referencing

Module 3: Mathematical Functions (3 Hours)

SumIf, SumIfs, CountIfs, AverageIfs, Nested If, AND, OR, NOT

Module 4: Test Functions (3 Hours)

Upper, lower- Left, mid, right- Trim- Concatenate- Find, Substitute

Module 5: Date & Time functions (3 Hours)

Today-now- Day-month-year- Date- Weekday

Module 6: Paste special techniques (3 Hours)

Paste formulas- Paste validations-Transpose Tables

Module 7: Sorting & Filtering (3 Hours)

Filtering on text, numbers- Sorting options- Advanced filters

Module 8: Printing workbooks (3 Hours)

Setting up print area- Customization of header and footer- Print titles / Repeat rows & Columns

Module 8: Introduction to Local Dashboards (2 Hours)

Planning a dashboard, adding tables and charts, and adding dynamic content

Module 10: Advanced Local Dashboard creation (2 Hours)

Data filtering, advanced charting, Power BI in dashboards, and advanced formatting

Enrollment List

Sl No.	Name	Contact Number	Course
1	JOJOREXON	9072862602	M. Com
2	Anju S	9188364594	Bcom
3	Devika G R	6282520995	B.Com
4	Eminia Johnson	9188804542	Bcom
5	Malavika U S	7994058281	Bcom
6	Chelsy John	9207696824	Bcom
7	Reshma. L. R	7510115875	B.Com
8	Megha S Nair	8111946766	B.com
9	Ashwin M V	7994098517	Bcom
10	Arsha. P. R	9633014518	Bcom
11	Shahin. S	8547077009	B. Com
12	Anusree A S	9895376089	Mcom
13	Midhun.M	9895809664	B.com
14	Jisha.s	9567871328	Bcom
15	Nandana.s	8590410398	Bcom
16	Rahul P N	9895599659	Mcom
17	Pranav.S	6238817168	Mcom
18	Abhinand Raj	6282702912	Bcom
19	Jishitha B	9567441168	Mcom
20	PRANAV DD	9048366542	BCOM
21	Jishna VM	9995509499	Plus two
22	Anusree A S	9895376089	Bcom
23	Anu A S	9020115715	Mcom
24	Swathy premkumar	7907821072	M.com
25	Aiswarya I. S	9074157112	Bcom
26	Megha S Nair	8111946766	Mcom
27	Annya Anilkumar	9207193010	Bcom
28	Swathy premkumar	7907821072	Bcom
29	Ammu O S	7559973130	Mcom
30	Jishitha B	9567441167	Mcom
31	Kaveri S Giri	9497599361	Bcom
32	Jefin Jose	8078409336	Mcom
33	Radhika. R	8848311326	Bcom
34	Parvathy Krishna s s	8078313082	Bcom
35	Devika Sreekumar	9188783294	BCOM
36	Nithyakrishnan	9947512550	Bcom
37	Anupama Madhu	9074260213	Bcom
38	Ajay. M	8301028549	B. Com
39	Niranjan	7012000596	bcom
40	Arathy v s	8086780071	BCOM
41	Aparna S Prasad	6238154951	Bcom
42	AHALYA KRISHNA	8301944641	Mcom
43	Lakshmi Mohan R	8086631469	B Com
44	DEVIKA BHADRAN	7907227428	Mcom
45	Rauf khan	9778477467	Bcom
46	Bharath S K	9188491227	Bcom
47	Soorya S Nair	9074702325	Mcom
48	Hima V Nair	9544884897	Bcom
49	Greeshma Satheesh	9400782054	Bcom



Dashboard Creation (Online Class)

Assessment Questions.1 mark each

1. How can we represent data in a dashboard?
 - a. Using Tables
 - b. Using Charts
 - c. Using Figures
 - d. All of the above

2. Shortcut key for adding a row/column.
 - a. ALT "+"
 - b. SHIFT + ALT "+"
 - c. CTRL + ALT "+"
 - d. CTRL "+"

3. Which tab has the Data Validation ribbon?
 - a. Home tab
 - b. Developer Tab
 - c. Data Tab
 - d. Review Tab

4. What is the purpose of using Freeze pane?
 - a. Freeze top Row
 - b. Freeze First Column
 - c. Freeze according to the purpose.
 - d. All of the above.



