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Excel Workshop for Beginners

1 message

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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.



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