



Department of Civil Engineering

Workshop Report on MS Excel - Basic to Advanced Level

During from October 30, 2023, to November 03, 2023

Venue: Computer Lab, Ground Floor, Civil Block

Approval Letter of the workshop

Department of Civil Engineering, SKIT, Jaipur  
 Ref: SKIT/CE/2022-23/1300 Date: 05.06.2023  
 Sub: Schedule of proposed activities for Session 2023-24

S.No	Types of Event*	Title of Event	Mode of Conduction	Proposed Date	Name of Coordinator	Any Collaboration	Budget Required
1	Expert Talks (06 Nos)	Expert Talks by Renowned Academicians/Industry Experts	Offline	Sep. 2023 to May 2024	Mr Nishant Sachdeva, Dr Abhishek Jain	NA	25000
2	6 day student workshop for V & VII Sem students (Hands on training)	Structural Analysis and Design on ETABS	Offline	September 2023	Ankur Mishra & Dr. Sunita Tolani	NA	6000
3	5 day student workshop (Hands on training for V/VII sem)	Hands-on Primavera P6- Software Project Planning and Scheduling	Offline	September, 2023	Dr. Pooja Jain	NA	6000
4	5 day workshop for III sem students (Hands on training)	MS Excel Basic to Advance	Offline	September 2023	Dr. Pooja Jain	NA	6000
5	Survey camp (III Sem students)	Survey camp at Chandwagi for 3 <sup>rd</sup> semester students	Indo activity as per RTU curriculum	October 2023	Deepak Sharma and Anirudh Mathur	NA	Two buses for 10 days
6	5 day student workshop (Hands on training)	Structural Analysis and Design on Staad Pro Basic to Advance	Offline	October, 2023	Dr. Pooja Jain	NA	6000
7	5 day student workshop for V & VII Sem students (Hands on training)	Hands-on QGIS- Software	Offline	October/November 2023	Ankur Mishra	NA	6000
8	5 day student workshop for VII Sem students (Hands on training)	Mechanical and durability testing of construction products for 4th year students	Offline	October/November 2023	Dr. Abhishek Jain & Dr. Rakesh Choudhary	NA	6000
9	5 day student workshop for VI sem students (Hands on training)	Mix design and testing of self compacting concrete	Offline	January 2024	Dr. Abhishek Jain & Dr. Rakesh Choudhary	NA	6000
10	5 day student workshop (VI Sem.)	Advanced Geotechnical Testing in Laboratory and Field	Offline	February, 2024	Dr. Pooja Gupta and Dr. Bharthi M.	NA	6000
11	International conference	Research Advancements in Sustainable Construction Materials	Online	March 2024	Dr. Kishan Lal Jain, Dr. Ankit Sharma, Mr. Nishant Sachdeva	ICI & IGBC	125000
12	5 day workshop students (Hands on training)	The concept of Vedic Maths	Offline	April 2024	Dr. Pooja Jain	NA	6000
13	Training programs by CoE	Training programs for external/internal students under CoE-Transportation Engineering	Offline	August 2023 to May 2024	Anirudh Mathur	NA	25000
						Total	229000

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 HoD-CE 05.06.2023  
 yes, approved  
 Minkeed  
 28/7/23  
 Yes permitted to be forwarded to Registrar  
 28.7.23  
 Approved  
 21/8/2023

Brochure of the Event:

Swami Keshvanand Institute of Technology,  
 Management & Gramothan  
 Department of Civil Engineering  
 is organizing

**WORKSHOP ON MS EXCEL : BEGINNER TO ADVANCED LEVEL**

**Key Highlights of Workshop**

- Elevate your skills by acquiring a good knowledge about MS Excel .
- Learn how to plot large data sets and carry out complex calculations .
- Participation certificates will be provided .

**VENUE : COMPUTER LAB, GROUND FLOOR, CIVIL BLOCK**

**Timing : 12:30 PM - 2: 30 PM**

**DATE : 30 OCTOBER - 3 NOVEMBER**

**FACULTY COORDINATOR**  
 DR. POOJA JAIN - 9694909018  
 DEEPAK SHARMA : 8764295758

**STUDENT COORDINATOR**  
 NUPUR AGARWAL - 8209753424  
 MANNAT JASROTIA - 9103348132

## **Objective of the event with Schedule:**

The "MS Excel: Beginner to Advanced Level" workshop was conducted from October 30, 2023, to November 03, 2023, at our institution, with the aim of equipping students with essential skills in Microsoft Excel. The workshop was organized by Dr. Pooja Jain, Associate Professor, who served as the convener, and Deepak Sharma, Assistant Professor, who played the role of organizing secretary. The workshop drew participation from 40 enthusiastic students eager to enhance their proficiency in Excel.