5. What is the purpose of using double lock?
 - a. To not apply the formula to the selected set of cells.
 - b. To apply the formula only to the row.
 - c. To apply the formula only to the column.
 - d. To apply the formula to the selected cells and not beyond that.

6. If there are two criteria while finding the count of a data, which formula needs to be used?
 - a. Count
 - b. Countifs
 - c. Countif
 - d. Count A

7. To add a shade to a cell, which option needs to be selected?
 - a. Conditional Formatting
 - b. Fill Colour
 - c. Font Colour
 - d. None of the above

8. Under which tab is the Macro function available?
 - a. Data Tab
 - b. View Tab
 - c. Developer Tab
 - d. Home Tab

9. Under which group does the “No border” option available?
 - a. Styles Group
 - b. Editing Group
 - c. Font Group
 - d. Data Tools



10. Suppose you need to apply a restriction where your data cannot accept texts which more than 10 characters, which function would you use?

- a. Data Validation
- b. Lookup functions
- c. Logical Functions
- d. None of the above

11. X-lookup can be used for:

- a. Vertical data
- b. Horizontal data
- c. Scattered data
- d. Both a and b

12. Demerits of H-lookup:

- a. Can be used only for Vertical data
- b. Can be used only for horizontal data
- c. Cannot insert a new row between the data after entering the formula.
- d. Both b and c

13. Chart option comes under which tab?

- a. Home Tab
- b. Review Tab
- c. View Tab
- d. Insert tab



14. What is the purpose of using the unique value?

- a. To find the total number
- b. To highlight the cells
- c. To extract data which are not repeated
- d. None of the above

15. Why do you make the excel sheet macro enabled?

- a. To support the functioning of macro
- b. To apply the formulas
- c. To protect the data
- d. All of the above

16. What is the shortcut key to select the entire cells in a sheet?

- a. SHIFT + ALT + A
- b. ALT + A
- c. SHIFT + CTRL + A
- d. CTRL + A

17. What is the shortcut key to access Format cells options?

- a. CTRL + F
- b. CTRL + 1
- c. ALT + 1
- d. ALT + F

18. Which ribbon is not available inside the Font group?

- a. Format Painter
- b. Fill Colour
- c. Increase Font Size
- d. Fill Colour

19. Protect sheet comes under which tab?

- a. Review Tab
- b. View Tab
- c. Home Tab
- d. Page layout Tab

20. Hyperlink is used for:

- a. Linking to another sheet
- b. Linking a function
- c. Linking to another document
- d. Both a and b

21. What is the shortcut key to repeat the last action/session?

- a. F3
- b. FN + F4
- c. F4
- d. Both b and c



22. "Freeze Pane" comes inside which group?

- a. Zoom Group
- b. Window Group
- c. Page Setup
- d. Editing

23. "Illustrations" comes under which tab?

- a. Page Layout Tab
- b. Insert Tab
- c. View Tab
- d. Formula Tab

24. What is the purpose of data validation?

- a. Validating Data
- b. Highlighting Data
- c. Restricting Data
- d. None of the above

25. In IF AND function:

- a. Only one criterion has to be satisfied
- b. No criteria have to be satisfied
- c. All criteria have to be satisfied
- d. Only two criteria have to be satisfied.

Add-on Course on Advanced Excel (Dashboard Creation) organised by PG & Research Department of Commerce Mahatma Gandhi College in association with Skillspark The Finishing School Pvt. Ltd from march 10th 2023 to March 19th 2023

Student Assessment Test Mark list

SI No	Name	Marks Obtained out of 50
1	JOJOREXON	50
2	ANJU S	50
3	DEVIKA G R	40
4	EMINIA JOHNSON	42
5	MALAVIKA U S	40
6	CHELSY JOHN	44
7	RESHMA. L. R	42
8	MEGHA S NAIR	40
9	ASHWIN M V	46
10	ARSHA. P. R	40
11	SHAHIN. S	44
12	ANUSREE A S	36
13	MIDHUN.M	40
14	JISHA.S	50
15	NANDANA.S	40
16	RAHUL P N	40
17	PRANAV.S	40
18	ABHINAND RAJ	50
19	JISHITHA B	40
20	PRANAV DD	46
21	JISHNA VM	40
22	ANUSREE A S	44
23	ANU A S	40
24	SWATHY PREMKUMAR	48
25	AISWARYA I. S	50
26	MEGHA S NAIR	40
27	ANNYA ANILKUMAR	50
28	SWATHY PREMKUMAR	50
29	AMMU O S	40
30	JISHITHA B	48

