

**LOYOLA COLLEGE OF SOCIAL SCIENCES  
THIRUVANANTHAPURAM**



**CRITERIA 1: CURRICULAR ASPECTS**

**1.2. ACADEMIC FLEXIBILITY**

**1.2.2. CERTIFICATE PROGRAMS**

**MS- EXCEL**

**MS-EXCEL REPORT 2017-18**

**MS-EXCEL REPORT 2018-19**

**MS-EXCEL REPORT 2020-21**

**Report of the MS Excel training**  
**MA HRM 2016-'18**  
**7<sup>th</sup> to 21<sup>st</sup> Feb 2018**  
**Instructor: Mr. Srilil S., CEO & Founder, The Strategist**

MS Excel course was offered to the batch, which was attended by all 10 in the class for whole of the training.

Mr. Srilil S. is a certified Trainer of MS Excel handled the session with hands on experience. He instilled the various nuances of MS Excel and its usages in daily life. His session was so interactive which made students to think before really learning the technical know-how.

The major areas covered were as follows

1. Creating and managing – worksheet & workbook
2. Create cells and ranges
3. Create table
4. Application of formulas and functions
5. Create charts and object

An examination was conducted to assess the level of skillsets they have acquainted and digital certificates were awarded.

Mr. Aby Tellas, Asst. Professor from the department coordinated the sessions.

List of students who attended the training

1. Akhil Jose
2. Arjun T.V.
3. Athira S.
4. Geo Michael
5. Gopi Krishna
6. Kasyap Nair M.R.
7. R. Charulatha
8. Revathy Raj J.
9. Sikha Pavithran and
10. Soniya Jain Jacob

## **Report of the MS Excel training**

**MA HRM 2018-'20**

**22-29 March, 2019**

**Instructor: Aby Tellas, Asst. Professor, PG Dept. of Personnel Management**

MS Excel course was offered to the batch and was attended by all 16 in the class.

Mr. Aby Tellas apart from being faculty member in the department is having certification from ET&T on MS Excel and is a trainer on the subject in the field. The sessions were in workshop mode so that the students could learn the skills hands on. He handled the sessions with live examples that everyone come across day to day life.

Assignments and exercises were given in the session to check the level of logic the students learned. Digital certificates were awarded for those who completed the training successfully.

List of students who attended the training

1. Anandu K. Baiju
2. Christina Jose
3. Daya U.S. Nair
4. Joy S.S.
5. Harikrishnan R.S.
6. Mebin James
7. Merin Sunny
8. Neenu Susan George
9. Nissy Ann Varghese
10. Rahul A.
11. Sanu Wilson
12. Serina A. Salam
13. Shabana Sajeev
14. Shilpa Sajeev
15. Sumith C.S. and
16. Suremya S.L.

## **Report of the MS Excel training**

**MA HRM 2017-'19**

**22-29 March, 2019**

**Instructor: Aby Tellas, Asst. Professor, PG Dept. of Personnel Management**

MS Excel course was offered to the batch and was attended by all 12 in the class.

Mr. Aby Tellas apart from being faculty member in the department is having certification from ET&T on MS Excel and is a trainer on the subject in the field. The sessions were in workshop mode so that the students could learn the skills hands on. He handled the sessions with live examples that everyone come across day to day life.

Assignments and exercises were given in the session to check the level of logic the students learned. Digital certificates were awarded for those who completed the training successfully.

List of students who attended the training

1. Adithya S.
2. Ashna Raju
3. Bushra N.B.
4. Chinnu Maria Michael
5. Merin Jacob
6. Nanma Manoj
7. Nikitha John
8. Nikitha Ugin
9. P.V. Parvathy
10. Ramesh S.
11. Sooraj M.R. and
12. Unni S.

## **The Certificate Course in MS Excel 2020-21**

The certificate course in MS Excel was successfully completed this year in online mode. The course was handled by Dr. Aby Tellas who apart from being faculty member in the department of Personnel management is also having certification from ET&T on MS Excel and is a trainer on the subject in the field. The sessions were in workshop mode so that the students could learn the skills hands on.

Assignments and exercises were given in the session to check the level of logic the students learned. Digital certificates were awarded for those who completed the training and cleared the exam successfully. This online course started on 15<sup>th</sup> December, 2020 and continued until 29<sup>th</sup> December since we were forced to stretch the learning hours across days to avoid the issues of continuous hours of online classes for the students who were also attending their regular PG online classes.

### **Session summary**

The session intended to give students an overall idea on different functions and techniques which could enable them to easily work with Microsoft Excel.

### **Topics Covered**

- Selection (Whole sheet and Multiple selection)
- Naming Sheets
- Adding colour to whole sheet
- Merge cells
- Wrap text
- Auto sum
- Freeze
- Paste transpose
- Sort & filter
- Fill series
- Conditional formatting
- Colour scales
- Mean & Median
- Ranking
- Functions: And, Or, Not, If, If And, If Or, IFS, Sum if
- V-lookup

### **Participants**

1. Agnes Riya Joseph
2. Ajay Sankar K.U
3. Akhila J
4. Aleena Mathew

5. Anoop Sunil S.
6. Ansu Jacob
7. Anu Anna Kurian
8. Arunima Madhusudhanan
9. Bibin N. C
10. Fathima Ansar
11. Greeshma Johnson
12. Harikrishnan G
13. Nibitha A
14. Raysmol K.R
15. Rizwana Sheikh A.
16. S. Shreyas Viswadev
17. Sahla Qathoon
18. Shabna Fathima
19. Soumya M.V. and
20. Sufina Siyad