### **Workshop Content:**

The workshop provided comprehensive coverage of Excel features and functionalities, progressing from basic to advanced levels. Over the course of five days, students were introduced to a wide array of Excel commands and tools. The topics covered included day wise are as follows:

#### **Day 1: 30 October, 2023 (Monday)**

- **Familiar with MS Excel**
- **Basic Excel Functions:** Fundamental functions like SUM, AVERAGE, COUNT, and MAX/MIN.
- **Data Entry and Formatting:** Input and format data effectively, including using cell formatting, data validation, and conditional formatting.
- **Data Sorting and Filtering:** Sort and filter data to analyze information effectively.
- **Hands on Practice**

#### **Day 2: 31 October, 2023 (Tuesday)**

- **Basic Formulas:** Essential formulas such as IF, VLOOKUP, HLOOKUP, and CONCATENATE.
- **Charts and Graphs:** Various types of charts and graphs, especially those relevant to civil engineering, like bar charts, line graphs, and scatter plots.
- **Data Validation:** Data validation rules to ensure data accuracy.
- **Hands on Practice**

#### **Day 3: 01 November, 2023 (Wednesday)**

- **Working with Large Datasets:** Show techniques for handling large datasets, including filtering, freezing panes, and using split screens.
- **Advanced Functions:** Advanced functions like INDEX-MATCH, SUMIFS, and COUNTIFS.
- **Data Analysis Tools:** Tools like Data Tables, Goal Seek, and Solver for advanced data analysis.

- **Data Visualization:** Data visualization, including choosing the right chart types and enhancing aesthetics.
- **Use of ChatGPT in Excel.**
- **Hands on Practice**

**Day 4: 02 November, 2023 (Thursday)**

- **Conditional Formatting:** Conditional formatting rules to highlight specific data conditions.
- **Keyboard Shortcuts:** Essential keyboard shortcuts for efficient Excel usage.
- **Civil Engineering Applications:** Examples and exercises that relate to civil engineering projects, such as cost estimation, and project scheduling.
- **Hands on Practice**

**Day 5: 03 November, 2023 (Friday)**

- **PivotTables and Pivot Charts:** PivotTables and Pivot Charts for more in-depth data analysis.
- **Troubleshooting and Tips:** Share common troubleshooting techniques and tips for efficient Excel usage.
- **Hands on Practice**
- **Valedictory Session (2 PM Onwards)**

The workshop combined theoretical knowledge with hands-on exercises and real-world examples insight to civil engineering field to ensure that students not only understood the concepts but also gained practical skills.

**List of registered participants:**

Name	RTU Roll No	Section	Level in Excel
Akash Meena	22ESKCE007	A	Nil
Akshit 2	22ESKCE008	A	Nil
Akshita Meena	22ESKCE009	A	Beginner
Aman Jain	22ESKCE010	A	Intermediate
Aman Kumar	22ESKCE011	A	Nil
Aman Mishra	22ESKCE012	A	Beginner
Anish Kumar	22ESKCE013	A	Beginner
Ankit Kumar Meena	22ESKCE015	A	Advance
ANKIT MEENA	22ESKCE016	A	Beginner
ANUJ Yadav	22ESKCE017	A	Beginner

Avinash Murawatiya	22ESKCE020	A	Nil
Azad Singh Rathore	22ESKCE023	A	Intermediate
Bhavesh Sharma	22ESKCE024	A	Beginner
Chaman Budania	22ESKCE026	A	Beginner
Chandra Shekhar	22ESKCE027	A	Beginner
Deeksha Sharma	22ESKCE028	A	Beginner
Devesh Hansawat	22ESKCE034	A	Beginner
Harsh Kumar Pakad	22ESKCE038	A	Beginner
Harshit Pareek	22ESKCE041	A	Beginner
HEMANT PRAJAAPT	22ESKCE043	A	Beginner
Kalpeeta	22ESKCE048	A	Beginner
Kanika Verma	22ESKCE049	A	Beginner
Kaniska Barupal	22ESKCE051	A	Beginner
Kishan Lohar	22ESKCE054	A	Intermediate
Koshal Choudhary	22ESKCE055	B	Beginner
Lokesh Kumar	22ESKCE057	B	Beginner
Lovenish Sankhla	L230024	B	Beginner
Mannat Jasrotia	22ESKCE060	B	Nil
Mohit Sihag	22ESKCE062	B	Beginner
Nikita	22ESKCE066	B	Beginner
Nupur Agarwal	22ESKCE067	B	Intermediate
Rahul Kumawat	22ESKCE074	B	Beginner
Rahul Suthar	22ESKCE075	B	Nil
Rajesh Jangir	L230036	B	Beginner
Ravindra Bairwa	22ESKCE078	B	Nil
Rinku Pakhru	22ESKCE079	B	Beginner
Sahil Kumar	22ESKCE086	B	Beginner
Sanchay Meena	22ESKCE087	B	Beginner
Sumit Kumar Meena	22ESKCE093	B	Beginner
Tulsiram	22ESKCE097	B	Beginner
Tushar Singh Parihar	L2300006	B	Beginner
Wilson Meel	22ESKCE104	B	Nil

