



Index

INSTITUTE OF DENTAL SCIENCES

(Recognised by Dental Council of India
& Ministry of Health & Family Welfare, New Delhi)

Constituent Unit of Malwanchal University, Indore



Ref.No. IIDS/Misc. TP/2019/

Date: 6th September 2019

CIRCULAR

This is to inform all the faculty members that a training session on the topic “**Learning about MS Excel Spreadsheet**” will be organized on 11th September 2019 between 1:00 pm to 4:00 pm at Lecture Hall 3 (First floor) by Mr Lakhan Panwar, IT-Incharge, Malwanchal University, Indore .

All teaching faculties are requested to attend this programme without fail.

Regards,



Dean
Index Institute of Dental Sciences

Copy for information to:

- Registrar, Malwanchal University
- All concerned authorities
- File

Prepared by: Shoeb Mansuri

04/3/19/22
Registrar
Malwanchal University
Indore (M.P.)

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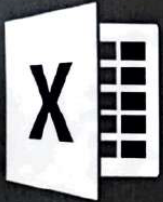
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MALWANCHAL UNIVERSITY

**INDEX INSTITUTE OF DENTAL SCIENCES
INDORE (M.P.)**



Excel

Learning about MS Excel Spreadsheet

OBJECTIVE

The objectives are to understand :

- Learning Excel Spreadsheet
- Autofill template
- About VLOOK
- Using filters etc.



ABOUT

These days, knowing how to use Microsoft Excel is so expected that it hardly warrants a line on our resumes. But, let's be honest here: How well do we really know how to use it?

You may know how-to plug-in numbers and add up cells in a column, but that's not going to get you far when it comes to reporting on your metrics.

Gone are the days when we could just rely on our gut for important academic decisions. More than likely, we have already been tasked with identifying trends within student-patient survey results, performing content topic analyses, or pulling in revenue data to calculate return on investment. What do all these things have in common? They require a bit more Excel knowledge than what we learned in school.

Whether we would like to create more beautiful charts, finally understand what pivot tables are, or complete our first VLOOKUP, this session will include everything we need to acknowledge to make more informed decisions, in less time.



REGISTRATION DETAILS

Speaker : Mr. Lakhn Pawar

Contact Person : Dr. Magesh Kumar S.

Professor & Head Dept. of Periodontology

Target Group : Teaching Staff, IIDS

Schedule : 2:00 pm-4:00 pm

Date : 11/09/2019

Venue : LH-3, IIDS, Third Floor

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COURSE OUTCOMES:

The course will help the participants to:

1. Usage of VLOOK
2. Completing Index matching
3. Creating Pivot tables
4. Using IF functions of MS excel spreadsheets



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Report on Training Program for Teaching Faculties

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On this line, Index Institute of Dental Sciences, Malwanchal University, organized an e-learning programme for it's faculty members on the topic "*Learning about MS Excel Spreadsheets*" on 11th September 2019 by Mr Lakhon Panwar, IT-incharge, Malwanchal University, Indore.

The learning objectives stated by the respected speaker were:

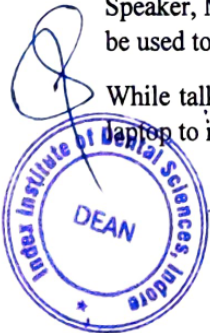
1. Learning Excel Spreadsheet
2. Autofill template
3. About VLOOK
4. Using filters etc.

The programme started with an introduction speech delivered by Dr Rolly S. Aggarwal, Vice Dean, IIDS followed by lamp lighting and Sarasawati Vandana recited by the talented choir group of Index Institute of Dental Sciences.

After the recitation, the speaker began his presentation and explained about the basics of MS Excel Spreadsheet. He specifically pointed on to the usage of pivot table and IF functions of MS office.

Speaker, Mr Lakhon Panwar, also stressed on the excel formulas and keyboard shortcuts that can be used to make our tasks simpler.

While talking about the keyboard shortcuts, sir also demonstrated them on the screen using his laptop to make sure that participants understood it well enough.



07/09/22
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He also focused on selective formatting tool that should be used, which allows us to change the cell's color depending upon the information contained within the cell.

While speaking about pivot tables, the speaker mentioned very clearly that these are basically used to reorganize the data in a spreadsheet. About COUNTIF function, he explained that, the power of IF functions of excel sheets expands beyond simple true or false statements, as with COUNTIF function, excel could count the number of times a word or number appears in any range of cells.

While concluding his elaborate session on excel sheets, he made everyone come up and individually utilize the software him/herself to acquaint one about the basic nuances of using MS office for furthering their knowledge base.

The conclusion speech of the programme was delivered by Dr Deepti Singh Hada, Associate Professor, Department of Oral Medicine & Radiology, followed by a vote of thanks.



29/22
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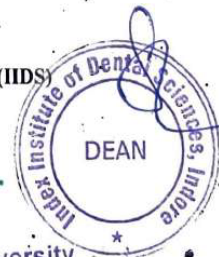


Training Session: Learning about M.S. Excel Spreadsheet
Course Coordinator: Mr Lakhan Panwar
Date: 06th September 2019

S. No.	LIST OF ATTENDEES
1	DR. SATISH KARANDIKAR
2	DR. BHOOPENDRA SINGH RAJPUT
3	DR. RAVEENA MAKKER
4	DR. RAHUL RAZDAN
5	DR. ROLLY SHRIVASTAV AGRAWAL
6	DR. DEEPTI PITALIA
7	DR. MAGESH KUMAR
8	DR. PALLAVI SINGH
9	DR. SANGEETHA MEDAIAH
10	DR. HIMANSHU KANUNGO
11	DR. DHEERAJ SHARMA
12	DR. URVASHI TOMAR
13	DR. TANVEE PARANJAPE
14	DR. VEDANT PATEL
15	DR. SOHINI JAIN
16	DR. SHYAMALENDU LASKAR
17	DR. RINKU SAINI JAGNADE
18	DR. JAYA JAIN
19	DR. JAYA SINGH
20	DR. GANGA DUBEY
21	DR. HIMANSHU SINGH
22	DR. HEMANI SUKHIJA
23	DR. NEHA SHARMA
24	DR. SWATI SUDHAPALLI
25	DR. BHUVANESH AIREN
26	DR. RAHUL MARU
27	DR. ATUL KALA
28	DR. MAMTA SINGH
29	DR. PRANAV PARASHAR
30	DR. RAVISH TONGYA
31	DR. ATUL RATHORE
32	DR. POONAM TOMAR RANA
33	DR. PRIYANKA AIREN
34	DR. RAHUL GANAVADIYA

Lakhan
Course Coordinator

Dean (IDS)



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Prepared by: Shdilesh Rajoriya

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