



Gujarat Technological University

(Accredited with A+ Grade by NAAC)

Graduate School of Management Studies

A Report on “Excel Basics for Data Analysis workshop”

1) Title: A Workshop on Excel Basics for Data Analysis

2) Type of Event: Workshop

3) Date, Time and Venue of Event:

Date: 27th December, 2023

Time: 2:00 PM to 5:00 PM

Venue: GSMS Computer Lab

4) Expert: Mr. Mitesh Sanghavi, Professional & Entrepreneur

5) Description of the Event:

The primary goal of the session was to empower students with practical insights into utilizing excel for Business Analysis. On 27th December 2023, Wednesday Graduate School of Management Studies, GTU organized a workshop on Excel basics for Data Analysis for MBA IB Semester – 1 students for their practical subject Communication and Profession Skills (CPS) which was arranged by Dr. Neela Multani, Assistant Professor GSMS, GTU.

Mr. Mitesh Sanghavi has started his speech by introducing himself. He have more than 25 years of experience in teaching field. With a focus on practical knowledge, he guided participants through the intricacies of basic data management and the creation of Excel tables. Mr. Sanghavi provided step-by-step guidance on creating Excel tables from the raw data. Participants were introduced to various features of the excel tables such as shorting, filtering, total raw etc. Delving into terminology, Mr. Sanghavi clarified that rows in an Excel table are referred to as records, while columns are known as fields. This elucidation aimed to demystify the language of Excel, ensuring



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participants could navigate the platform with confidence. The session's strength lay in its hands-on approach. Participants were actively involved in creating Excel tables, allowing them to apply the theoretical knowledge immediately. Mr. Sanghavi's guidance ensured that each step was not only understood but practically implemented.

Mr. Mitesh Sanghavi seamlessly transitioned into an insightful exploration of advanced Excel functions. His focus was on empowering students with the skills to efficiently manage and utilize data through functions like MATCH, INDEX, and VLOOKUP. Participants learned how to effectively manage data using these functions, unraveling the power of MATCH for locating specific values, INDEX for retrieving data from specified locations, and VLOOKUP for searching and retrieving information from tables. Mr. Sanghavi's practical examples illustrated the real-world applications of these functions. In the midst of an enlightening session, Mr. Mitesh Sanghavi tactfully incorporated a break to address student queries and solidify foundational concepts. Started from the basics, laying the groundwork for the subsequent focus on data analysis.

The workshop delved deep into the features of pivot tables, offering participants valuable insights into organizing, sorting, and summarizing data. Mr. Sanghavi's guidance illuminated the versatility of pivot tables, providing various perspectives for data analysis and decision-making. Participants learned how to convert pivot table data into charts, unlocking a powerful tool for visual data analysis. Demonstrating his commitment to student success, Mr. Sanghavi shared his contact details, encouraging participants to reach out for any future doubts. This gesture underscored the ongoing support available, ensuring that the learning journey extended beyond the workshop. As Mr. Sanghavi concluded his insightful speech, Dr. Neela expressed gratitude on behalf of the participants.



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6) Geotag Photograph of the Event:





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7) Flyer of the Event:

The flyer is for an 'EXPERT SESSION' titled 'A Workshop on Excel Basics for Data Analysis'. It is organized by the Graduate School of Management Studies (GSMS) at Gujarat Technological University (GTU), which is accredited with an A+ grade by NAAC. The session is led by Mr. Mitesh Sanghvi, a professional and entrepreneur. The event is scheduled for Wednesday, December 27, 2023, from 2 PM to 5 PM at the GSMS Computer Lab. The invitee is Dr. Pankajray Patel, Director of GSMS, and the coordinator is Dr. Neela Multani, Assistant Professor of GSMS. The flyer includes social media icons for Instagram, YouTube, Twitter, LinkedIn, and Facebook, and a footer for the Graduate School of Management Studies.

8) Feedback of the Event:

- Excel Basics for Data Analysis Workshop organized by the Graduate School of Management Studies, GTU, on December 27, 2023. The session conducted by Mr. Mitesh Sanghavi was exceptionally beneficial and insightful. The workshop's structure and content were well-planned.
- The emphasis on practical knowledge and hands-on learning allowed students to immediately apply theoretical concepts, making the session engaging and effective. The clarification of Excel terminology, provided students a technical knowledge of this platform. It equipped students with the data analysis skill using Excel.



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9) Social Media Coverage:



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