# Participants List only 3<sup>rd</sup> semester students of SKIT CED

Attendance Sheet of the Students FOR MS Excel Workshop

St. No.	NAME OF STUDENT	RTU ROLL NO	SECTION	30-10-2023	31-10-2023	01-11-2023	02-11-2023	03-11-2023	Signature
1	AMAN JAIN	22ESKCE010	A	P	P	P	P	P	Amang JAIN
2	AMAN MISHRA	22ESKCE012	A	P	P	P	P	P	AMAN MISHRA
3	ANISH KUMAR	22ESKCE013	A	P	P	P	P	P	Anish
4	AVINASH MURAWATIYA	22ESKCE020	A	P	P	P	P	P	AVINASH MURAWATIYA
5	AZAD SINGH RATHORE	22ESKCE023	A	P	P	P	P	P	AZAD SINGH RATHORE
6	BHAVESH SHARMA	22ESKCE024	A	P	P	P	P	P	BHAVESH SHARMA
7	CHAMAN BUDANIA	22ESKCE026	A	P	P	P	P	P	CHAMAN BUDANIA
8	CHANDRA SHEKHAR	22ESKCE027	A	P	P	P	P	P	CHANDRA SHEKHAR
9	DEEKSHA SHARMA	22ESKCE028	A	P	P	P	P	P	DEEKSHA SHARMA
10	DEVESH HANSAWAT	22ESKCE034	A	P	P	P	P	P	DEVESH HANSAWAT
11	HARSH KUMAR PAKAD	22ESKCE038	A	P	P	P	P	P	HARSH KUMAR PAKAD
12	HARSHIT PAREEK	22ESKCE041	A	P	P	P	P	P	HARSHIT PAREEK
13	HEMANT PRAJAPAT	22ESKCE043	A	P	P	P	P	P	HEMANT PRAJAPAT
14	KALPEETA	22ESKCE048	A	P	P	P	P	P	KALPEETA
15	KISHAN LOHAR	22ESKCE054	A	P	P	P	P	P	KISHAN LOHAR
16	KOSHAL CHOUDHARY	22ESKCE055	B	P	P	P	P	P	KOSHAL CHOUDHARY
17	LOKESH KUMAR	22ESKCE057	B	P	P	P	P	P	LOKESH KUMAR
18	LOVENISH SANKHLA	1230024	B	P	P	P	P	P	LOVENISH SANKHLA
19	MANNAT JASROTIA	22ESKCE060	B	P	P	P	P	P	MANNAT JASROTIA
20	NIKITA	22ESKCE066	B	P	P	P	P	P	NIKITA
21	NUPUR AGARWAL	22ESKCE067	B	P	P	P	P	P	NUPUR AGARWAL
22	RAHUL KUMAWAT	22ESKCE074	B	P	P	P	P	P	RAHUL KUMAWAT
23	RAHUL SUTHAR	22ESKCE075	B	P	P	P	P	P	RAHUL SUTHAR
24	RAJESH JANGIR	1230036	B	P	P	P	P	P	RAJESH JANGIR
25	RINKU PAKHURU	22ESKCE079	B	P	P	P	P	P	RINKU PAKHURU
26	SAHIL KUMAR	22ESKCE086	B	P	P	P	P	P	SAHIL KUMAR
27	SUMIT KUMAR MEENA	22ESKCE093	B	P	P	P	P	P	SUMIT KUMAR MEENA
28	TULSHRAM	22ESKCE097	B	P	P	P	P	P	TULSHRAM
29	TUSHAR SINGH PARIHAR	1230006	B	P	P	P	P	P	TUSHAR SINGH PARIHAR
30	WILSON MEEL	22ESKCE104	B	P	P	P	P	P	WILSON MEEL

## An insight of the event



## Certificate of the students

Thirty participants successfully attended the workshop and received certificates, with two students obtaining workshop coordinator certificates for their exceptional contribution. The sample participation certificate as attendees and student coordinator certificate for the workshop is as follows:



