

# Moodlakatte Institute of Technology

DEPARTMENT OF BUSINESS ADMINISTRATION

## TOPIC

**WORKSHOP ON MICROSOFT EXCEL**

**Organized On**

Date: 26 JULY 2023  
Venue: MBA CLASS ROOM

## Resource Person

Mr. Ananth Nayak  
Assistant manager – business support  
Janatha Groups

## Contact Details

Ph. No: +917022301620

## Participants

Branch/ Section: Students of MBA  
Number of Students: 83

## **Preamble**

Microsoft Excel which is generally known as MS-Excel, is an important tool in the modern competitive world. In the current situation knowledge of ms-excel is basic requirement of the companies. This tool from Microsoft helps in collecting, storing and analysing the data that can be obtained from the transaction in the company. By taking this into account the department of MBA arranged a workshop on MS-Excel on 26/07/2023

### **BRIEF PROFILE OF THE CHIEF GUEST:**

Mr. Ananth Nayak working as Assistant Manager -Business Support at Janatha Fish Meal and Oil Product, Kota and contributing to various activities involving Change Management, Project Management, ERP Implementation, Database, Digital Marketing and Other business development activities. Conducted Project on the Competency Matrix for JG in (2021) and Employee Engagement Survey at a period of (Apr 2021 to July 2021) and also present session related to the basic and advanced excel and he has completed certification course on information technology and fundamental of digital marketing also he is technically qualified at MS Excel, Power BI, Google Ads and Tableau Public.

## **REPORT**

A workshop was held on 26/07/2023 on the topic MS-Excel from the department of business administration of Moodlakatte Institute of Technology, Kundapura. Mr. Ananth Naik, assistant manager business support, Janatha groups was the resource person for the workshop. Prof. Amruthmala welcomed the guest.

Mr. Ananth started the workshop with a brief introduction about MS-Excel and gave enlightenment about how excel works and its uses in the company. He gave a demonstration about how to use the excel sheet, explained about the calculations need to be done when tabular data is given and gave real life assignments related to use of cell reference and use of BODMAS and others. He explained about use of formula and how we can do the work easily by the use of formula when there is large data is given. The session went smoothly and all the students were able to understand the topics.

In the end, Mr. Ananth expressed his opinion about the workshop, Prof. Amruthmala thanked the guest and Prof. Tilakalaxmi presented the memento as a token of gratitude. Student Pannaga conducted the programme.

## **ORGANIZING COMMITTEE**

### **Staff co-coordinators**

Prof. Amruthamala

Dean TPIR

Prof. Thilaka Laxmi

Asst. Professor

Prof. Kavya

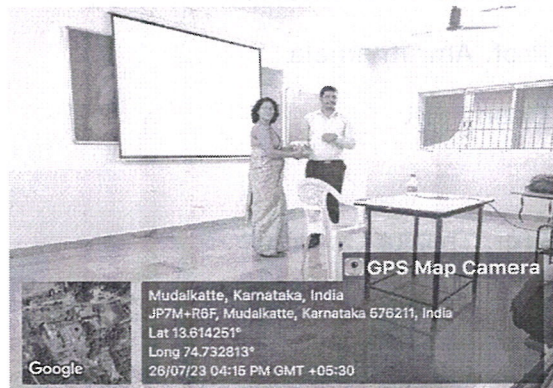
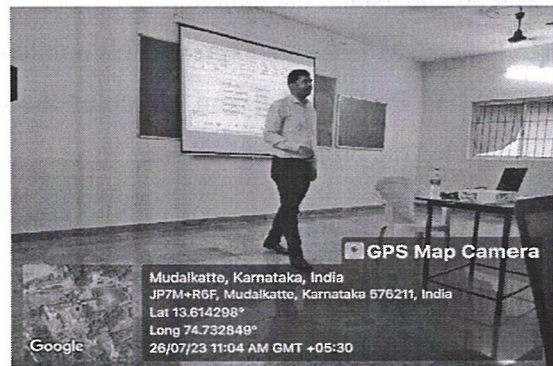
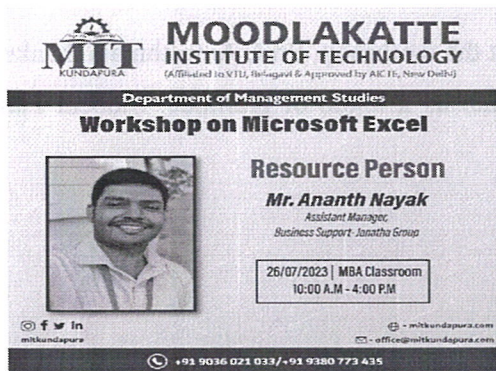
Asst. Professor


## FEEDBACK

**Resource person:** The session was well planned and properly executed. The response from students was good. Students were very interactive.

