

ONLINE WORKSHOP

Excel for Researchers

Objective :

- Equip researchers with the skills and knowledge to effectively use Microsoft Excel in their work
- Provide an overview of the features and functionality of Excel
- Understand the basics of data entry, management, and manipulation
- Introduce advanced techniques for data analysis and visualization
- Enhance collaboration and data sharing capabilities
- Improve the ability to import and export data from/to other sources
- Provide tips and tricks for working with large datasets
- Develop proficiency in using Excel for research purposes.

Who should attend?

UG/ PG Students, Research Scholars, Teachers.

**EVERY SATURDAY &
SUNDAY FROM
FEBRUARY 25, 2023
5.00PM-7.00PM IST**



Google for Education
Certified Trainer

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Organised by

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Excel for Researchers Course Outline

I. Introduction to Excel

Overview of Excel and its features
Creating and formatting a worksheet
Navigating and using the ribbon and quick access toolbar

II. Basic Data Entry and Management

Entering and editing data
Using formulas and functions (SUM, AVERAGE, COUNT, etc.)
Conditional formatting
Sorting and filtering data

III. Advanced Data Management

Pivot tables
Data validation
Advanced formulas (IF, VLOOKUP, INDEX, MATCH)

IV. Visualizing Data

Creating charts (line, bar, pie, etc.)
Customizing charts
Sparklines

V. Collaborating with Excel

Sharing workbooks
Protecting and tracking changes
Commenting and reviewing

VI. Importing and Exporting Data

Importing data from other sources
Exporting data to other formats
Connecting to external data sources (SQL, Access, etc.)

VII. Advanced Techniques and Tips

Macros and VBA
Customizing Excel
Best practices for working with large data sets
Troubleshooting common issues.

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