

Report of Add-on Course
“Exploring the Magic of Excel Spreadsheet”
Organized by
Department of Economics
Muralidhar Girls’ College, Kolkata.

Department of Economics of Muralidhar Girls’ College successfully completed the Add-on Course on **“Exploring the Magic of Excel Spreadsheet”**. The course has been completed in two phases- (i) Phase- I (demonstration lecture) from 22nd November 2023 to 17th December, and Phase-II (hands-on training) from 4th January 2024 to 10th January 2024. The primary objective of the course has been to acquaint the students of economics to familiarize with the potential of Excel spreadsheet viz., tabulation, data arrangement and its advance features, calculation, graphical representation of data and many more. The course was well designed to accommodate the features of Excel from general to advance level and accordingly executed. Classes were conducted on every Saturday and Sunday. In total, 133 participants registered for the course. The participants include students as well as faculty & staff of Muralidhar Girls’ College and Berhampore Girls’ College. The course was divided into two sections: Lecture session followed by Hands-on-training. The course schedule is appended below:

Name of Add-on Course: Exploring the Magic of Excel Spreadsheet		
Duration of Course: 30 hours		
DateSchedule :22.11.2023 to 10.01.2024		
Date	Lecture / Demonstration	Hands-on-training / Practice
22.11.2023	2 hr (6:00 p.m.-8:00 p.m.)	
25.11.2023	2 hr (6:00 p.m.-8:00 p.m.)	
26.11.2023	2 hr (6:00 p.m.-8:00 p.m.)	
02.12.2023	2 hr (6:00 p.m.-8:00 p.m.)	
03.12.2023	2 hr (6:00 p.m.-8:00 p.m.)	
09.12.2023	2 hr (6:00 p.m.-8:00 p.m.)	
10.12.2023	2 hr (6:00 p.m.-8:00 p.m.)	
16.12.2023	2 hr (6:00 p.m.-8:00 p.m.)	
17.12.2023	2 hr (6:00 p.m.-8:00 p.m.)	
04.01.2024		3 hrs (11:00 a.m.– 2:00 p.m.)
05.01.2024		3 hrs (11:00 a.m.– 2:00 p.m.)
09.01.2024		3 hrs (11:00 a.m.– 2:00 p.m.)
10.01.2024		3 hrs (11:00 a.m.– 2:00 p.m.)
Total	18 hrs	12 hrs

Resource person: Sri *Asish Raha, faculty of Berhampore Girls’ College* was the resource person of Phase-I in this Add-on course. In Phase-II the hands-on-training were conducted by the faculty

members of the Department of Economics. The entire Add-on Course has been highly appreciated by the participants.

Class attendance: Class attendance for each day was recorded through Google Form.

Assessment & Evaluation: After the completion of the lecture/ demonstration, assessment was conducted to gauge the understanding of the students. Assessment and evaluation were made through MCQ via online mode. In total, 80 participants have submitted assessment form. Assessment questionnaire along with evaluation summary are appended below.

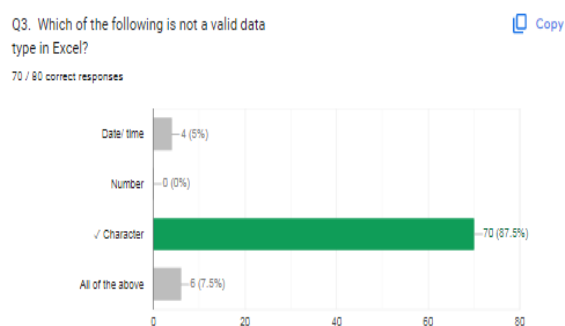
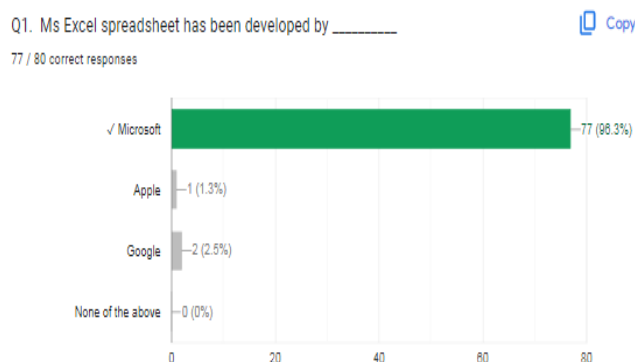
Assessment Form-Exploring the Magic of Excel Spreadsheet

Reported by:

Reported on:

Reviewed by:

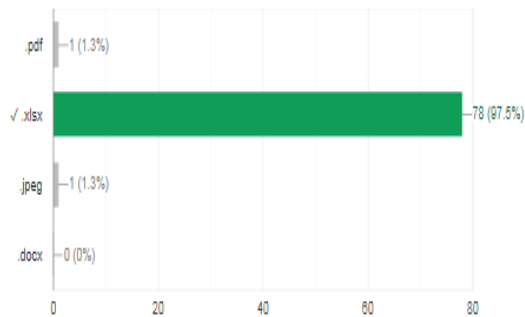
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Q2. Which of the following is an Excel file saving extension?

