



## Excel Workshop for Beginners

A workshop in training faculty in Microsoft Excel was planned by the Department of Physiology along with Department of Community Medicine, Velammal Medical College from 07.10.2023 to 28.10.2023 in the Seminar Hall, Dept. of Physiology. The workshop was conducted in four sessions, every Saturday from 11.00 am to 01.00 pm. The sessions were taken by

1. Dr. R. Durai Arasan, Senior Resident, Dept. of Physiology.
2. Dr. Vijay Anto, Statistician, Dept. of Community Medicine.
3. Dr. Noel Naveen Johnson, Senior resident, Dept. of Physiology.
4. Dr. J. T. Ajit Kumar, Assistant Professor, Dept. of Physiology.

Each day the sessions were divided into two parts. The session concluded with an assignment, and each assignment was reviewed at the beginning of next session.

A total of 17 participants from the departments of Microbiology, ENT, Radiology, Pharmacology and Community Medicine participated in this program. The participants included the Heads of the departments, faculty members as well as postgraduates.

These sessions were conducted as hands on training in Excel software in which the participants were given small tasks for each feature and functions in the program. These tasks were actively completed by the participants during the sessions themselves. Finally, each session ended with a summary of that day's topics. In the final session of the final day, each of the session's topics were summarized and reviewed. At the end, certificates were given to all the participants and the resource persons. Vote of thanks was given by Dr. S. Anu, Professor and head, Physiology.



**Department of Physiology,  
Velammal Medical College Hospital & Research Institute, Madurai**

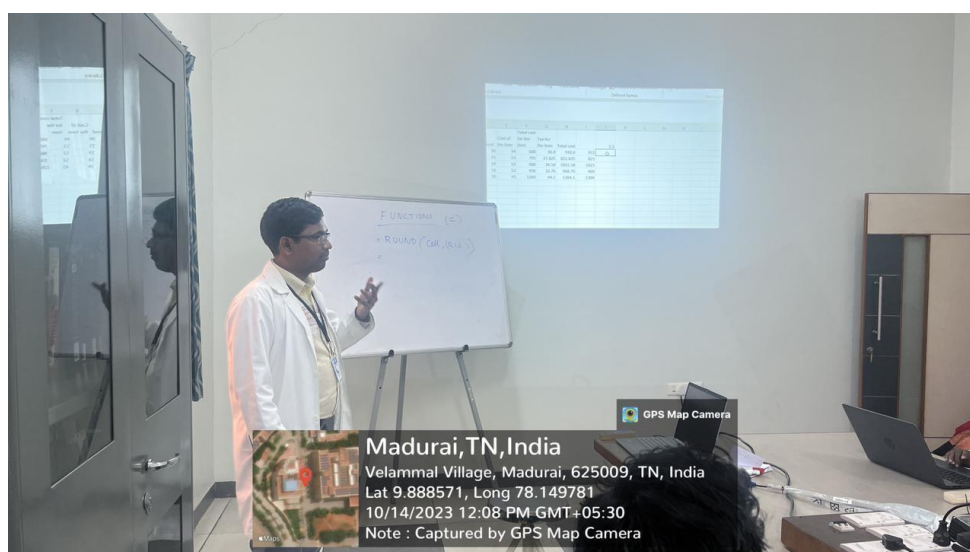
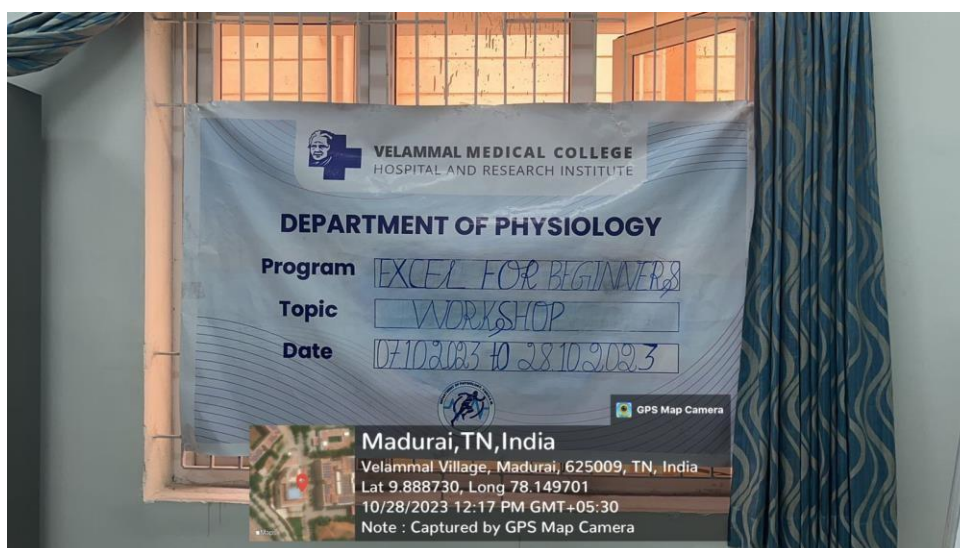


