

## **Microsoft Excel Training for Faculty and Staff of Kathmandu University School of Education (KUSOED)**

10 Day workshop on excel for faculty and staff of KUSOED was held from 7-17 November 2022 at CLEC Lab. The workshop was supported by NORAD-RUPANTARAN. The training was effective, and it was compatible with everyone. Mr. Nirmal Mani Bajracharya from Nepal Open University took the lead to head the 10-day workshop. 20 participants were involved in the workshop where the lab was very productive for the learners.

The workshop started with an introduction and the course outline, and everyone was enthusiastic. The workshop was fully based on practicals. The trainer started the courses with basic ideas like opening a workbook, exploring the file tab, working with a status bar, and switching between the opened workbooks.

On 8 November 2022 (2<sup>nd</sup> day), participants were involved in magical tasks of cursors. Everyone was familiar with the cursor but after the session, they were familiar with the terminologies and the use of those cursors in a better place. For example - selection of cell(s), adjustment of columns and rows, create a text box, fill handle or drawing a line, etc.

Entering data was the outline for the 3<sup>rd</sup> day where participants were more focused on the part of data. They were engaged in entering constant values, inserting, renaming, and deleting the worksheets, selecting a range of cells, working with undo and redo, creating and closing the workbook, etc.

After entering the data, the session was forwarded to the using formulas/math. Mathematical operations such as addition, subtraction, division, multiplication, and square root, to the power n ( $16^{1/4}$ ,  $16^{3/4}$ ) were explored. And several other formulas like the Appearance of zero(s) after the decimal (e.g., 2.30, 0.00, 0.000), expressing decimal no. as a percentage (%), increase/decrease numbers after the decimal, using autofill with formulas, sum functions, and statistical functions were taught.

Participants being quite familiar with data entering and formulas, the session began with constant values and formulas, formatting worksheets, changing the format, cell contents, current data, editing workbook etc.

Therefore, at the end of the training sessions, some important tasks were given to the participants such as saving files in different forms, password protection, comments, hyperlink, creating a table, customizing a list of staff, flash fill, VLOOKUP, Pivot table, and Printing worksheets.