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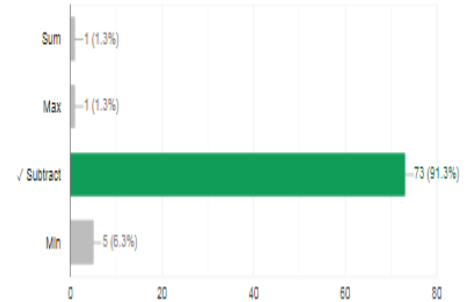
78 / 80 correct responses



Q4. Which of the following is not a valid function in Excel?

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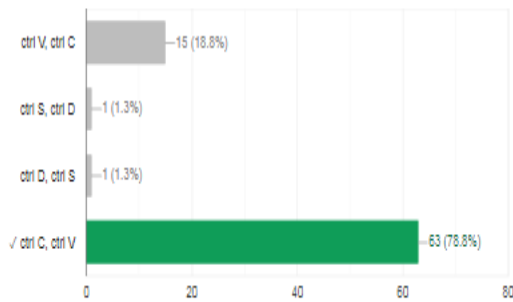
73 / 80 correct responses



Q5. Which of the following shortcut key is used for copy and paste in Excel Spreadsheet?

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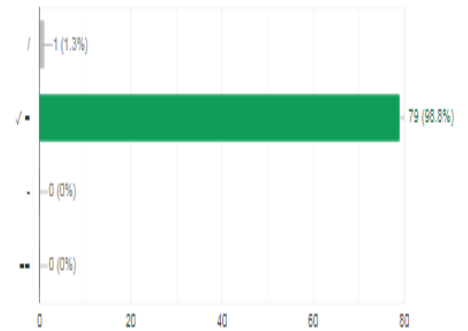
63 / 80 correct responses



Q6. What do Excel formulas start with?

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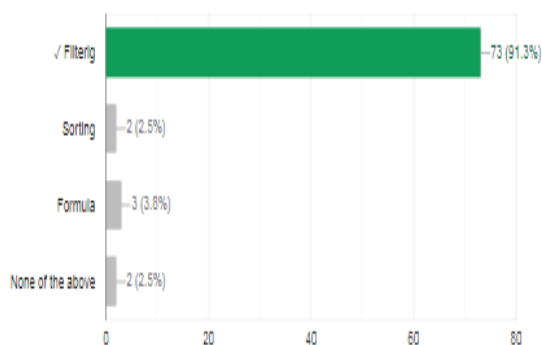
79 / 80 correct responses



Q7. What is an Excel feature that display only the data in column(s) according to specified criteria?

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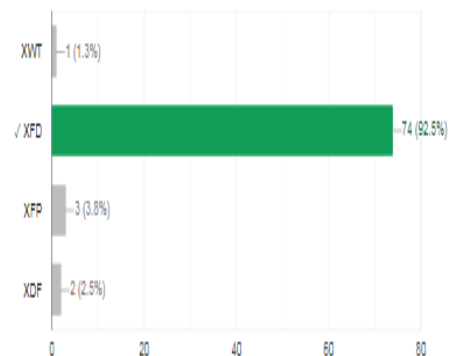
73 / 80 correct responses

