

## Moodlakatte Institute of Technology

DEPARTMENT OF BUSIESS 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

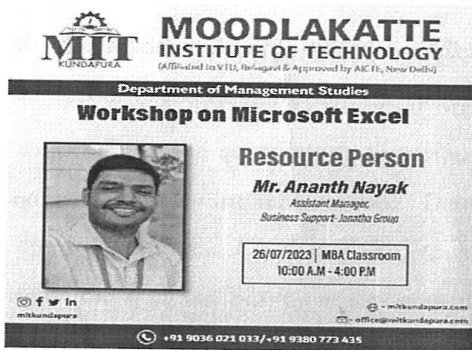
Asst. Professor


## 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 - 576211  
Udupi Dist, Karnataka

SI No	Name	USN	Session 1 - OFFLINE Workshop on Basics of Excel/Resource Person:Mr Ananth Nayak/Manager Business Operations /Janatha Group 26-07-2023	Session 5-OFFLINE Workshop on Advanced Excel:Resource Person: Mr Murthy /Business Head ,Spardhaguru India Pvt Limited,Mysore 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

Principal  
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