## Feedback from the student

### Feedback from the student about the Workshop

NAME	RTU Roll No.	Did the session content meet your expectations?	Were the topics covered relevant and beneficial to your needs?	How would you rate the knowledge and effectiveness of the instructors?	Were the instructors able to clarify your doubts and provide helpful insights?	Did the use of real-life examples and hands-on exercises enhance your learning experience?	Did you find the workshop interactive and engaging?	Do you think the duration was appropriate for covering the topics effectively?	Are you satisfied with the overall organization of the lecture, including the schedule and timing?	Are you satisfied with the overall organization of the lecture, including the schedule and timing?	On a scale of 1 to 5, with 1 being very dissatisfied and 5 being very satisfied, how would you rate your overall satisfaction with the Workshop?	Please share any additional comments, suggestions, or feedback you have regarding the workshop.
Kalpeeta khinchi	22ESKCE048	3	3	3	4	4	5	5	5	5	5	Nothing
Avinash Murawatiya	22ESKCE020	5	5	5	5	5	5	5	5	5	5	No
Anish kumar	22ESKCE013	5	5	5	5	5	5	5	5	5	5	Workshop is very helpful for us it is really good.
Chandra Shekhar	22ESKCE027	5	5	5	5	5	5	5	5	5	5	It was a very experience full session.
Kanika verma	22ESKCE049	4	3	3	4	4	3	4	3	3	5	IT WAS VERY MUCH HELPFUL FOR STUDENTS.
Aman Jain	22ESKCE010	5	5	5	5	5	5	5	5	5	5	These types of workshops are really helpful for all of us. I personally recommend to take these types of workshops, so we can enhance our knowledge. Thank you
HEMANT PRAJAPAT	22ESKCE043	4	4	5	5	4	5	5	5	5	5	I was some knowledgeable , I learmd about ms Excel from this work shop
NIKITA	22ESKCE066	5	5	5	5	5	5	5	5	5	5	no
DEVESH HANSAWAT	22ESKCE034	5	5	5	5	5	5	5	5	5	5	Good experience
Rinku Pakhru	22ESKCE079	5	5	4	5	5	5	5	5	5	5	No
SAHIL KUMAR	22ESKCE086	5	5	5	5	5	5	5	5	5	5	No
Tulsiram	22ESKCE097	5	5	5	5	5	5	5	5	5	5	More workshop be content
Lokesh kumar	22ESKCE057	5	5	5	5	5	5	5	5	5	5	It is very nice section
Bhavesh Sharma	22ESKCE024	4	4	4	4	4	4	4	4	4	5	Thank you for giving the wonderful chance
Azad Singh Rathore	22ESKCE023	5	5	5	5	5	5	5	5	5	5	It was very nice workshop
Sumit Kumar Meena	22ESKCE093	5	5	5	4	5	5	5	5	5	5	HOW TO USE AI IN EXCEL , MORE REAL LIFE BASED DATA SHOULD BE USE.
RAHUL KUMAWAT	22ESKCE074	5	5	5	5	5	5	5	5	5	5	Time is less to grab all the Knowledge deliver to us, so i want to request to extend the specific time interval.
Tushar Singh Parihar	L230006	5	5	5	5	5	5	5	5	5	5	The Workshop was very good but, Duration of the workshop would have longer, so we would have learn more commands on Excel.
Wilson Meel	22ESKCE104	5	5	5	5	5	5	5	5	5	5	In this session there was a part where we discussed about how to enter field data in excel sheet where the whole process of constructing a building was covered which was nice and overall the workshop was very knowledgeable and at last every day all participants were given treats
Kishan lohar	22ESKCE054	5	5	5	5	5	5	5	5	5	5	I learnt many useful things in Excel
Rahul Suthar	22ESKCE075	5	5	5	5	5	5	5	5	5	5	Very good.
RAJESH JANGIR	L230036	5	5	5	5	5	5	5	5	5	5	Duration of workshop can be increased, that would be going beneficial.



# सिविल इंजीनियरिंग विभाग ने ' माईक्रोसॉफ्ट एक्सेल 'पर 5 दिन कार्यशाला आयोजित की

## P3 Police Public Politics

जयपुर। एस्केआईटी मे सिविल इंजीनियरिंग विभाग ने हाल ही में 30 अक्टूबर 2023 से 3 नवम्बर 2023 तक आयोजित होने वाली ÷ एम एस एक्सेल-बिगिनर से एडवांस्ड ÷ नामक 5-दिन

की कार्यशाला का आयोजन किया। इस व्यापक कार्यशाला का उद्देश्य था कि छात्रों को एम एस एक्सेल में उनके कौशल को बढ़ाने में मदद करें, जिसकी मूल आयोजक डॉ पूजा जैन, सहयोगी प्रोफेसर, और यह शानदार रूप से दीपक शर्मा, सहायक प्रोफेसर, ने व्यवस्थित



किया। कार्यशाला में, विभाग के प्रमुख डी. के. शर्मा ने अपने प्रेरणादायक शब्दों और मार्गदर्शन से छात्रों को प्रेरित किया। इस कार्यशाला ने एम एस एक्सेल के प्राथमिक और उन्नत कार्यों को कवर करते हुए छात्रों को उसमें माहिर बनाने के लिए महत्वपूर्ण था। छात्र समन्वयक, नूपुर अग्रवाल और मन्नात जसरोटिया, इस कार्यशाला की आयोजक टीम और प्रतिभागियों को सुचित्र आयोजन में मूल्यवान सहयोग और समर्थन प्रदान करने में महत्वपूर्ण भूमिका निभाई। इस कार्यशाला को केवल दूसरे वर्ष के छात्रों के लिए डिज़ाइन किया गया था, जिसमें कुल 40 उत्साही प्रतिभागी भाग लिए। पांच दिनों के दौरान, छात्रों ने एम एस एक्सेल के विभिन्न पहलुओं को और सिविल इंजीनियरिंग के दृष्टिकोण से इसके प्रैक्टिकल उपयोग को गहरे से समझा। इस पहल ने छात्रों को उनके कौशलों को बढ़ाने और उनकी शैक्षिक यात्रा के लिए तैयारी करने के लिए मौका प्रदान किया।

## Outcome of the workshop

Students grasp diverse Excel functions through hands-on practice. Some highlights include: formula creation, data analysis, and chart generation.