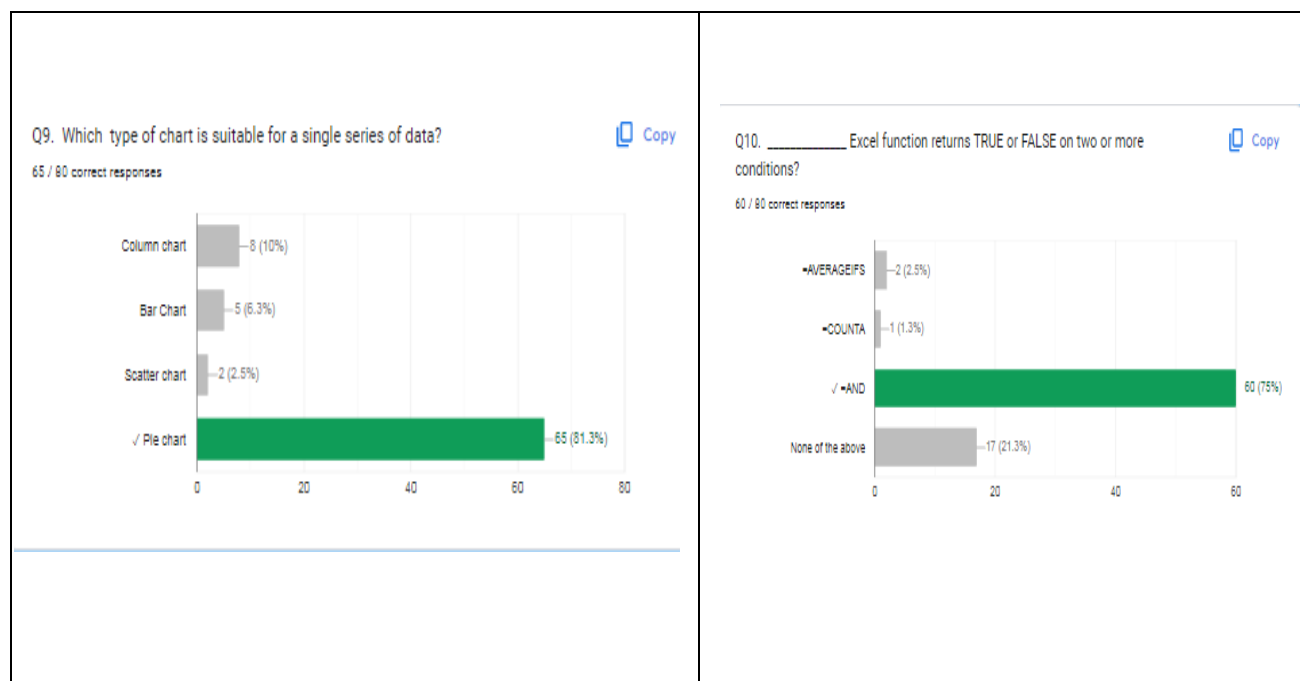


Q8. What is the last column in Excel?

