St. Xavier's College, Mahuadanr
Latehar-822119, Jharkhand

1. **Title of the Program:**   **Learning Excel**

2. **Organizing Department / Cell:**   **Department of Political Science**

3. **Date/Duration:**   **11-16 March, 2024**

4. **Number of Participants:**   **29 Students and 1Teaching Staff**

5. **Resource person**   **Khurshid Alam**

6. **Detail description of the event:**

    This report outlines a week-long Excel learning program conducted under the guidance of Professor Khursid Alam for students, focusing on enhancing skills in information and communication technology (ICT). The program aimed to equip students with essential Excel competencies relevant to their academic and future professional endeavours.
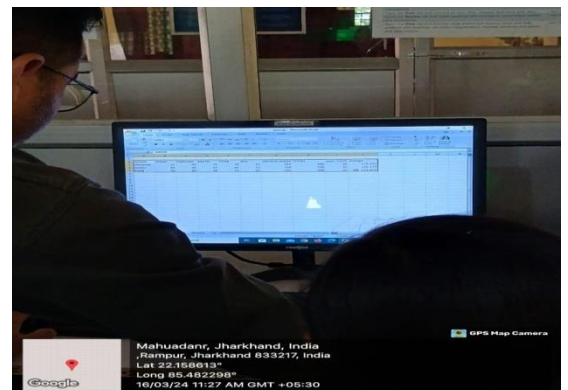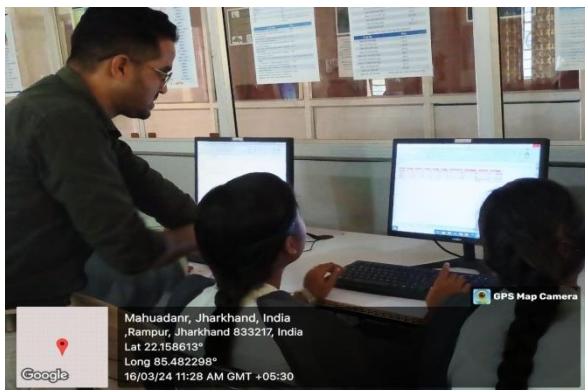
7. **Objectives**

    Introduce the Excel interface, basic functions, and essential features to build a solid foundation. Provide exposure to pivot tables and data validation, enhancing students' capabilities in handling large data sets.

    The week-long program was a resounding success, with students showing significant improvement in their Excel skills by the end of the course. Under Professor Khursid Alam's expert guidance, participants not only learned the technical aspects of Excel but also engaged in hands-on exercises that fostered practical understanding.

8. **Outcome**: The knowledge gained will empower students to apply these skills in their academic projects and future careers, particularly in fields that require data analysis and management. Overall, the program reinforced the importance of ICT literacy in today's data-driven world and laid a strong foundation for ongoing learning in Excel and beyond.

9. **Photo:**

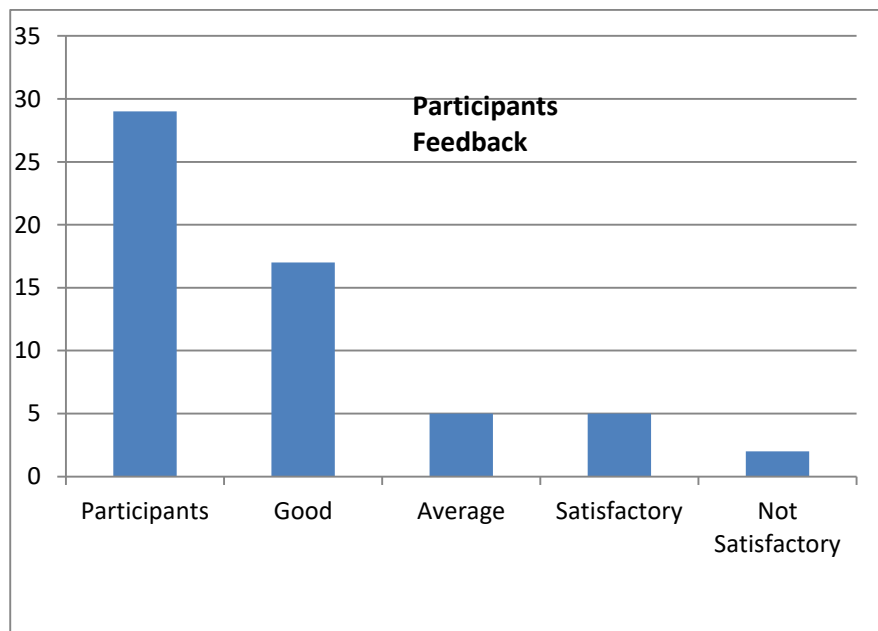# St. Xavier's College, Mahuadanr
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10. Brochure:

11.Feedback

10. List of participants:

St. Xavier's College, Mahuadanr
Latehar-822119, Jharkhand

Name of Program: Learning Excel
Department of Political Science
(List of Participants)

Name	Signature
ADEEBA NIZAM	Adeeba Nizam
MOHAMMAD SAHAL	Mohammad Sahal
SANDHYA KUMARI A	Sandhya Kumari
SANDHYA KUMARI B	Sandhya Kumari
SADIYA PRAVEEN	Sadiya Praveen
ROHIT KUMAR	Rohit Kumar
HARSH KUMAR YADAV	Harsh Kumar Yadav
LAKHSMI KUMARI NAGESIA	Lakhsmi Kumari Nagesia
RADHA KUMARI KHERWAR	Radha Kumari Kherwar
ROSHNI TOPPO	ROSHNI TOPPO
GEETA KUMARI KHERWAR	Geeta Kumari Kherwar
NAVEEN TOPPO	Naveen Toppo
ADLINE KHESS	Adline Khess
ANUPRIYA XAXA	Anupriya Xaxa
DEEPA KUMARI YADAV	DEEPA KUMARI YADAV
GULSHAN TOPPO	GULSHAN TOPPO
NITISH BENG	Nitish Beng
PRAMOD EKKA	Pramod Ekka
PRIYA KUMARI	Priya Kumari
RAHUL BAXLA	Rahul Baxla
ROSHNER KERKETTA	Roshner Kerketta
SUSHANT TIRKEY	Sushant Tirkey
SHUBHAM KUMAR	Shubham Kumar
SAURAV KUMAR	Saurav Kumar
ATEET KUJUR	ATEET KUJUR
DEEPAK TIGGA	Deepak Tigga
NEHA KUMARI	NEHA KUMARI
PANKAJ KERKETTA	PANKAJ KERKETTA
RAMSAY NAGESIA	Ramsay Nagesia

Principal
St.Xavier's College
Mahuadanr