



**PERIYAR  
MANIAMMAI**  
INSTITUTE OF SCIENCE & TECHNOLOGY  
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## **PROGRAMME REPORT ON**

### **Workshop on MSXL-Workshop on MSXL**

Resource Person

**Mrs.C.Priyanka , Ms.P.Sindhu**

Organized by

**MANAGEMENT- PMIST**

# **WORKSHOP**

**(For BBA III Year Logistics and Supply Chain  
Management & Hospitality Management Students)**

## **“MICROSOFT EXCEL”**

**03.09.2024**

**Organized by**

**Faculty of Management Studies**



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## **Objectives of the Programme**

Faculty of Management Studies organized Workshop on “Microsoft Excel” for Under Graduate Final Year Students of Logistics and Supply Chain Management and Hospitality Management on 3<sup>rd</sup> September 2024.

The objectives of the programme were:

1. To understand the basics of MS Excel
2. To learn the various features in using MS Excel
3. To learn creating tables in MS Excel



## Faculty of Management Studies

*Organizes*

### WORKSHOP ON MICROSOFT EXCEL (BBA III LSCM & HM)

Resource Persons

**Mrs.C.Priyanka**

**Ms.P.Sindhu**

Assistant Professor

Faculty of Management Studies, PMIST

03.09.2024 | 9.00AM - 1.00PM

Convenor

**Dr.B.MAHENDRAMOHAN, Dean**

Co-Convenor

**Dr.J.SATHYAPRIYA, HoD**

Coordinator

**Ms.A.AMIRTHA, Assistant Professor**

Faculty of Management Studies, PMIST

## Copy of the Email / Circular

Faculty of Management Studies

Periyar Maniammai Institute of Technology  
Periyar Maniammai Institute of Technology  
Periyar Maniammai Institute of Technology  
Periyar Maniammai Institute of Technology  
Periyar Maniammai Institute of Technology



PERIYAR  
MANIAMMAI  
INSTITUTE OF TECHNOLOGY

Dated: 23.08.2024

### CIRCULAR

This is to inform all the students of BBA III Year (General, LSCM, Hospitality Management) that a Workshop on "MS Excel" will be organized on 03.09.2024 from 8.30am to 1.00pm.

Venue:

BBA III Year (General) - Room No. TB-II 210

BBA III Year (LSCM & HM) - Room No. TB-II 211

Resource Persons:

BBA III Year (General) - Mrs. J. Bhuvaneshwari & Mrs. G.J. Jeevitha

BBA III Year (LSCM & HM) - Ms. P. Sindhu & Mrs. C. Priyanka

100% attendance is mandatory.

*Sathyapriya J*  
Dr. Sathyapriya J 23/8/2024

Associate Professor & Head

Department of Management Studies

Department of Management Studies,

Periyar Maniammai Institute of  
Science & Technology.

Vanam, Thanjavur-611 401.

## Programme Schedule

### Workshop on Microsoft Excel

03.09.2024	8.30 A.M. - 11.00.A.M.	Training Demonstration by Mrs.C.Priyanka, Assistant Professor, Faculty of Management Studies, PMIST.
	11.00 A.M. - 11.30 A.M.	Refreshment Break
	11.30 A.M. - 1.00 P.M.	Training Demonstration by Ms.P.Sindhu, Assistant Professor, Faculty of Management Studies, PMIST.

# Attendance

**Faculty of Management Studies**

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**PERIYAR  
 MANIAMMAI**  
 INSTITUTE OF SCIENCE & TECHNOLOGY  
 PERIYAR NAGAR, VALLAM, THANJAVUR - 613 403, TAMIL NADU, INDIA

MS Excel Workshop on 03.09.2024

**III BBA (LSCM)**

S.No	Register Number	Name
1	122012176001	ABISHEK KUMAR B
2	122012176002	AKASH R
3	122012176003	AI THAR VESHA
4	122011176004	ANITHA T
5	122012176005	ASHRAF S
6	122012176007	BHARANIDHARAN S
7	122012176008	DIHARUN K
8	122012176009	FARIYATHI FAREETH N
9	122012176010	GOKULVARATHAN M
10	122012176011	JAYA VEERAN S
11	122012176012	JAYABALAN U
12	122012176013	MANIKANDAN R
13	122012176014	MANIKANDAN S
14	122012176015	MOHAMED JAFFER SHATHIK K
15	122012176016	MOHAMED RISHWAN N
16	122012176018	NANDHAKUMAR B
17	122012176019	PIYYAMOLES
18	122012176020	PRASANA KUMAR M
19	122012176021	RAHUL R
20	122012176022	SABEER AHAMAD S
21	122012176023	SABESH A
22	122012176024	SANJAY S
23	122012176026	SILAMHARASAN S
24	122012176027	VIERA KUMAR V
25	122012176028	VINKATESAN S
26	122011176029	VIJAYASARANYA S
27	122012176031	VUAVAN K

1. Sindhu  
 03/09/2024

2. Princy C.  
 E Princy M. CJ  
 Coordinators

Shathyajya J  
 03/09/2024  
 Head of the Department  
 Department of Management Studies,  
 Periyar Maniammai Institute of  
 Science & Technology,  
 Vallam, Thanjavur-613 403.