31	KAVERI S GIRI	40
32	JEFIN JOSE	44
33	RADHIKA. R	46
34	PARVATHY KRISHNA S S	50
35	DEVIKA SREEKUMAR	40
36	NITHYAKRISHNAN	44
37	ANUPAMA MADHU	46
38	AJAY. M	40
39	NIRANJAN	48
40	ARATHY V S	42
41	APARNA S PRASAD	40
42	AHALYA KRISHNA	42
43	LAKSHMI MOHAN R	44
44	DEVIKA BHADRAN	50
45	RAUF KHAN	46
46	BHARATH S K	44
47	SOORYA S NAIR	40
48	HIMA V NAIR	50
49	GREESHMA SATHEESH	48


Coordinator


Head of the Department


Principal

Dr. DILEEP A.S
Assistant Professor & Head
PG Department of Commerce & Research Centre
Mahatma Gandhi College, Thiruvananthapuram

Feedback Form- Add on Course on Advanced Excel

(Questionnaire for Students)

* Required

1. 1.1 Name *

2. 1.2 Gender *

Mark only one oval.

Male

Female

2. Opinion on Value Added Course on Professional Accounting using Tally Prime

3. Kindly mark your opinion on following factors *

Mark only one oval per row.

	Highly Satisfied	Satisfied	Neutral	Dissatisfied	Highly Dissatisfied
Course content	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Skill development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coverage of syllabus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interaction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Individual attention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outcome	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

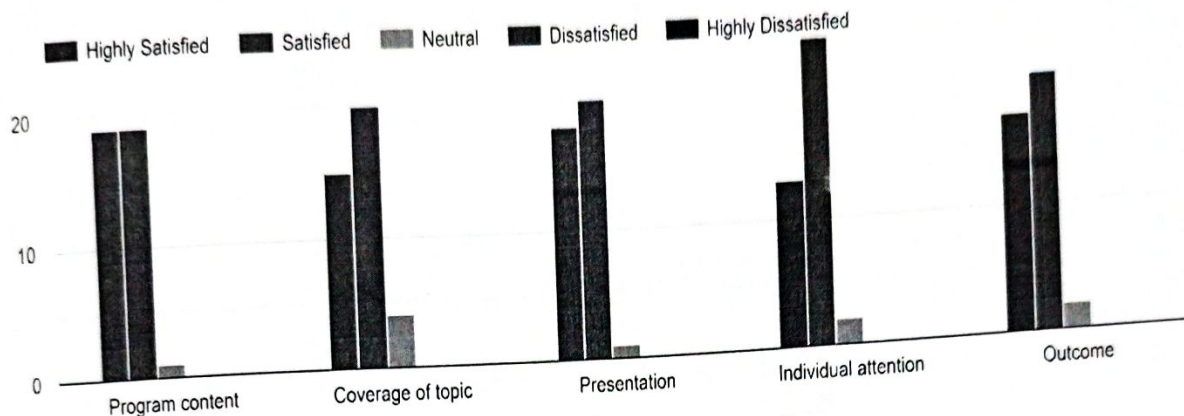
4. Suggestions if any

This content is neither created nor endorsed by Google.

Google Forms

Feedback analysis on Advanced Excel organised by PG & Research Department of Commerce, Mahatma Gandhi College in association with Skillspark Trivandrum

Kindly mark your opinion on following factors



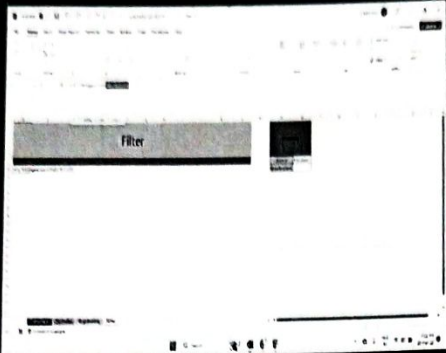
From the feedback, we can conclude that:

Most participants were pleased with the program's substance. Most participants strongly expressed their appreciation of the session's topics. The expert's presentation and the individualized attention he gave each student during the session were well-received by the majority of the pupils. The majority of students felt the conclusion was satisfactory because it was what they expected.