The screenshot shows an Excel spreadsheet with the following data table:

Score card of the Moral duty challenge 24 (Department of Metralogy in Mumbai )				
	Grades			Total
S.No.	Name of Team	Stability	Team work	Grades
1	Beast Fire	7	6	13
2	Bing Boom	8	5	13
3	Mind dunk	5	8	13
4	Moon dino	7	6.5	13.5
5	Myth rides	8	4.5	12.5
6	Mad of Heaven	6	9	15
7	Draga Blast	5	7.5	12.5
8	Zirco boom	8	8.5	16.5
9	Danger Zone	9	9.5	18.5
No. teams got less than 8		5	5	

The formula bar shows: `=COUNTIF(C5:D5, <8>)`

Fig 1: Use of countif function in excel

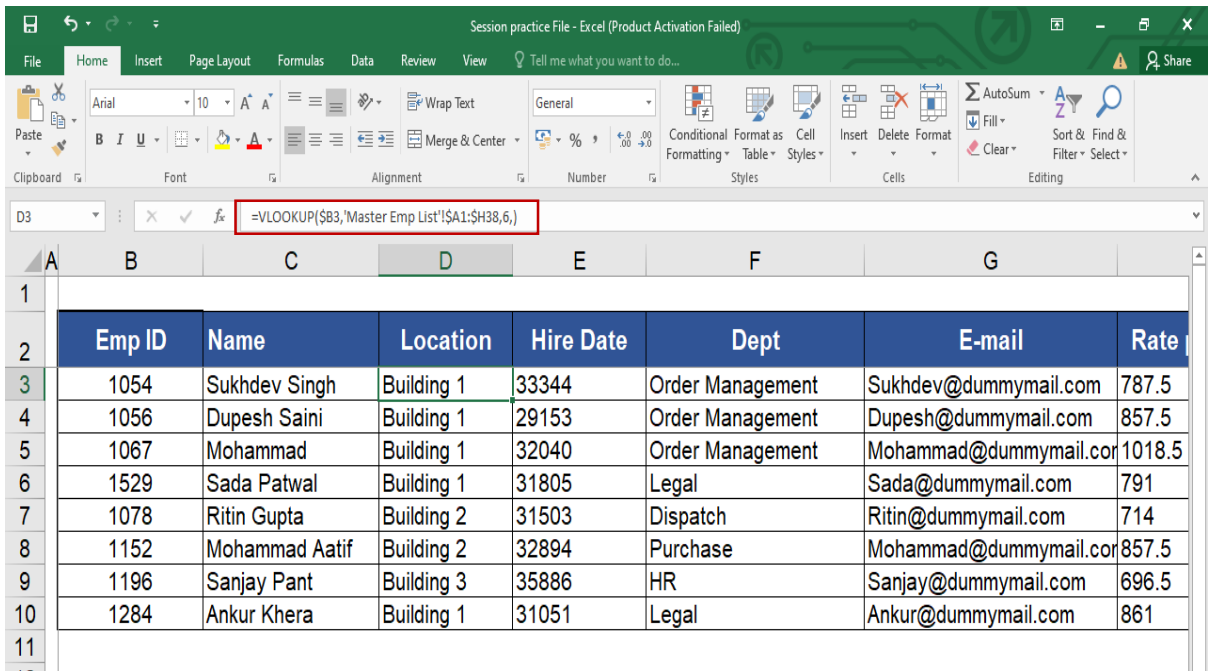
The screenshot shows the same data table as Fig 1, but with a 'Between' dialog box open. The dialog box is configured to format cells between 8 and 9 with 'Light Red Fill with Dark Red Text'. The cell containing the value 9 in the 'Stability' column is highlighted in red.

