

Value Added Course on “Advanced Excel”

From Date: 06-10-2025

Organized by: Department of BBA in collaboration with TIPS Academy

Academic Year: 2025-2026

Report:

The Value-Added Course (VAC) on Advanced Excel commenced on a peaceful note with a prayer service, followed by a warm welcome address. The session was conducted by the Resource Person, Mr. Sasi Kumar, who shared valuable insights on the importance and applications of Excel in the field of business and management.

The course comprised a total of 30 hours, conducted over 10 days — with 8 days of offline sessions held for 3 hours each day and 2 days of online sessions. This structure provided students with a balanced learning experience combining theory and practical exposure.

Students were introduced to the fundamentals of Advanced Excel. They learned about Microsoft 365 and its updated features that enhance productivity and collaboration. The session covered topics such as data entry, cell formatting, use of formulas and functions, and important shortcuts that simplify data management. They learned about various formula-based functions in Excel that simplify and speed up data processing. They explored important formulas such as SUM, AVERAGE, IF, COUNT, VLOOKUP, and HLOOKUP, along with practical examples to understand their real-time applications and also explored important formulas such as SUM, AVERAGE, IF, COUNT, VLOOKUP, and HLOOKUP, along with practical examples to understand their real-time applications

The session focused on improving students’ analytical and computational skills, helping them to organize, calculate, and analyse data within minutes. Hands-on exercises enabled them to work efficiently with large datasets and understand the logical structure behind different formulas.

Mr. Sasi Kumar also highlighted the relevance of Excel in data analysis, financial modelling, and decision-making. Through hands-on practice, students gained confidence in using various tools effectively. The session concluded with an interactive Q&A segment, allowing students to clarify their doubts and discuss their learning outcomes.