

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

1. **Title of the Program:** ICT Skill Development Program
2. **Topic:** MS EXCEL
3. **Organizing Departments:** Department of Kurukh
4. **Date/Duration:** 8<sup>th</sup>January, 2024
5. **Number of participants:** 38
6. **Objective:** Organize data in a structured manner using rows and columns to ensure clarity and ease of access.
7. **Detailed Description of the event:**

On 8<sup>th</sup>January, 2024, ICT Skill Development Program on MS EXCEL organized by the department of Kurukh at ICT Room. The aim of MS Excel is to provide users with a platform for organizing and manipulating data efficiently, enabling them to perform calculations, analyze data, and visualize results. It serves as a versatile tool for managing large sets of data and drawing meaningful insights from them. MS Excel plays a crucial role in a variety of fields, from finance and business to education and research. The program opened with an introduction lecture by HoD, Pyari Kujur, highlighting EXcel is used across industries for data entry, financial analysis, inventory tracking, project management, budgeting, and more. It is a staple tool in offices worldwide. Resource Person Ajay Kumar Saw from the department of Physics shared his insights that MS Excel is a critical tool for managing, analyzing, and visualizing data, offering immense value across many fields. Its wide range of functionalities, ease of use, and integration with other software make it indispensable for data-driven tasks. By following a structured approach, users can harness the full power of Excel to improve productivity, streamline operations, and make well-informed decisions based on accurate data analysis. Each participant was given the freedom to ask questions .

### 3. Outcome:

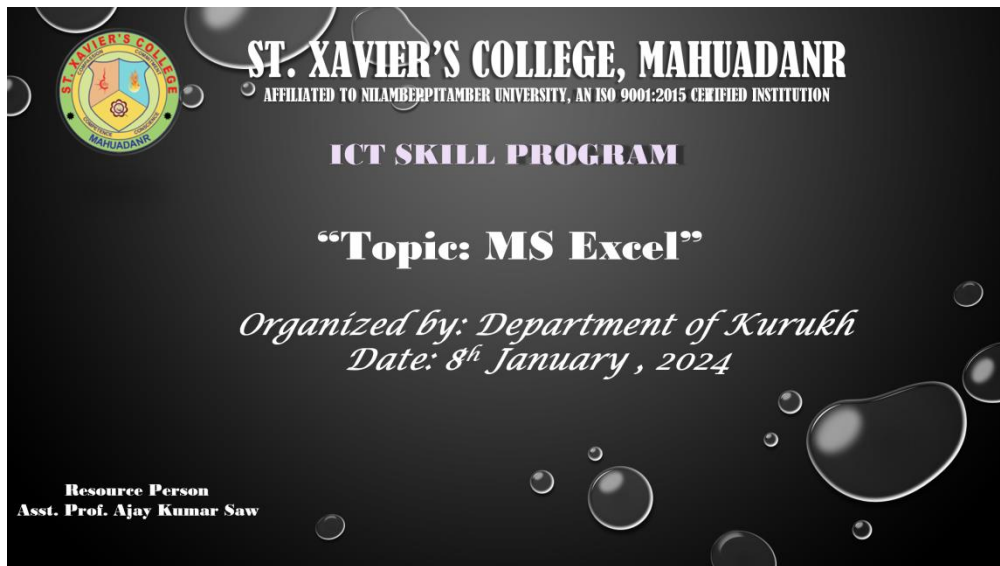
The outcomes of the program is that the audience Learned the Automation of calculations using functions and formulas reduces human error and enhances accuracy.

### 4. Photos:

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## 5. Brochure:



## 6. Participants List:

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Name of Program: ICT Skills Program on Introduction to Department of Kurukh (List of Participants)	
Aryan Ekka	ARV AN EKKA
Anish Minj	Anish minj
Basil Xaxa	Basil xaxa
Nibha Kujur	Nibha Kujur
Philip Kerketta	Philipkerketta
Punita Tirkey	Punita Tirkey
Anjil Lakra	Anjil Lakra
Kartik Mahli	Kartik mahli
Kashish Kumari	Kashish Kumari
Kashish Naj	Kashish Naj
Purnima Kumari	Purnima Kumari
Rajni Tete	Rajni Tete
Ritesh Kumar	Ritesh Kumar
Sakshi Kumari	Sakshi Kumari
Vikash Nagesia	Vikash Nagesia
Shams Kaushar	Shams Kaushar
Abhinav Minz	Abhinav Minz
Akancha Kerketta	Akancha Kerketta
Akash Maghi	Akash Maghi
Amanti Tirkey	Amanti Tirkey
Ashik Kujur	Ashik Kujur
Brijit Ekka	Brijit Ekka
Chandni Kumari	Chandni Kumari
Gulshan Khatoon	Gulshan Khatoon
Gulshan Naj	Gulshan Naj
Khushi Kumari Gupta	Khushi Kumari Gupta
Lalan Korwa	Lalan Korwa
Mahin Praween	Mahin Praween
Pawan Kandulna	Pawan Kandulna
Petrus Aind	Petrus Aind
Prema Toppo	Prema Toppo
Pushpan Toppo	Pushpan Toppo
Sakil Oraon	Sakil Oraon
Sana Praween	Sana Praween
Sanjay Oraon	Sanjay Oraon
Rilamani Kumari	Rilamani Kumari
Niral Toppo	Niral Toppo
Moris Xaxa	Moris Xaxa



7. Feedback:

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