

Report
One-day Workshop
on
Quality Parameters of Data Analysis and Interpretation using MS-Excel
(15th March 2016)
(A MAC-IQAC INITIATIVE)



Co-ordinated by
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1. Introduction

A workshop on **Quality Parameters of Data Analysis and Interpretation using MS-Excel** was organized under the aegis of MAC-IQAC on 15th March, 2016 in the college ICT Centre. The workshop was designed primarily for Project investigators of various innovation projects, students working as student investigators of various innovation projects and all other faculty members of the college engaged in various research projects.

The primary objective of the workshop was to help the participants to learn the basics of applying Excel's powerful statistical tools to their research or to their class room activities. It also trains the participant to perform key statistical tests in Excel without being overwhelmed by statistical theory. The workshop trains how to handle raw data collected during the research activities and run statistical tests to solve practical problems in their area of research or in class room situations.

Excel is a widely available computer program for students, instructors and researchers. It is also an effective teaching and learning tool for quantitative and qualitative analysis in different areas. Its powerful computational ability and graphical functions make learning statistics much easier and apply.

2. Methodology

The workshop included lectures, presentations, discussions, and hands-on training on computers. Real life examples will be cited to make the participant understand the topic in a better way. The second half is devoted to practical. The participants used MS Excel software as a tool to attain our objective practically. The following are some of the major points covered in the workshop:

- Types of Data:- Numerical, Categorical data
- Sorting of Data:-
 - Sorting with a single criteria
 - Sorting with two or more criteria
 - Sorting by colour.
 - Filtration of Data
 - Sorting with a single criteria
 - Sorting with two or more criteria.
- Construction of Pivot Table :-
 - Cross Tabulation,
 - Change of calculation
 - More than one calculation
 - Grouping of numbers
- Filtration in Pivot table
- Slicers

3. Introduction to the workshop

Dr. Prem Kumari Srivastava, Director IQAC, opened the workshop by welcoming the participants, and she briefed about IQAC and its initiative for improving the quality of various academic activities in the college. She invited new innovative ideas from the participants for achieving the goal of the IQAC. She lauded the initiative taken by the co-ordinators Dr. Prasannan and Dr. Jiran from the Department of Mathematics, for materializing this workshop.



Following the opening of the workshop, Dr. Jiran went on to the workshop agenda with lectures, ppt presentations and practicals using Excel software. Dr. Prasannan, Dr. Jagvinder Singh, Mr. Vedpal Singh, Mr. Mahender Ram of the department of Mathematics helped the participants in using various skills in Excel. The topics covered in lectures and discussions included various types of data, various methods used for sorting of data, how to construct pivot table, filtration in pivot table etc.



The workshop provided participants the effective tools for data handling and training activities. The interactive learning methods were used to train participants with the objective that that they would be able to adapt and apply the same to their teaching and research programmes.

4. Participants

The workshop was attended by fifteen (15) faculty members from Business



Economics,
Economics,
Commerce,
Computer
Science,
Biology and
Mathematics
departments
and forty five
(45) students



from various courses. The list of participants is attached as Annex 1. An evaluation done at the end of the workshop in which the participants' opinion of the workshop and the training tools were asked. Recommendations were made by the participants on the next steps after this training.

5. Acknowledgement

The co-ordinators of the workshop acknowledge the positive initiative of Dr Prem Kumari Srivastava, Director Mac-IQAC and the moral and financial support provided by the College Principal, Dr. Sunil Sondhi towards the organization of this workshop.