The sessions' breakdown is given below:

Session	Date and time	Topics covered	Speaker
Session 1	07.10.2023, 11.00 am to 01.00 pm	Welcome speech	Dr.S.Anu Professor and Head, Physiology
		Introduction to Excel, basics in excel data entry, excel worksheet alignment	Dr.R.Durai Arasan, Senior Resident, Physiology
		Excel formulae entry and data calculations	Mr.Vijay Anto, Statistician, Community Medicine
Session 2	14.10.2023, 11.00 am to 01.00 pm	Basic Excel functions and their applications	Dr.R.Durai Arasan, Senior Resident, Physiology
		Data cleaning and its uses	Mr.Vijay Anto, Statistician, Community Medicine
Session 3	21.10.2023, 11.00 am to 01.00 pm	Basic statistics and data entry in Excel	Dr.R.Durai Arasan, Senior Resident, Physiology
		Charts in Excel and their applications	Dr.Noel Naveen Johnson, Senior Resident, Physiology
Session 4	28.10.2023, 11.00 am to 01.00 pm	Saving Excel files and conversion of Excel to pdf file	Dr.J.T.Ajit Kumar, Assistant Professor, Physiology
		Revision of previous classes and additional function which are useful in daily basis followed by Q&A form the participants	Dr.R.Durai Arasan, Senior Resident, Physiology
		Vote of Thanks and Certificate distribution	Dr.S.Anu, Professor and head, Physiology



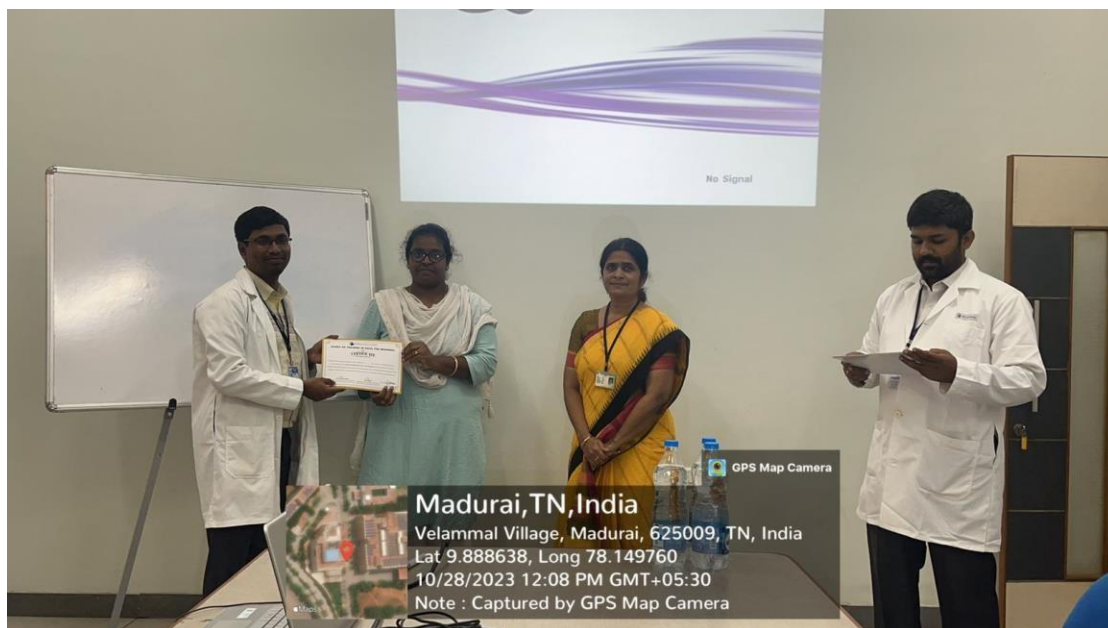
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