**Faculty of Management Studies**

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**PERIYAR  
MANIAMMAI**  
INSTITUTE OF  
SCIENCE & TECHNOLOGY

A&S Exam Workshop on 03.09.2024

**III BBA (HBM)**

S.No	Register Number	Name
1	122012175001	ASRITHIRYAN R
2	122012175002	ANILAN ANJATHIRU M
3	122012175003	ANISHA D
4	122012175005	ASMAH RASHMI A
5	122012175006	ASREETH AHAMED I
6	122012175008	GENESH KARTHICK J G
7	122012175009	ESWAR S
8	122012175012	GULAM HASITHAHERA
9	122012175013	JOYAN AJAMEEL N
10	122012175014	KANIMOZHIS
11	122012175015	MADHAN B
12	122012175016	MUHAMMED AJMAL M
13	122012175018	MUHAMMED ABRAHIM E
14	122012175019	MUHAMMED SAMEER S
15	122012175020	NIVETHA G
16	122012175021	PRAVATHA G
17	122012175022	PREM K UMAR P
18	122012175023	ROHIT A S
19	122012175024	SARI MATHIRA
20	122012175025	SHAFIQ FIRMAN M
21	122012175026	SURESH V
22	122012175027	UDHAYAN M
23	122012175028	VIMAL RAJ V
24	122012175029	YAZDANILAVAN P
25	122012175030	YOGIYA S
26	122012175031	VIGNESH P

1. *Dinakar P*  
Coordinator

2. *Ranjana C*  
Coordinator

*Shanthiyahya*  
Head of the Department  
03/09/24  
Department of Management Studies,  
Periyar Maniammai Institute of  
Science & Technology,  
Vallam, Thanjavur-613 402.

## **Report**

Faculty of Management Studies organized workshop on Microsoft Excel for BBA III year students of Logistics and Supply Chain Management and Hospitality Management on 3<sup>rd</sup> September 2024. The resource persons were Mrs.C.Priyanka and Ms.P.Sindhu Assistant Professor, Faculty of Management Studies, PMIST. The resource persons explained the basics of preparing a table in excel and also the shortcut keys for aligning the cells and also highlighted the usage of formulas for calculations in the excel table.

## Geotagged Photo

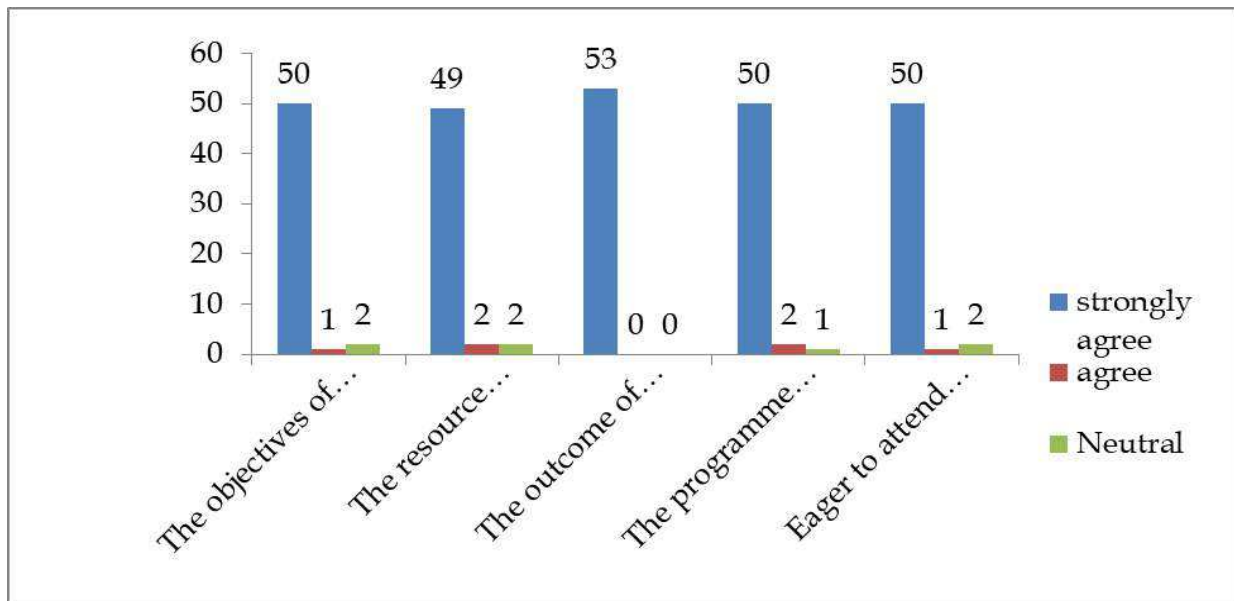


*Mrs.C.Priyanka, Assistant Professor, Faculty of Management Studies , demonstrating Table works in MS Excel*



*Students gaining hands on training in MS Excel*

## Feedback Analysis



## **Outcomes of the Programme**

1. The participants have learnt the basics of MS Excel
2. They were able to understand the various features in using tables in MS Excel
3. They have understood the usage of applying formulas in MS Excel
4. They have learnt the tips to format the excel table

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