7:09

92%

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CCROM is presenting

Two participant cards for 'CCROM'. Each card features a 'SKILLSPARK' logo, a muted microphone icon, and a vertical ellipsis menu icon.

Participant cards for 'You' and 'An 27 others'. The 'You' card shows a profile picture and a muted microphone icon. The 'An 27 others' card shows a group icon and a muted microphone icon.

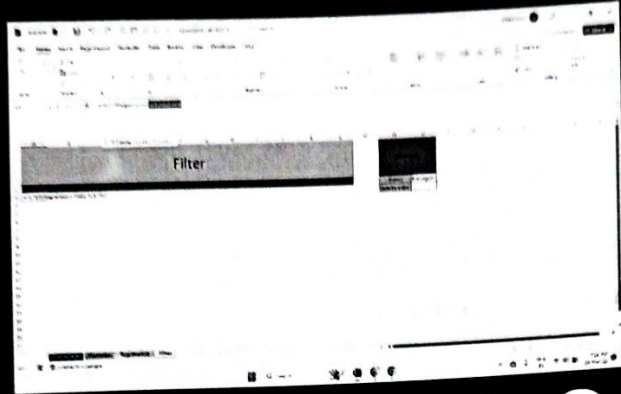
Bottom navigation bar with icons for: End Call, Stop Video, Mute, Hand Raise, and More Options.



7:09

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CCROM is presenting

SKILLSPARK
CCROM TVM

CCROM

SKILLSPARK
CCROM TVM

CCROM

You

And 27 others

Call, Mute, Do Not Disturb, Hand, More

Mobile OS navigation bar

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CCROM is presenting



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CCROM is presenting



About this call

People

Information...

Activities



SHAHIN S (You)



CCROM TV...

Meeting host



CCROM TV...

Meeting host



CCROM TV...

Meeting host



20 Soorya ...



32.Arathy ...



52 Arsha P.R



55 Jishna ...



Abhinand ...



Aiswarya



Anusree A s



CHELSY J...



Devika Phe

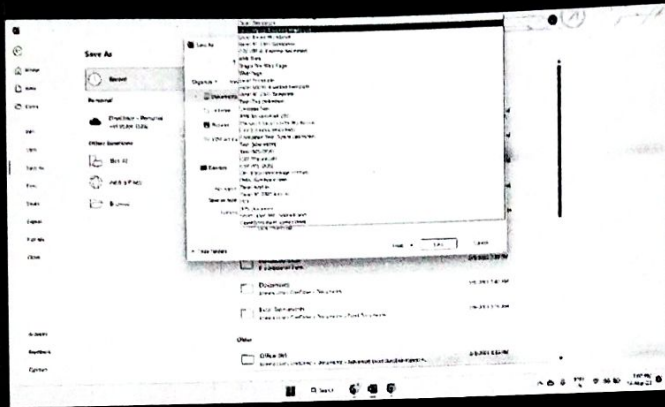


7:05

Voi LTE 94%



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CCROM is presenting



About this call

People

Informati...

Activities



SHAHIN S (You)



CCROM TV...

Meeting host



CCROM TV...

Meeting host



CCROM TV...

Meeting host



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31 Annya A...



32.Arathy ...



44Radhika ...



52 Arsha P.R



55 Jishna ...



Aiswarya

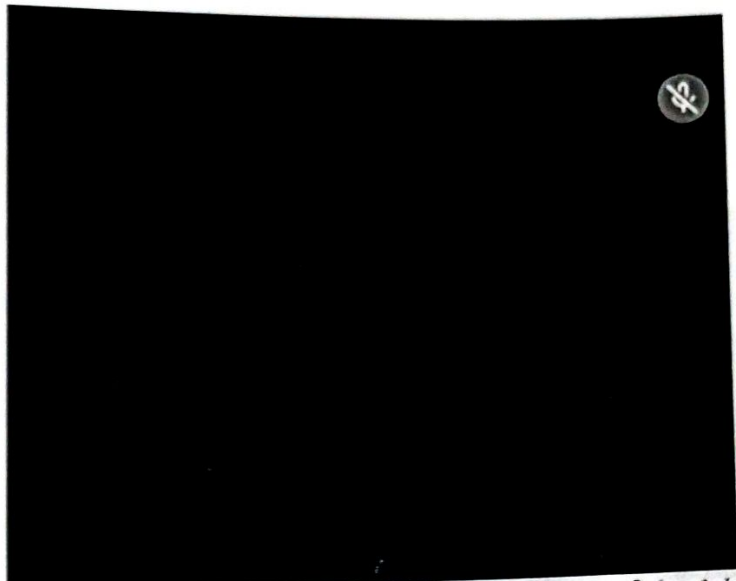
Call control overlay for 'You' showing a profile picture, a mute icon, and a speaker icon.



