

CHANDIGARH STATE AIDS CONTROL SOCIETY

A Report on

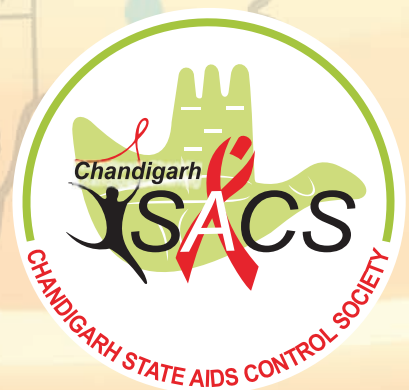
ADVANCE EXCEL TRAINING

(18th Dec-22nd Dec, 2017)

at



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Induction Training On Advance Excel For Data Analysis

Name of Training	: Advance Excel for Data Analysis
Venue details	: IETE Chandigarh Centre
Conducted by	: Institute of Electronics and Information Technology (NIELIT),
Date	: 18 th Dec, 22 nd Dec, 2017 - [5 days]
Timings	: 2.30 P.M - 5.30 P.M
Total Participants	: 23 (14 th from NGOs staff, 4 Blood Banks, 1 ART Centre and 4 CSACS Staff)
Designated staff to be trained	: NGO's = Project Mangers and M&E/Acctt. from NGO TI's ART & B.Banks = DEO's
Program Division	: Team of NGO's & M&E/Surveillance Program Division of CSACS.
Component Used	: NGO's Training Budget 2017-18
Methodology Used	: Presentation, interactive session with participants, Practical Sessions.
Training Contents	: Basics on Excel, advance filtering, Pivot table, database, conditioning formatting with linked to Programmatic Data.
Attendance status	: 100% attendance was observed.
Training Coordinator	: Ms Poonam Bakshi (M&E and Surveillance Program officer)
Training Code	: SP 388

TRAINING REPORT

Training, which was started on 18th Dec 2017 went on successfully, and came to an end on 22nd Dec, 2017. In all, 23 participants, including staff of State AIDS Control Society received trained. This training took place at a well renowned Computer Training Institute - National Institute of Electronics and Information Technology (NIELIT), Chandigarh Centre, which offers excellent professional computer training.

For the trainees, this was a "great opportunity" as one of them stated. Also for those who had some computer knowledge, this was a very fruitful opportunity as it has helped improved their skills even more. The entire course of training was designed in such a manner that participants may get complete knowledge for Data Analysis on "Advance Excel". Complex Excel functions for managing all data tools with formulas were demonstrated on projector.

Training started with registration. Courseware, pen and pad were given to all participants by the institute on the first day of the training. Brief introduction on basic concepts on excel for the maintenance of programmatic data was given during the course of training. Some of beneficiaries, were aware about the basic concepts of excel and gave all answers during cross questioning session. Trainer appreciated the complete knowledge of the trainees about the basics. During the course of the training, first half was fixed for "Theory Part" & Second Half was exclusive for the "Hands-On" practice in computer lab. Each participant was given individual computers for practice. Queries were resolved by the trainer during the practice session.

Day 1 (18 th Dec,17)	Day 2 (19 th Dec,17)	Day 3 (20 th Dec,17)
1. Brief Intro of MS -Excel with importance of worksheet and Workbook 2. Addressing & Types of Addressing -Relative, Absolute and Mix addressing 3. Functions and formulas - Mathematical & Logical functions Integers, absolute, Ceiling floor, round Count, Counta and basic operations. 4. Logical Functions - If 5. Data Range Functions Sum, Max, Min & Average. Trace precedents & Trace dependents	1. Logical Functions continue If nested If with condition AND/OR 2. Database functions. DSUM, DMAX, DMIN, Daverage (data range, offset No, criteria, range Text Functions Concatenate Functions 3. [Data - Text to column] (by clicking Delimited Icon) 4. Page Layout - Printing Setting And Margin setting	Day 3 (20th Dec,17) 1. Filters Auto Filters with Conditions 2. Advance Filter Extracting the data with conditions, Unique data Group, ungroup, Subtotal, Sorting at multiple level. Protect worksheet and protect workbook
Day 4 21 st Dec,17		Day 5 22 nd Dec, 2017
Consolidated Value Data Validation Track Changes Data Comment What IF analysis Goal Seek, Data Table, Scenario, Chart, Pivot Table		Brief about NIELIT Brief Recap session of all days Addressing Short Keys for MS-Excel. Post Test Questionnaire Feedback Form Certificate distribution session