F.g 2: Use of color coding in the data table

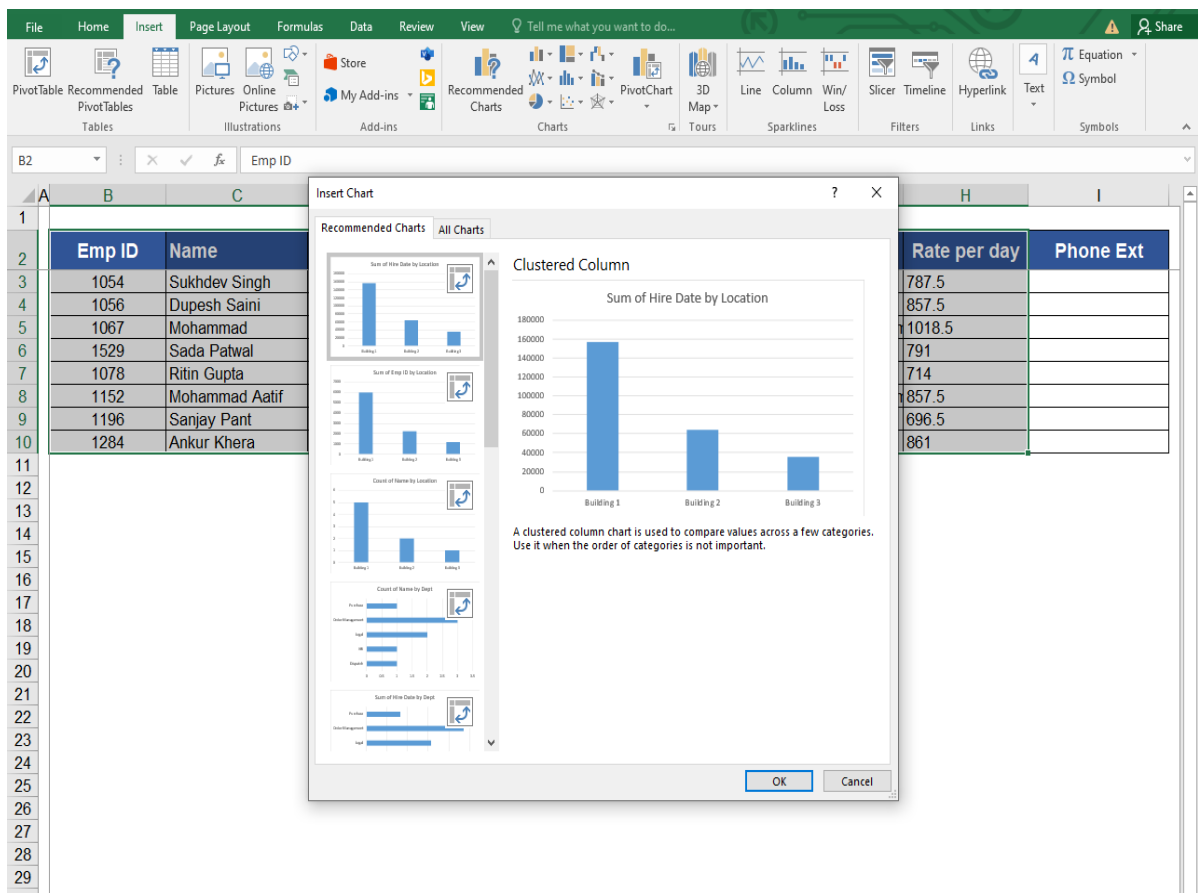
The left screenshot shows the data table with the formula `=SUM(C5:D5)` entered in cell E5, and a tooltip showing the formula syntax: `SUM(number1, [number2], ...)`.

The right screenshot shows the same data table with the 'Total' column highlighted in grey, representing the sum of the 'Stability' and 'Team work' columns for each team.