Anupama ...

Call control overlay for 'GORC+21' showing a profile picture, a mute icon, and a speaker icon.



A screenshot of a software application window. The window has a title bar and a menu bar. Below the menu bar is a toolbar with various icons. The main area of the window displays a table with several columns and rows of data. The text in the table is small and difficult to read, but the structure is clearly that of a data table.

A mobile interface for a video player. The background is black. In the center, there is a square profile picture of a man with glasses. Below the profile picture, the text "CCROM" is written in white. Below that, the text "CCROM is presenting" is displayed in a larger white font. In the bottom right corner, there is a white circular icon with a plus sign. At the very bottom, there are three white navigation icons: a vertical bar (hamburger menu), a circle, and a left-pointing arrow.

7:03

94%



yxw-foet-x...



CHELSY



CCROM



CCROM



Anupa...



Raji



Devika



You



20 others



7:03

94%

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yxw-foet-xez

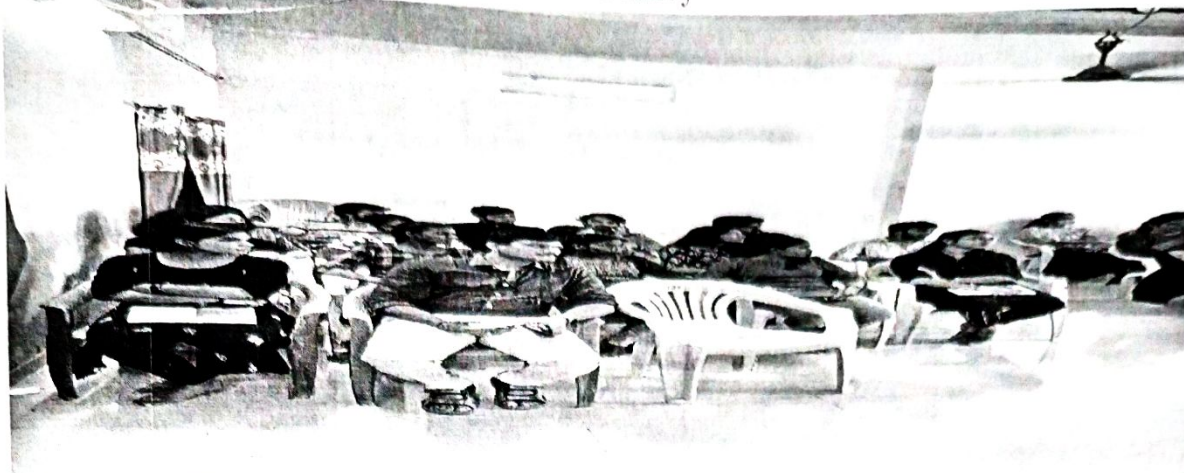
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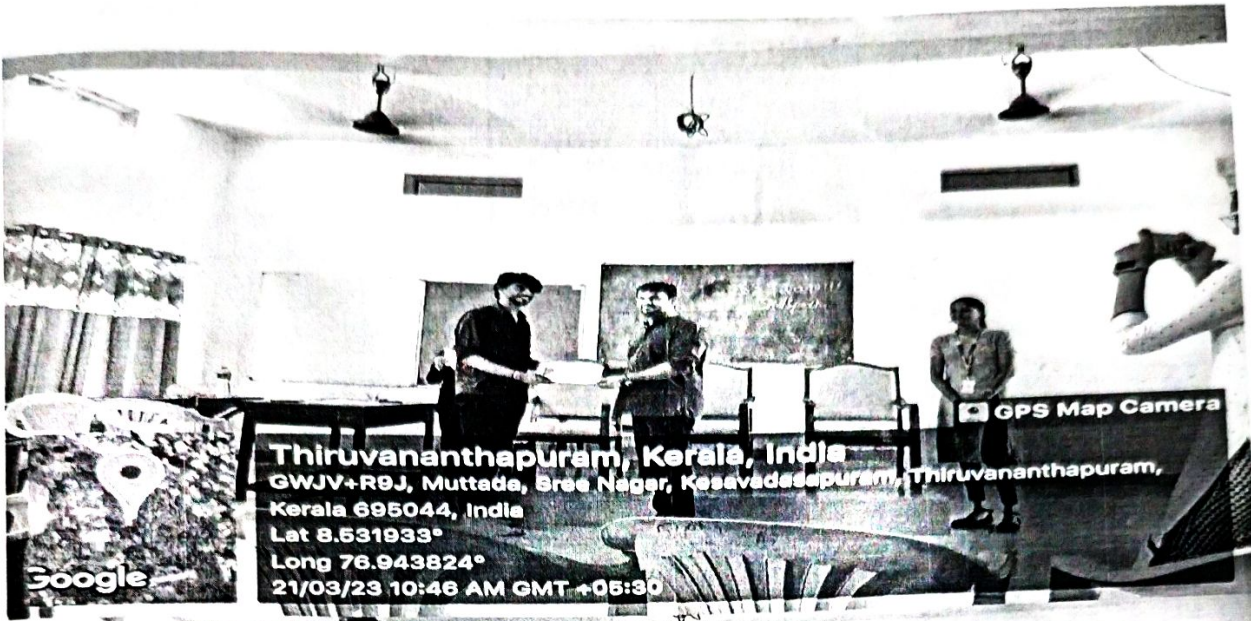
25 others



