



DEPARTMENT : MATHEMATICS

ACTIVITY : CONSULTANCY

YEAR : 2024-2025

DEPARTMENT OF MATHEMATICS

DATE	TIME	VENUE
17.03.2025	03:00 p.m. to 04:00 p.m.	Mathematics Computer Lab , EMGYWC
Theme	Enhancing digital competency through spreadsheet applications to improve data handling, analysis, and presentation skills.	
Nature of the Activity	Consultancy Program	
Title	Basic Excel Skill	
Convener	Dr.(Mrs.)P.Vidhya Head & Associate Professor of Mathematics EMGYWC	
Resource Person	Mrs.D.Selvamathi Assistant Professor of Mathematics EMGYWC	
Collaborating Institution	Academic Collaboration (MoU) Bharat Vidya Mandir Matriculation School	
No. of Beneficiaries	Bharat Vidya Mandir Matriculation School Students - 24	

CONSULTANCY PROGRAM - BASIC EXCEL SKILL

Objectives:

- To familiarize learners with the Microsoft Excel interface, including menus, ribbons, worksheets, and basic formatting tools.
- To develop the ability to enter, edit, and manage data efficiently using rows, columns, and cells.
- To enable learners to apply basic formulas and built-in functions for simple calculations and problem-solving.
- To enhance skills in formatting data, charts, and tables for clear and effective presentation.
- To introduce fundamental data management techniques such as sorting and filtering.

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Programme outcomes:

By the end of this training, learners will be able to:

- Apply appropriate formatting techniques to present data neatly, clearly, and professionally.
- Use basic formulas (SUM, AVERAGE, COUNT, IF, etc.) to perform accurate calculations.
- Create and edit tables to improve data readability and structure. Apply sorting and filtering tools to analyse data efficiently.
- Generate simple charts and graphs to visually represent data. Identify and correct common data entry errors to ensure accuracy.

Photographs:



**The Department of Mathematics organized a consultancy programme
on Basic Excel Skill on 17.03.2025**

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Enclosures:

a. Invitation:

E.M.G. YADAVA WOMEN'S COLLEGE, MADURAI – 625 014.
(An Autonomous Institution – Affiliated to Madurai Kamaraj University)

- Re-accredited (3rd Cycle) with Grade A⁺ & CGPA 3.51 by NAAC
- Department of Mathematics
- Jointly Organized with

- Bharat Vidhya Mandir Matriculation School, Madurai
- Consultancy Programme

Date : 17.03.2025 Time : 10.30.a.m
Resource person : Mrs. D. SELVAMATHI
Department of Mathematics
Topic : Basic Excel Skills

Dr.(Mrs.)P. Vidhya Head of the Department
Dr.(Mrs.) V. Pushpalatha Principal(i/c)

b.Permission Letter

 **E.M.G. YADAVA WOMEN'S COLLEGE, MADURAI-14**
(An Autonomous Institution – Affiliated to Madurai Kamaraj University)
Re-accredited (3rd cycle) with Grade A⁺ and CGPA 3.51 by NAAC

From
Dr. P. Vidhya
Head & Associate Professor
Department of Mathematics
E.M.G. Yadava Women's College
Madurai -14

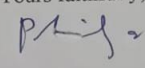
To
The Principal
Bharat Vidya Mandir Matriculation School
Madurai 14

Sub: Permission to conduct Consultancy Programme

Respected Madam,

I wish to inform you that the Department of Mathematics is planning to conduct an **Consultancy Programme** on the topic “ **Basic Excel Skills** “ for VIII standard students of your esteemed institution on **17.03.2025**.. I request you to kindly give a permission to conduct the programme.. The above mentioned programme will be conducted by our faculty member Mrs. D.Selvamathi

Thanking you,

Yours faithfully,


15.03.2025
Madurai

E.M.GOPALAKRISHNA KONE YADAVA WOMEN'S COLLEGE

c. Student participants of EMGYWC:

Consultancy Program on "Basic Excel Skills"- on 17.03.2025			
S.No.	NAME	CLASS	SCHOOL
1.	S.Akshaya bhava	8 th Std	Bharat Vidya Mandir Matriculation School
2.	R.Lakshana shree	8 th Std	Bharat Vidya Mandir Matriculation School
3.	M.Mathavi	8 th Std	Bharat Vidya Mandir Matriculation School
4.	K.Dhasitha sri	8 th Std	Bharat Vidya Mandir Matriculation School
5.	S.Sanjana	8 th Std	Bharat Vidya Mandir Matriculation School
6.	S.A. Rithika Abirami	8 th Std	Bharat Vidya Mandir Matriculation School
7.	Ila.Venba	8 th Std	Bharat Vidya Mandir Matriculation School
8.	A.Yuvashree	8 th Std	Bharat Vidya Mandir Matriculation School
9.	T.,Yazhini	8 th Std	Bharat Vidya Mandir Matriculation School
10	S.Shivani	8 th Std	Bharat Vidya Mandir Matriculation School
11	M.K.Guru Sri Prakash	8 th Std	Bharat Vidya Mandir Matriculation School
12	B.Gopinath	8 th Std	Bharat Vidya Mandir Matriculation School
13	V.SenthilArumugam	8 th Std	Bharat Vidya Mandir Matriculation School
14	V.Saravanan	8 th Std	Bharat Vidya Mandir Matriculation School
15	J.Jenson Jevah	8 th Std	Bharat Vidya Mandir Matriculation School
16	S.P Elamaran	8 th Std	Bharat Vidya Mandir Matriculation School
17	L.Yogesh	8 th Std	Bharat Vidya Mandir Matriculation School
18	S.Xshan	8 th Std	Bharat Vidya Mandir Matriculation School
19	R. Akshay Kruthick	8 th Std	Bharat Vidya Mandir Matriculation School
20	K.Karan Raj	8 th Std	Bharat Vidya Mandir Matriculation School
21	A.Mohammed Zubair	8 th Std	Bharat Vidya Mandir Matriculation School
22	M.Rahul Raj	8 th Std	Bharat Vidya Mandir Matriculation School
23	P.Kishore	8 th Std	Bharat Vidya Mandir Matriculation School
24	R.Jividesh	8 th Std	Bharat Vidya Mandir Matriculation School