



Report on Skill Development Session

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| Title | Skill Development |
| Date of Event(s) | 29 th January 2021 |
| Department / Association | B.COM |
| Venue | Online Mode - Zoom and You Tube |
| Number of Participants | 300 Students |
| Target Audience | B. Com and B.A., Students |

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| Resource Person(s) with qualification | Prof. Madhusudan. M, Department of Commerce. |
| Books (if published) | - |

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| Place of visit/ details of Industrial visit place (if applicable): | - |
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Objective: The objective of conducting skill development is to inculcate the students with the knowledge of using Excel and its importance in the day-to-day life not only for the college purpose but for their career perspective as well. As Excel is the one of most important tools of MS- Office.

Introduction

A Guest lecture session was held on 29th January, 2021 on the topic of "Accounting Skills through Excel" organised by Association of Commerce for Managerial Excellence (ACME), An association of Department of Commerce. This session was conducted for final year B.com and BA students by the Prof. Madhusudan. M, Department of Commerce.

The session was held online on zoom and YouTube platforms. The objective of this skill development session, was to make the students understand that Excel is useful in accounting also and how important it is for an accountant. Any accountants cannot be successful if they do not possess good Excel skills. In order to make the students understand the concept many practical examples were given based on Accounting and its rules.

Excel is to computer programs what a Ferrari is to cars: sleek on the outside and a lot of

power under the hood. Excel is also like a truck. It can handle all your data — lots of it. In fact, in Excel 2019, a single worksheet has 17,179,869,184 places to hold data. Yes, that's what I said — more than 17 *billion* data placeholders. And that's on just *one* worksheet! Opening files created in earlier versions of Excel may show just the number of worksheet rows and columns available in the version the workbook was created with.

Excel is used in all types of businesses. And you know how that's possible? By being able to store and work with any kind of data. It doesn't matter whether you're in finance or sales, whether you run an online e-commerce store or organize wilderness trips, or whether you're charting party RSVPs or tracking the scores of your favourite sports teams — Excel can handle all of it. Its number-crunching ability is just awesome! And so easy to use!

Just putting a bunch of information on worksheets doesn't crunch the data or give you sums, results, or analyses. If you want to just store your data somewhere, you can use Excel or get a database program instead. In this book, I show you how to build formulas and how to use the dozens of built-in functions that Excel provides. That's where the real power of Excel is — making sense of your data. Don't fret that this is a challenge and that you may make mistakes. I did when I was ramping up. Besides, Excel is very forgiving. It won't crash on you. Excel usually tells you when you made a mistake, and sometimes it even helps you correct it. How many programs do that? But first, the basics. This first chapter gives you

the springboard you need to use the rest of the book. I wish books like this were around when I was introduced to computers. I had to stumble through a lot of this.

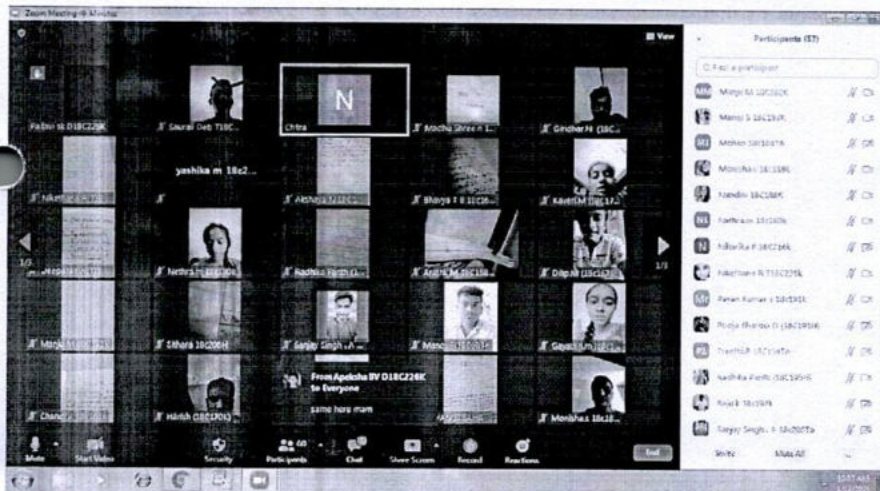
In Excel, a *workbook* is the same as a file. Excel opens and closes workbooks, just as a word processor program opens and closes documents. When you start up Excel, you are presented with a selection of templates to use, the first one being the standard blank workbook. Also there is a selection of recent files to select from. After you open a new or already created workbook, click the File tab to view basic functions such as opening, saving, printing, and closing your Excel files (not to mention a number of other nifty functions to boot!). Figure 1-1 shows the contents presented on the Info tab.

This skill development session was attended by more than 300 students of final year B.Com and BA. This session was helpful for the students in order to understand the meaning and importance of Excel in field of accounting in business and how both the