Photo Gallery



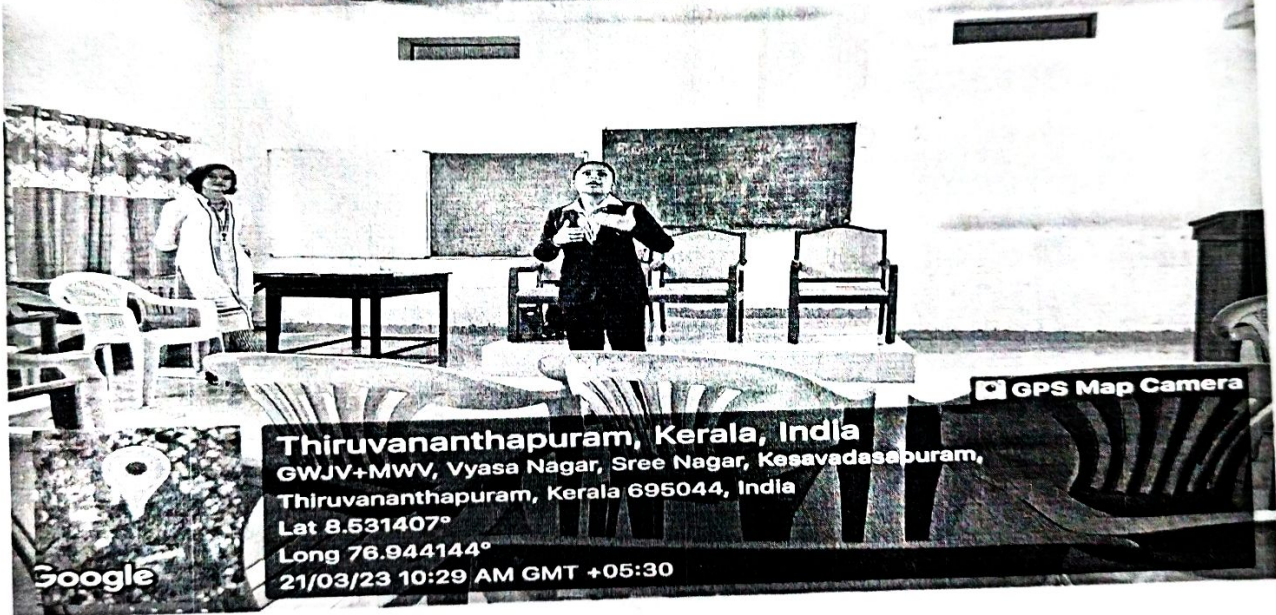
GPS Map Camera
Thiruvananthapuram, KL, India
Sree Mannath Padmanabhan Road,
Kosavadasapuram, Thiruvananthapuram, 695004,
KL, India
Lat 8.531892, Long 76.943758
03/10/2023 11:36 AM GMT+05:30



