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Excel Workshop for Beginners

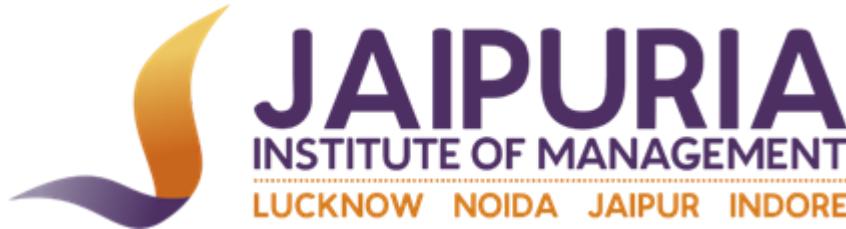
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Excel Workshop for Beginners

at

Jaipuria Institute of Management, Indore

On 25th November 2025, the **Business Analytics Club** of Jaipuria Institute of Management, Indore, organised a beginner-friendly workshop titled "**Excel for Beginners.**" The session was conducted by **Mr. Pravin Soni, a respected member of Jaipuria Indore from the exams office and an MS Excel expert**, whose guidance made the workshop practical, clear, and easy to understand. The initiative aimed to introduce students to the basics of Microsoft Excel and strengthen their foundational analytical skills, attracting **60 enthusiastic participants** from the campus.



During the workshop, students were taken through **essential Excel functions and features** in a step-by-step manner. The session covered **basic formulas, data entry, formatting tools, simple data organisation methods, and effective keyboard shortcuts**. Mr. Soni also demonstrated how to operate Excel without using the mouse, enabling students to work more efficiently. The hands-on approach ensured that participants could immediately practice and apply what they learned throughout the session.



Students gained valuable introductory-level **technical skills** that are highly **relevant for academics, internships, and corporate roles**. The workshop encouraged them to build confidence in using Excel, promoted a culture of continuous learning, and aimed at developing data-driven professionals. The session concluded with appreciation for the participants' active involvement, and the success of the workshop sets the stage for more advanced analytics sessions in the future.



Team Media Relations Committee for the Event Coverage:**Photographs – Garvit Tiwari****Content – Business Analytics Club****Graphic Designer – Raj Verma****SPOC – Prince Bhardwaj & Dev Kumar Rurya****Media Relations & PR Committee****website:** www.jaipuria.ac.in**email:** mrc.indore@jaipuria.ac.in**address:** Jaipuria Institute of Management, IndoreDakachya, [Indore-Dewas Highway Indore - 453771 \(M.P\)](#) [Create your own Signature](#)