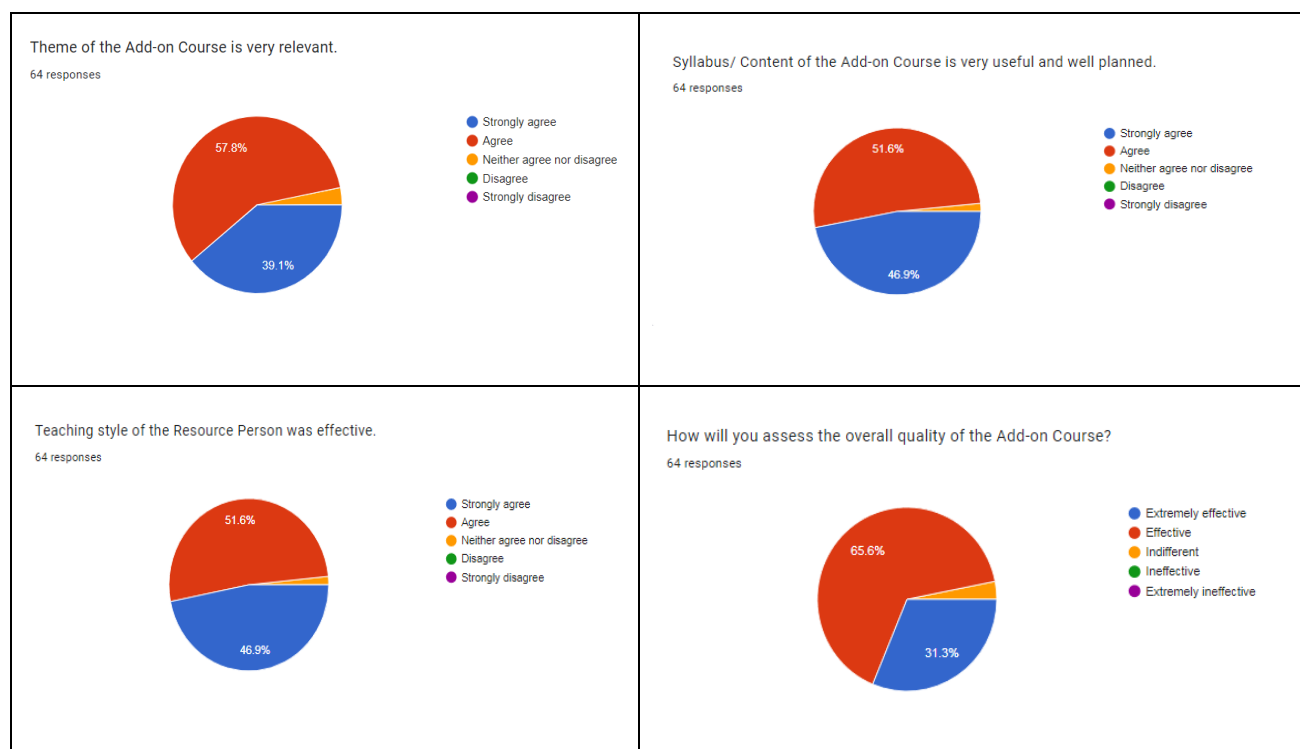
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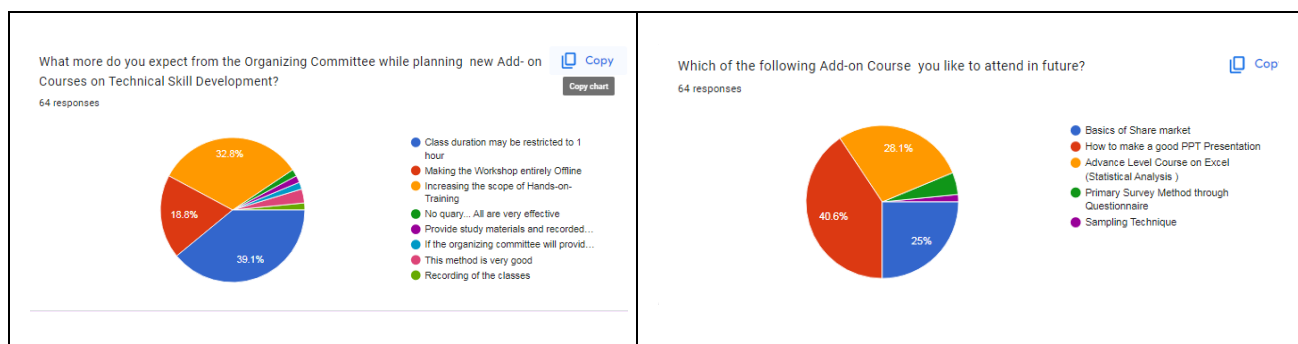
74 / 80 correct responses





Feedback: Feedback has also been taken through online mode (Google form). Feedback questionnaires were chosen to understand the effectiveness of the Add-on –course. In total, 64 candidates have submitted feedback. Important findings obtained from analysing the feedback are shown here.





Course Outcome: The course outcome of the Add-on-Course are as follows:

- i. Participants gathered an idea of the potential of Excel spreadsheet in data sorting and data arrangement which has multilateral use in recent days.
- ii. Participants have become acquainted with descriptive analysis using Excel which will enable in their research and market analysis.
- iii. Participants gained the knowledge of quantitative analysis (preliminary level) which will help them to understand advance level analysis.
- iv. Hands-on-training especially enhanced the confidence and practical knowledge of the participants.

Gradation Process

Gradation has been done on the basis of class attendance and assessment result. Certificates have been issued to those candidates who have successfully submitted assessment form and feedback.

The gradation process is summarized below:

Class Attendance	Feedback Submitted	Assessment Marks obtained (out of 10)	Grade
80- 100%	Y	9 &above	A+
<80 %	Y	9 & above	A
80- 100%	Y	7-8	B+
<80 %	Y	7-8	B
80-100%	Y	5-6	C+
< 80%	Y	5-6	C
< 80%	Y	3-4	D
< 80%	Y	< 3	F

About 71% (44 out of 61) successful candidates have obtained either Grade A+ or A. The list of successful candidates along with their grade and class attendance is also appended.