Thiruvananthapuram, Kerala, India
GWJV+R9J, Muttada, Sree Nagar, Kesavadasapuram, Thiruvananthapuram,
Kerala 695044, India
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GPS Map Camera

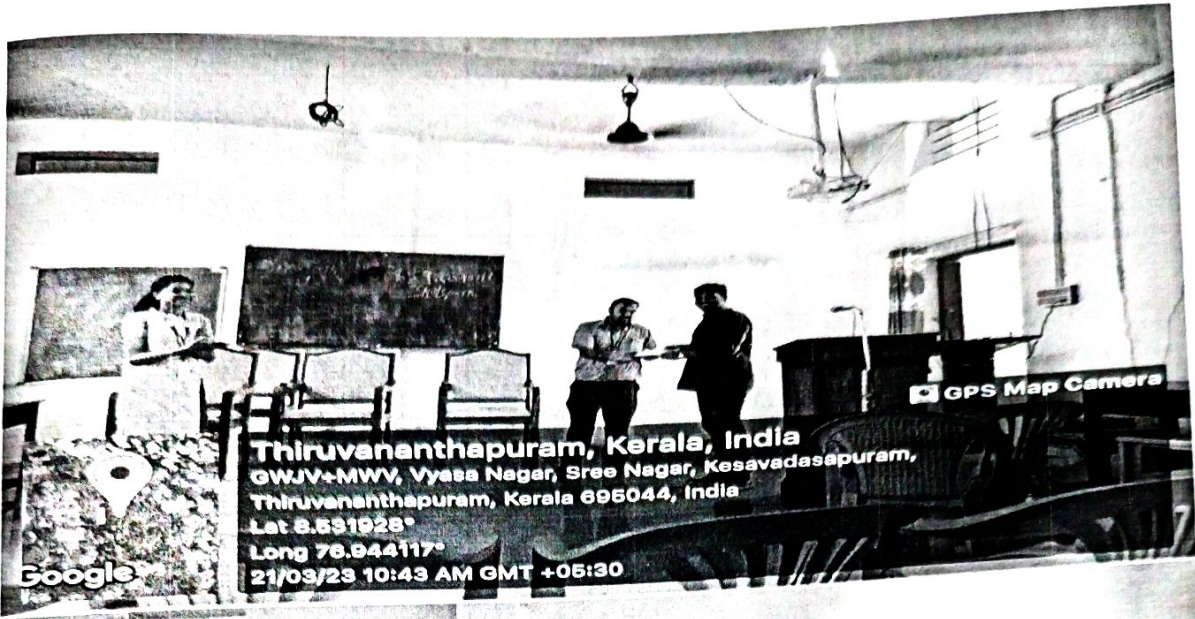
Google



Thiruvananthapuram, Kerala, India
GWJV+MWV, Vyasa Nagar, Sree Nagar, Kesavadasapuram,
Thiruvananthapuram, Kerala 695044, India
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GPS Map Camera

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Google

Thiruvananthapuram, Kerala, India
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Thiruvananthapuram, Kerala 696044, India
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GPS Map Camera



Google

Thiruvananthapuram, Kerala, India
746, Kuravankonam Ambalamukku Rd, Near Bonoy Marbles, Ambalamukku,
Thiruvananthapuram, Kerala 695005, India
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GPS Map Camera



GPS Map Camera



Thiruvananthapuram, Kerala, India
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Thiruvananthapuram, Kerala 695005, India
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CERTIFICATE OF PARTICIPATION



This Certificate is awarded to

For participation in

Add on Course on **DASHBOARD CREATION**

conducted by **SkillsPark The Finishing School Pvt Ltd** from 2023 March 10

in association with

MG College, Trivandrum

CEO

Suhas PS



CERTIFICATE OF PARTICIPATION



This Certificate is awarded to **Mr. Shahin. S**

For participation in 10 days Add on Course on **DASHBOARD CREATION**
conducted by SkillsPark The Finishing School Pvt Ltd from 2023 March 10
in association with **MG College, Trivandrum**

CEO
Suhas PS

