



The Oxford College of Science

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DEPARTMENT OF ELECTRONICS

“Mastering Microsoft Excel – From Basics to Brilliance”

| SL.NO | DETAILS OF THE EVENT | |
|-------|----------------------------------|---|
| 1. | Title Of The Event | Mastering Microsoft Excel – From Basics to Brilliance |
| 2 | Day and Date | Friday, 13 th February 2026 |
| 3 | Venue | 108 Computer LAB |
| 4 | Co-Coordinator | Ms Maria Archana H, Ms Gaganashree B |
| 5 | Participants | II Sem Electronics Students |
| 6 | No of students and staff present | 20 students, 2 staff |



The Department of Electronics organized a skill development program titled “**Mastering Microsoft Excel – From Basics to Brilliance**” for the II Semester Electronics students on 13th February. The session was designed to enhance students’ proficiency in using Microsoft Excel for academic and professional purposes. Students were guided through fundamental functions such as SUM, AVERAGE and IF. The trainer explained the importance of data organization and efficient worksheet management. Practical demonstrations were conducted on sorting, filtering, and conditional formatting techniques. Students learned how to create charts and graphs for effective data visualization. Advanced topics such as pivot tables and data analysis tools were also introduced. Hands-on exercises were given to ensure that students could apply the concepts independently. The session emphasized real-time applications of Excel in project documentation and technical data analysis. The interactive nature of the session encouraged students to clarify their doubts and practice actively. The workshop significantly improved the students’ confidence in handling large datasets. It also highlighted the relevance of spreadsheet skills in both higher studies and industry requirements. Overall, the program was informative, practical, and highly beneficial for the II Semester Electronics students.

Head of The Department

Teacher Co-ordinator

Principal