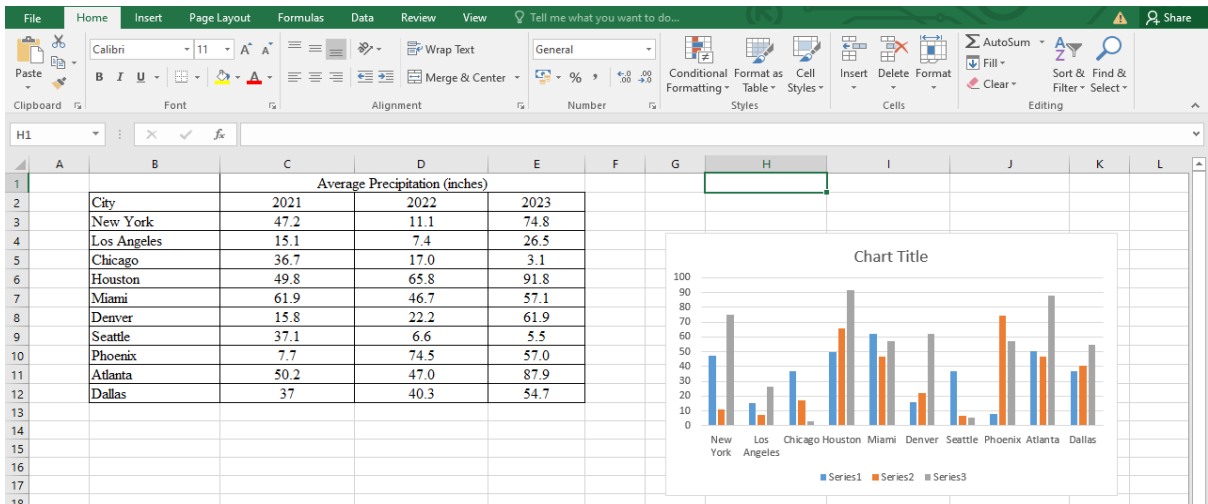
F.g 3: Use of Summation function



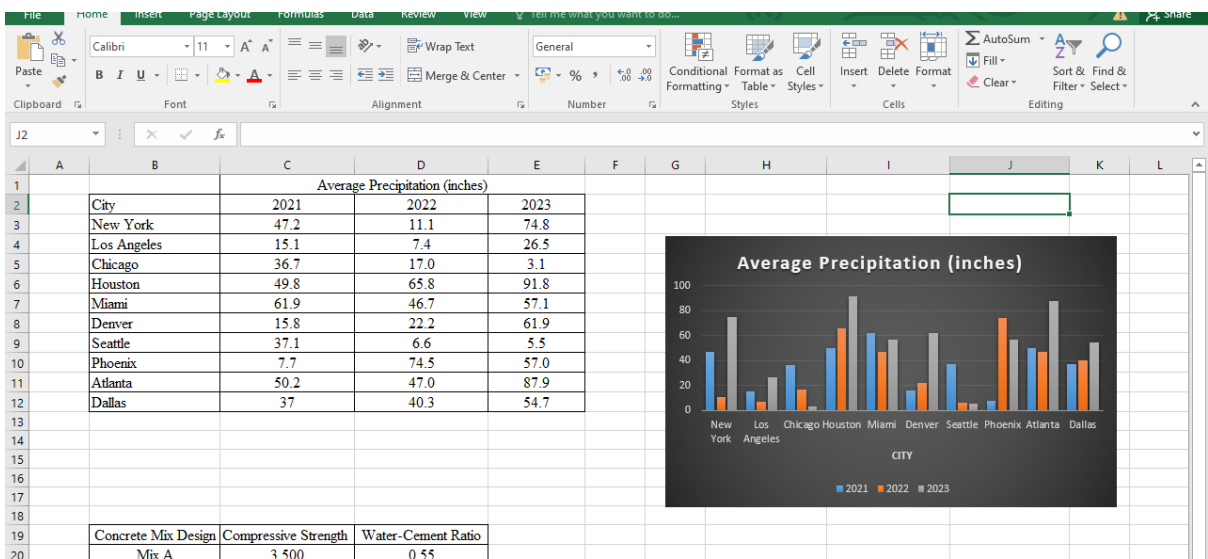
F.g 4: Use of Vlookup function including cell referencing



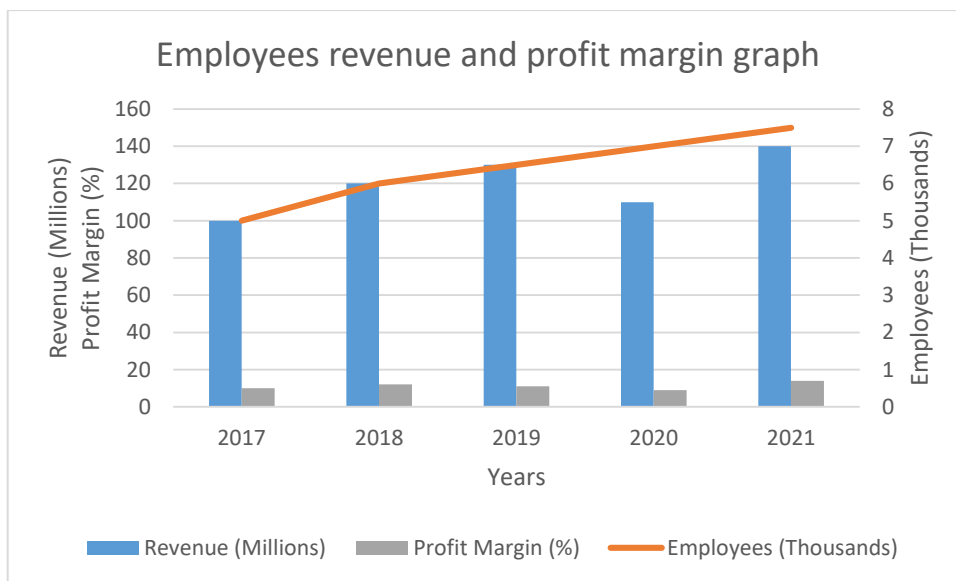
F.g 5: Insert chart form the Data



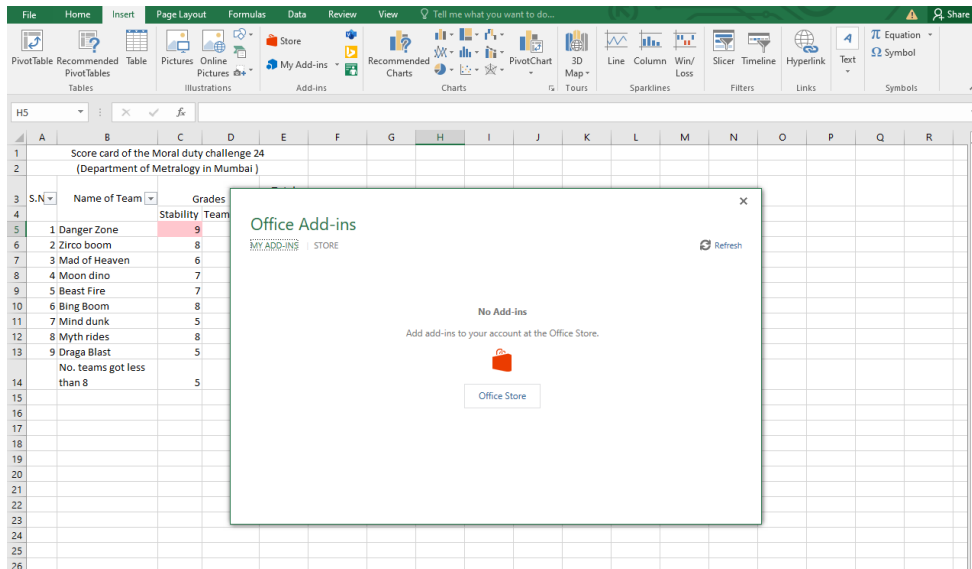
F.g 6: Chart form the Data before formatting