**Students :** Session was interactive and informative. Had very much interaction with the resource person regarding MS-Excel and the clarified the doubts of the students easily.

## Photos



  
Principal

Moodlakatte Institute of Technology  
Moodlakatte, Kundapura - 576217  
Udupi Dist, Karnataka

Sl No	Name	USN	Session 1 - OFFLINE Workshop on Basics of Excel/Resource Person:Mr Ananth Nayak/Manager Business Operations /Janatha Group	Session 5-OFFLINE Workshop on Advanced Excel:Resource Person: Mr Murthy /Business Head ,Spardhaguru India Pvt Limited,Mysore
			26-07-2023	09-09-2023
1	Adarsha	4MK22BA001	Present	Present
2	Ajaya Kumara Shetty	4MK22BA002	Present	Present
3	Ajith Raghurama shetty	4MK22BA003	Present	Present
4	Akshaya	4MK22BA004	Present	Present
5	Anudeep	4MK22BA005	Absent	Present
6	Ashwini	4MK22BA006	Absent	Present
7	Bharath	4MK22BA007	Present	Present
8	Charan	4MK22BA008	Present	Present
9	Divya	4MK22BA009	Absent	Present
10	Divya B R	4MK22BA010	Present	Present
11	Fayeez	4MK22BA011	Present	Present
12	Gautham B G	4MK22BA012	Absent	Present
13	Jovial Fernandes	4MK22BA013	Present	Present
14	Karthik	4MK22BA014	Present	Present
15	Lakshminarayana	4MK22BA015	Present	Present
16	Lavanya	4MK22BA016	Present	Present
17	M Deekshith	4MK22BA017	Present	Present
18	Meghana	4MK22BA019	Present	Present
19	Mithesh	4MK22BA020	Present	Present
20	Moulya S Shetty	4MK22BA021	Present	Present
21	Mulla Sameer	4MK22BA022	Present	Present
22	Namratha	4MK22BA023	Absent	Present
23	Neeraj	4MK22BA024	Absent	Present
24	Nikhith	4MK22BA025	Present	Present
25	Nimisha	4MK22BA026	Present	Present
26	Pannaga s shetty	4MK22BA027	Present	Present
27	Pragati shetty	4MK22BA028	Present	Present
28	Prajna	4MK22BA029	Present	Present

29	Prathiksha	4MK22BA030	Present	Present
30	Rakshith Shettigar	4MK22BA031	Present	Present
31	Sahana	4MK22BA032	Present	Present
32	Shashank	4MK22BA033	Present	Present
33	Shashank Achar	4MK22BA034	Present	Present
34	Shravya	4MK22BA035	Absent	Present
35	Shwetha Kotari	4MK22BA036	Absent	Present
36	Simran	4MK22BA037	Present	Present
37	Sinchana.A shetty	4MK22BA038	Absent	Present
38	Sinchana N Shetty	4MK22BA039	Present	Present
39	Sindhu.M.S	4MK22BA040	Absent	Present
40	Spandan	4MK22BA041	Present	Present
41	Srishti C kundar	4MK22BA042	Present	Present
42	Sushmitha	4MK22BA043	Present	Present
43	Sushmitha.S	4MK22BA044	Present	Present
44	Sushmitha s	4MK22BA045	Present	Present
45	Taksha A Shetty	4MK22BA046	Present	Present
46	Udaya G Bhandarkar	4MK22BA047	Present	Present
47	Vignesh Acharya.K	4MK22BA048	Present	Present
48	Vinusha	4MK22BA049	Present	Present
49	Vinutha	4MK22BA050	Present	Present
50	Adarsha Shetty	4MK22BA051	Present	Present
51	Anisha Josline Mendonca	4MK22BA052	Present	Present
52	Chidananda	4MK22BA053	Present	Present
53	Dakshayini	4MK22BA054	Absent	Present
54	Divya	4MK22BA055	Absent	Present
55	Jithin R Kulal	4MK22BA056	Present	Present
56	Kavya	4MK22BA057	Present	Present
57	Musthain Sharief	4MK22BA058	Present	Present
58	Prajwal Shetty M	4MK22BA059	Present	Present
59	Priyanka	4MK22BA060	Present	Present
60	Sumantha	4MK22BA061	Present	Present
61	Suparna	4MK22BA062	Present	Present
62	Supriya K.P	4MK22BA063	Present	Present