Sl No.	Name	Name of College	Assessment Score	Attendance (no. of days)	Attendance (% Value)	Grade
1	Akriti Mandal	Berhampore Girls' College	9	5	56%	A
2	Alo Banerjee	Berhampore Girls' College	10	4	44%	A
3	Aloka Tudu	Berhampore Girls' College	10	2	22%	A
4	Anisha Mondal	Berhampore Girls' College	10	9	100%	A+
5	Ankana Ghosh	Berhampore Girls' College	10	5	56%	A
6	Ankita Mandal	Berhampore Girls' College	10	9	100%	A+
7	Ankita Mondal	Berhampore Girls' College	8	1	11%	B
8	Aradhita Dey	Muralidhar Girls' College	10	6	67%	A
9	Arpita Bhandari	Berhampore Girls' College	8	2	22%	B
10	Ashmita Mondal	Muralidhar Girls' College	8	8	89%	B+
11	Aushea Sultana	Berhampore Girls' College	8	9	100%	B+
12	Banisha Bhattacharya	Muralidhar Girls' College	9	6	67%	A
13	Barnali Das	Muralidhar Girls' College	9	4	44%	A
14	Barnali Mondal	Berhampore Girls' College	9	4	44%	A
15	Bidipta Ghosh	Muralidhar Girls' College	10	5	56%	A
16	Bristi Shaw	Muralidhar Girls' College	10	9	100%	A+
17	Dipa mondal	Muralidhar Girls' College	10	3	33%	A
18	Dippriya Halder	Muralidhar Girls' College	7	9	100%	B+
19	Disha Bahadur	Berhampore Girls' College	10	3	33%	A
20	Disha Ghosh	Berhampore Girls' College	9	8	89%	A+
21	Disha Kansabanik	Berhampore Girls' College	10	5	56%	A
22	Dishita Chakraborty	Berhampore Girls' College	9	1	11%	A
23	Dona Das	Muralidhar Girls' College	10	5	56%	A
24	Durga Biswas	Berhampore Girls' College	9	6	67%	A
25	Ishita Sarkar	Berhampore Girls' College	6	6	67%	C
26	Jaytri Dutta	Muralidhar Girls' College	9	9	100%	A+

27	Joyitashree Roy.	Muralidhar Girls' College	8	3	33%	B
28	Kajal Bauri	Muralidhar Girls' College	10	8	89%	A+
29	Kurti Kartika Rao	Muralidhar Girls' College	8			B
30	Laxmi Upadhyay	Muralidhar Girls' College	6	1	11%	C
31	MeghashreeSarkhel	Muralidhar Girls' College	8	2	22%	B
32	Moitreyee Mondal	Berhampore Girls' College	10	4	44%	A
33	Nandini Mondal	Muralidhar Girls' College	10	1	11%	A
34	Nasiba Khatun	Berhampore Girls' College	4			D
35	Nilanjana Das	Muralidhar Girls' College	9	5	56%	A
36	Paramita Bhadra	Berhampore Girls' College	8	8	89%	B+
37	Priyanka Dutta	Berhampore Girls' College	10	6	67%	A
38	Puja Majee	Muralidhar Girls' College	10			A
39	Purba Haldar	Berhampore Girls' College	9	2	22%	A
40	Resha das	Berhampore Girls' College	10	4	44%	A
41	Rimi Sarkar	Berhampore Girls' College	10	8	89%	A+
42	Rupanjana Adhya	Muralidhar Girls' College	8	5	56%	B
43	Rupsa Mukherjee	Muralidhar Girls' College	9	9	100%	A+
44	Samarupa Dutta	Muralidhar Girls' College	9	4	44%	A
45	Sayanti Sarkar	Berhampore Girls' College	10	7	78%	A
46	Shanajkhatoon.	Muralidhar Girls' College	10	8	89%	A+
47	Shreyasree Pal	Berhampore Girls' College	8	8	89%	B+
48	Sia mandal	Berhampore Girls' College	10	5	56%	A
49	Sikta Bhowmick	Muralidhar Girls' College	9	5	56%	A
50	Smaranika Biswas	Muralidhar Girls' College	10	9	100%	A+
51	Smriti saha	Berhampore Girls' College	8	3	33%	B
52	Sneha Das	Berhampore Girls' College	8	1	11%	B
53	Sovana Rajak	Berhampore Girls' College	10	9	100%	A+
54	Srijita Chakraborty	Berhampore Girls' College	10	8	89%	A+
55	Suchana Biswas	Berhampore Girls' College	7	8	89%	B+
56	Suswapna Biswas	Berhampore Girls' College	9	7	78%	A

57	Swastika kansabanik	Berhampore Girls' College	9	8	89%	A+
58	Tanushri Das Ghosh	Muralidhar Girls' College	9	9	100%	A+
59	Trisha Naskar	Muralidhar Girls' College	10	8	89%	A+
60	Triyasha Naskar	Muralidhar Girls' College	10	7	78%	A
61	Umme Reshma	Berhampore Girls' College	10	8	89%	A+

A sample of the certificate is attached herewith.

