



One Day Workshop on Microsoft Excel

Organized by:

Department of Computer Science

South East Manipur College, Komlathabi, Manipur

Schedule Date: 15th July, 2025 at 10 AM. Venue: Class Room 1

About the Workshop

South East Manipur College will organize a One Day Workshop on Microsoft Excel. Microsoft Excel is more than just rows and columns—it is a powerful productivity tool used across all professions. This workshop is designed to equip students, teachers, office administrative staffs, entrepreneurs, and researchers with practical Excel skills that can be applied immediately in their everyday tasks.

What You'll Learn:

- Getting Started with Excel
- Formatting Worksheets and Tables
- Using Essential Functions: SUM, AVERAGE, IF, COUNTIF, etc.
- Sorting, Filtering & Validating Data
- Creating Professional Charts and Graphs
- Introduction to PivotTables
- Timesaving Keyboard Shortcuts
- Basic Data Analysis Techniques
- Real-World Practice Exercises

RESOURCE PERSON

➤ **Dr. Nongmaithem Ajith Singh,**
Assistant Professor,
Dept. of Computer Science, South East Manipur College
Topic: Excel Everyday
Duration: 1.30 Hr.

➤ **Shri. Yumnam Somananda Singh,**
Assistant Professor,
Dept. of Computer Science, South East Manipur College
Topic: Excel for Data Analytics
Duration: 1.30 Hr.

CHAIRPERSON

Ksh. Suresh Singh
Principal,
South East Manipur College

COMMITTEE

- **Dr. Chongtham Rajen Singh, Convener**
Assistant Professor,
Dept. of Computer Science,
South East Manipur College
- **Dr. Usham Robinchandra Singh, Co-Convener**
Assistant Professor,
Dept. of Computer Science,
South East Manipur College

Online Registration by using the link:
<https://forms.gle/sC2WUvKSEgmtyk37>

REGISTRATION SUPPORT
M: 7005011102

NOTE: PLEASE CARRY YOUR LAPTOP FOR
HANDS ON EXPERIENCE

South East Manipur College
Komlathabi, Manipur
Website: www.semcol.edu.in