At the completion of the training, certificates were awarded to the trainees. All important programs under Advance Excel were covered in depth.



Participant's details

Total Marks – 25

	NGOs	Designation		Marks Obtained.
NGO - TI Staff 14	FPAI - FSW	M&E	Ms Bhavna Saini	17
	SOPS - FSW	Project Manager	Ms Manpinder Kaur	17
	SOPS - MSM	M&E	Ms Sunil Kumar	17
	Yuvsatta - FSW	Project Manager	Ms Sushma Kumari	16
		M&E/Acctt.	Ms Preeti Kashyap	18
	SOFOSH - FSW	M&E/Acctt.	Mr. Shiv Nandan	15
	FPAI - MSM	Project Manager	Ms Poonam Sharma	17
		M&E/Acctt.	Mr. Aman Kumar	21
	SOSVA - IDU	M&E/Acctt.	Ms Kanchan	16
	TCI - Migrant 1	Project Manager	Mr. Randeep Singh	15
		M&E/Acctt.	Mr. Mohit Sharma	20
	CSI - Migrant 2	Project Manager	Ms Kalyani Singh	19
		M&E/Acctt.	Ms Kamini Bhatti	20
	TCIF - Trucker	Project Manager	Ms Seema Gupta	19
B.B Staff 4	PGIMER B. Bank	Data Entry Operators	Mr. Harjinder Singh	23
	GMCH-32 B. Bank		Ms Renuka Gera	12
	GMSH-16 B. Bank		Ms Gurshran Jeet Kaur	11
	Rotary B.Bank		Mr. Sunil Kumar	15
ART Staff 1	PGIMER ART Centre	Data Entry Operator	Mr. Ravinder Bagga	17
Hq Staff 4	CSACS Staff	DD- NGO TI	Mr Sandeep Mittal	—
		D.A TI Division	Ms Kanu	20
		M&E/Surveillance	Ms Poonam Bakshi	—
		D.A M&E Division	Ms Harinder	22

Statistically Analysis:

Post Test Assessment:

- When examining the Post -Test points for all trainees, it was determined that the score was > 95%.
 - Overall, it has been observed that the post test score was statistically significant.
- Submitted for information please

Wcept
Project Director
SACS

CSACS/5495
dated 28-2-18

Poonam
28/Feb/2018

Ms Poonam Bakshi
ME and Surveillance
Program I/c
Dated /Feb/2018

Endor No

For NACO

Copy for the same is also forwarded to Dr. Venkatesh Deputy Director General (M&E/Sur)
Dr Pardeep Kumar (NPO - M&E/Sur)

For NIELIT

Dr. M.M Sharma Exective Director, Mrs Meenakshi Gaur (Additional Director System) Dr. Manish Arora (Additonal Director - System).

Ms Anita Buddhiraja (Joint Director -System) Ms Jyoti Sharma (Deputy Director -system)

For NGO-TI's

All NGOs Project Directors and Project Managers.

