REPORT ON ICT ACTIVITY: 2018– 19

GRAPHICAL REPRESENTATION - MICROSOFT EXCEL

Date: 13th Feb, 2019
Venue: Computer LAB and Business Lab
Conducted By: BCA
Attended By: UG students - BA and BBA
Organized By: Cyber Sprits

In order to strengthen the knowledge of students in general ICT tools, the college arranges various workshops and training sessions. St Francis de Sales College in association with Cyber Spirits Club organized a one day ICT session on 13th February, 2019. The activity was conducted for the BA and BBA undergraduate students in the Computer Lab and Business Lab. The faculties of the department conducted the activities.

The resource person of the session had brought to lime light **the objectives of the 'Microsoft Excel'. The objectives are to**

- Indicate the names and functions of the Excel interface components.
- Enter and edit data.
- Format data and cells.
- Construct formulas, including the use of built-in functions, and relative and absolute references.
- Create and modify charts.
- Preview and print worksheets.
- Use the Excel online Help feature.

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The speaker highlighted the importance of using ICT tools in classroom also demonstrated the process of creating and editing the existing Microsoft Excel. "To create a chart in Microsoft Excel, follow the given steps for your version of Excel. Open Microsoft Excel and create a new spreadsheet or open an existing spreadsheet where you want to add a chart. Highlight the cells containing the data you want to use to create the chart. For example, if you want to chart the sales data listed in cells A20 through J20, you would highlight A20 through J20.In the Ribbon, click the **Insert** tab. In the **Charts** section, select the type and style of chart you want to create. Once added, you can modify the style and color, add or remove chart elements, and filter the data that is displayed in the chart. If a chart already exists in the document you are editing, you can change any of the chart's properties by double-clicking on the portion of the chart you want to edit. For example, double-clicking a chart allows you to customize the colors, lines, and background values of the chart. The Spreadsheet formulas are defaulted as a relative cell reference. When a formula in a cell is copied to another cell, it changes to match the new cell. In some situations, you may need to have the formula stay the same and not change, which is known as an absolute cell reference. Changing a cell from a relative to an absolute reference can be done by following the steps below.

In afternoon session the resource person gave key points on types of chart. He added that, "Excel provides you different types of charts that suit your purpose. Based on the type of data, you can create a chart. You can also change the chart type later. Excel offers the following major chart types: Column Chart, Line Chart, Pie Chart, Doughnut Chart, Bar Chart, Area Chart, XY (Scatter) Chart, Bubble Chart, Stock Chart, Surface Chart, Radar Chart, and Combo Chart. Each of these chart types has sub-types. In this chapter, you will have an overview of the different chart types and get to know the sub-types for each chart .A Column Chart typically displays the categories along the horizontal (category) axis and values along the vertical (value) axis. To create a column chart, arrange the data in columns or rows on the worksheet.

The trainer also insisted on the uses of "A column chart has the following sub-types. Clustered Column, Stacked Column, 100% Stacked Column….etc. Line charts can show continuous data over time on an evenly scaled Axis. Therefore, they are ideal for showing trends in data at equal intervals, such as months, quarters or years".
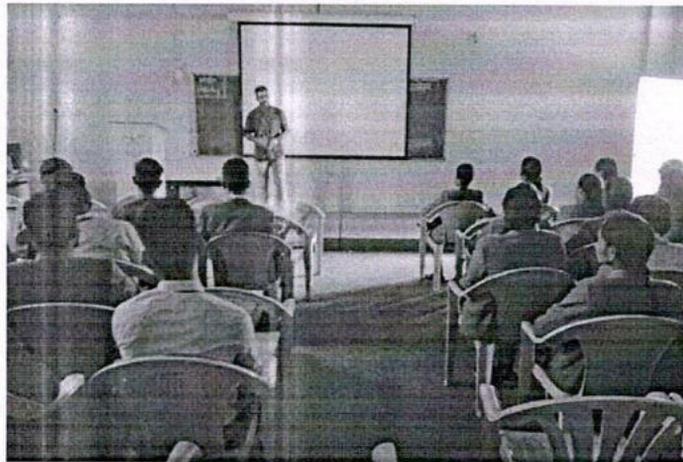
The session was highly fruitful and informative for students and faculty members. The college consistently encourages all the students and faculty to upgrade them in ICT tools. The session ended with exciting activities and questionnaire.

The resource person of the day imparting ICT knowledge during the *GRAPHICAL REPRESENTATION - MICROSOFT EXCEL* session held on 13th February 2019

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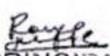
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