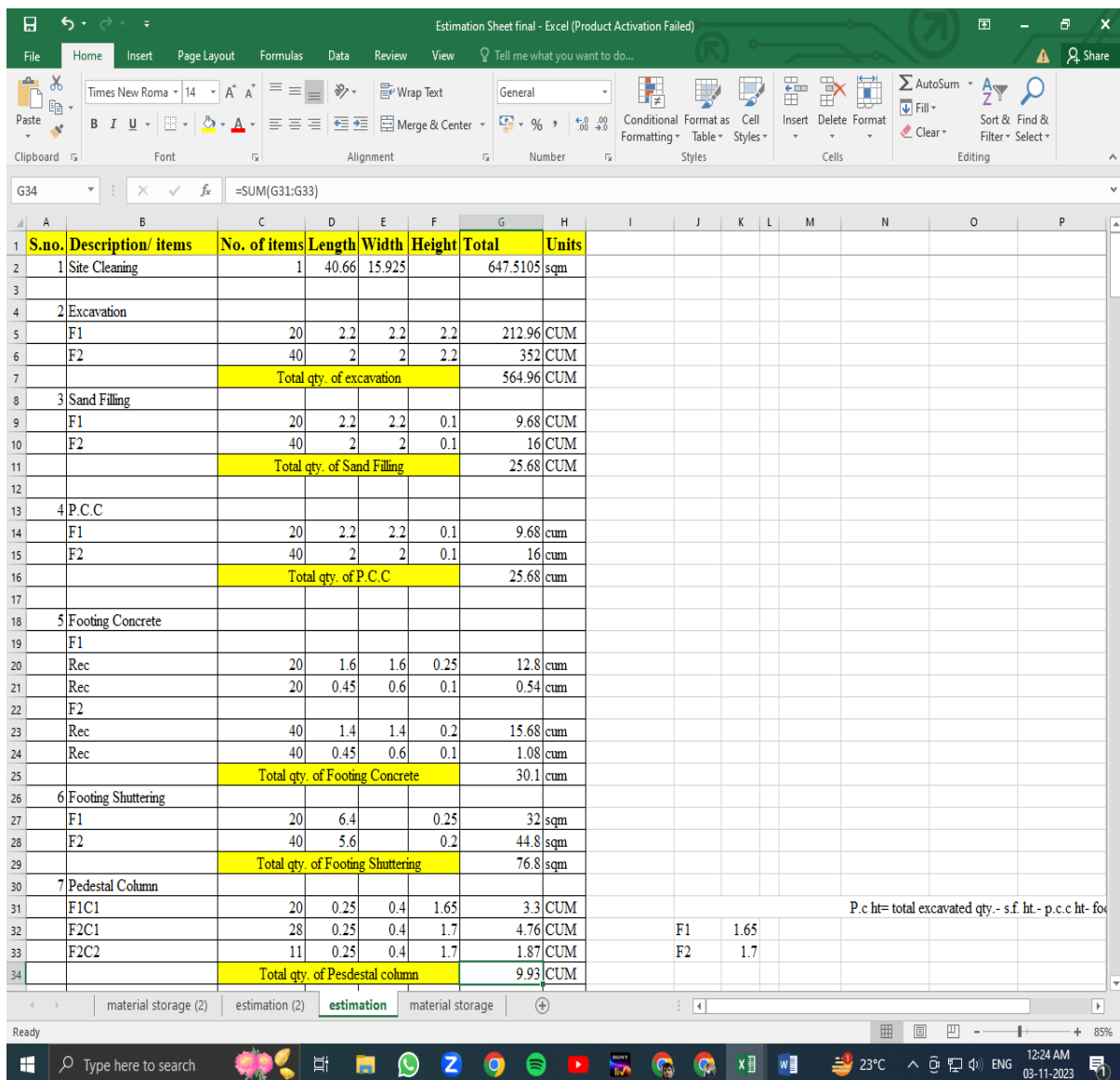
F.g 7: Chart form the Data after formatting



F.g 8: Chart with secondary axis



F.g 9: Inclusion of chatgpt and AI



F.g 9: Hands on practice on Cost Estimation problem



F.g 9: Interaction with Alumni Naman Jangid of Batch 2016

Type	(All)				
Sum of Total					
Room	Column Labels				Grand
Row Labels	Large	Medium	None	Small	Total
<b>urban</b>					
Countryside	82	53		13	148
Remote	30	16		9	55
<b>rural</b>					
Town	15	84	7	39	145
Village	6			6	12
<b>Grand Total</b>	<b>133</b>	<b>153</b>	<b>7</b>	<b>67</b>	<b>360</b>

Table 1: Use of pivot table

Engaging in practical exercises enhances their proficiency, equipping them with valuable spreadsheet skills for real-world applications.

Students Coordinator:

1. Nupur Agarwal (8209753424)
2. Mannat Jasrotia (9103348132)

Faculty Coordinator:

1. Dr. Pooja Jain (9694909018) (Convener)
2. Mr. Deepak Sharma (8764295758) (Organising Secretary)