For SACS

Mr. Sandeep Mittal (NGO-TI In-charge)

For Reporting Units
(Blood Banks)

Dr. Neelam Marwaha	-	Prof & Head of Deptt of Blood Transfusion Medicine, PGIMER.
Dr. Suchet Suchdeva	-	Associate Professor of Blood Transfusion Medicine, PGIMER.
Dr. Ravneet Kaur	-	Head of Deptt of Blood Transfusion Medicine, GMCH-32, Chd.
Dr. Simerjit Kaur	-	BTO, GMSH-16 -Blood Bank, Sector-16, Chandigarh.
Dr. Manish Rai	-	Director, Rotary Blood Bank, Sector-37, Chandigarh.
Dr. Roli	-	Rotary Blood Bank, Sector -37, Chandigarh.

(ART Centre)

Dr. Aman Kumar	-	Prof & Head of Deptt Internal Medicine PGIMER.
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Dr. Jasleen	-	Medical Officer ART Centre
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Wcept
Project Director
SACS

PRACTICAL SESSION IN COMPUTER LAB. Annexure – 1



CERTIFICATE DISTRIBUTION SESSION

Annexure – 2



FEEDBACK FROM PARTICIPANTS



“Training was very much knowledgeable and will definitely help to enhance the skills.

Mr. Ravinder Bagga, DEO (ART Centre PGIMER)



Very useful and information for all participants and will help to enhance the skills of computers.

MR. Sandeep Mittal, CSACS Program Officer.



Training was of immense use. It will help in day to day operations of MS-Excel.

Ms Harinder Kaur, D.A - M&E Program (CSACS)



Training was very helpful for solving problems of MS-Excel.

Name = Ms Gursharanjeet Kaur DEO (GMSH-16 B. Bank)



Proper training, Study Material provided by NIELIT. Trainer knowledge and experience was excellent.

Mr. Harjinder Singh, DEO (PGIMER Blood Bank)



Training Instructor was very knowledgeable and she solved all queries.

Ms Sushma Kumari, P.M (Yuv. FSW Project)



It was extremely helpful and I learned a lot. NIELIT staff made her effort to make sure to understand properly.

Ms Kanchan Rana, M&E/Acctt. (SOSVA IDU Project)



SACS may organize such type of training program in order to improve more proficiency in MS –Excel and Advance Excel.
Ms Poonam Bakshi, CSACS Program Officer.



Training was very knowledgeable.
Ms Manpinder Kaur, P.M (SOPS FSW Project)



Trainer was knowledgeable and the way to teach all steps, was so clear and understandable.
MMs Bhawna Saini, M&E/Acctt.
(FPAI- Mohali FSW Project)



Training was useful and the way of teaching of the trainer was very good.
Ms Seema Gupta, P.M (TCI- Trucker Project)



There are too many good points to list! The advance excel training was very relevant to my job and will help me in most aspects of my work. I thank project director madam for this wonderful training.
Mr. Kanu Bhardwaj, D.A (TI), CSACS



Training was very good and very knowledgeable.
Mr. Mohit Kumar, M&E/Acctt. (TCIF Mig. 1)



More valuable for the learners, if actual data will be projected.
Mr. Randeep Singh, P.M (TCIF – Mig Project-1)



Training was very helpful for calculations and it saves time.
Ms Renuka Gera, DEO (GMCH-32 Blood Bank)



Training was good and acquire knowledge in excel.
Mr. Shiv Nandan (M&EA SOFOSH)



Training was very helpful in solving excel problems and come to know new skills in excel.
Mr. Aman Kumar (M&E FPAI-PKL)



Training was very good.
Ms Poonam Sharma, P.M (FPAI Pkl MSM Project)



Training was extremely interesting and useful and thank for this valuable training.
Mr. Sunil Kumar, DEO (Rotary Blood Bank)



Training was very good and knowledgeable for using
“Advance Filter” in MS- Excel.
Ms Kalyani Singh, P.M (CSI Mig. Project-2))



Training was very knowledgeable.
Ms Kamini Bhatti, M&E/Acctt. (CSI Mig.-2)



Thanks for the SACS for organizing this valuable training program.
Mr. Sunil Kumar, M&E/Acctt. (SOPS MSM Project)