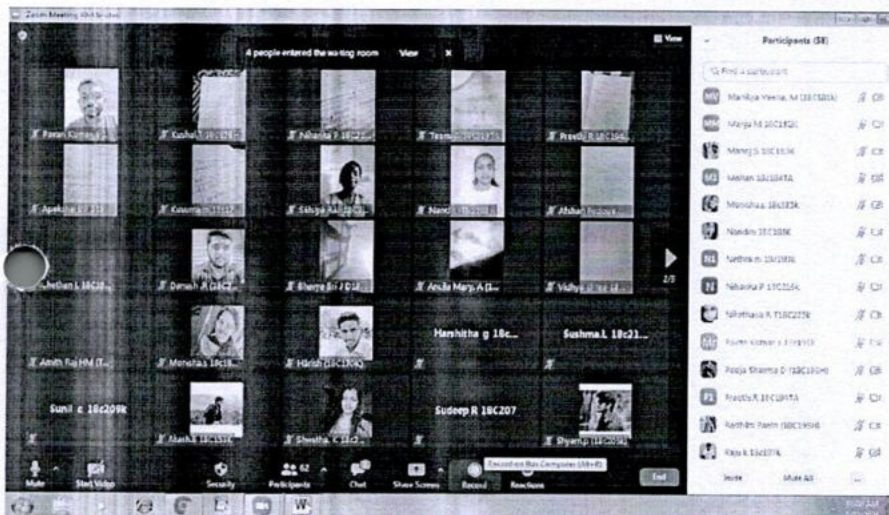
things are interrelated. An accountant cannot get success without good Excel skills. This will help the students to acquire the good Excel and Accounting skills during their academic journey.

Outcome: The final year students of both B.com and B.A., was enriched with the complete session of how to make use of Excel in a proper and systematic manner. The session was very much informative and students also learnt about how they can make of online platform of Excel.

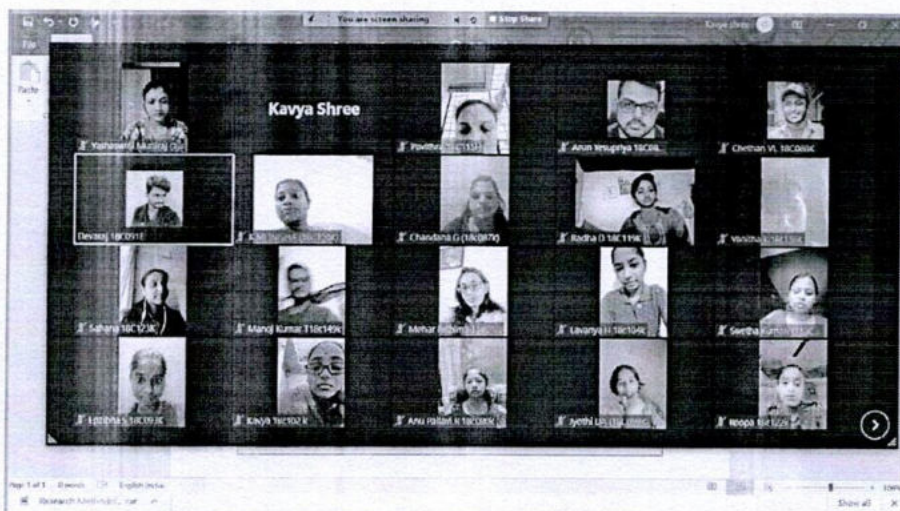
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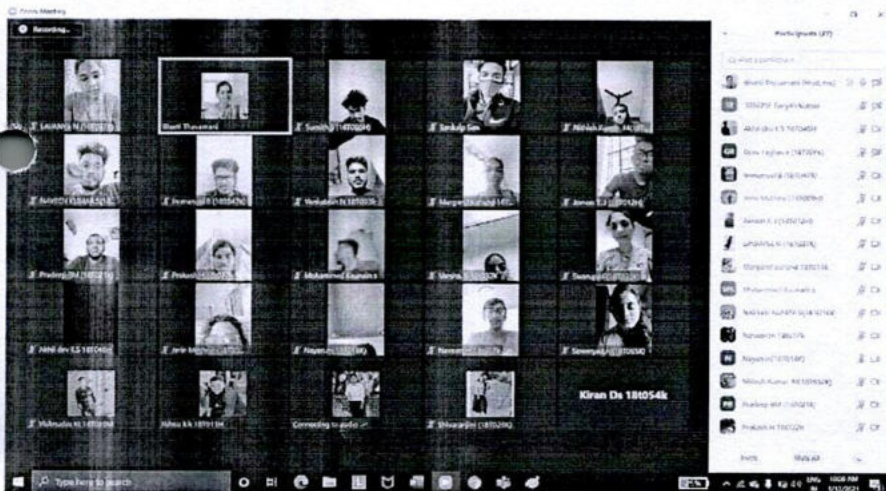
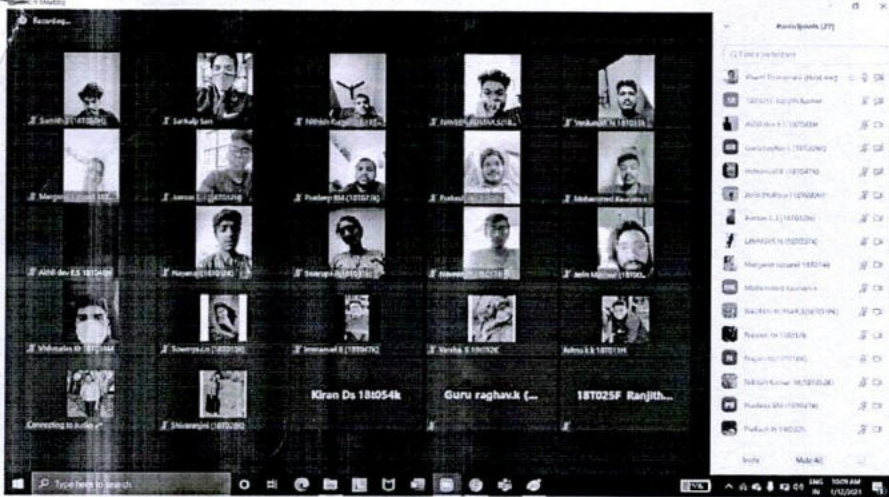


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