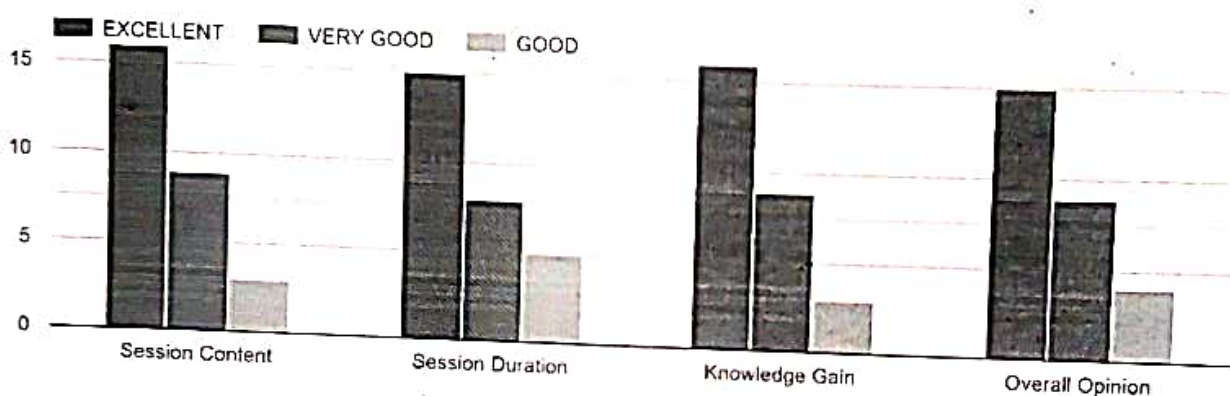# Activity Report 21-22

Name of activity	Basic Excel course
Objectives of the activity (maximum 40 words)	• Introduction to MS excel file, worksheets, key short cuts and all other basic aspects of how to use excel as a requirement for UG Studies and for future career. • To sharpen skill set, improve efficiency and productivity, better data organization, eases work and employability. • To provide Botany internal assignment marks for F.Y.B.Sc students.
Organizing department/s	Department of Information Technology and Botany
Collaborative institute	Nil
Date (DD / MM / YYYY)	09/11/2021 to 18/11/2021
venue	Google meet
Mode	Online
Details of Resource person (name, designation, institution)	Mr. Kale and Dr. M.Saha VPM's B.N.Bandodkar College of Science (Autonomous), Thane
Key Participants	FYBSc Botany Students
Remarkable outcomes/ key take-away messages (max. three)	• This course provide the knowledge on MS excel files, workbooks worksheet, columns and rows • They learned to format worksheets, using formulas and percentage numeric formats.
Details of participants	
Total Number	29
Outsiders	Nil
In-house	29
	Faculty members: 02 students: 30
	Male: 04 female: 26 others: Nil
Additional information	Students expressed through feedback that it is important to have such course to upgrade their job profile as it is a basic requirement by the software industries for hiring candidates for jobs.

Name of Coordinator/ teacher in-charge:

1. Mr. Kale (Dept of Information Technology)

2. Dr. M.Saha (Department of Botany)

3. Mr. Tejas (Dept of Information Technology)

Graphical representation of feed-back:

Please tick appropriate to give your Feedback about session*

Head
Department of Botany
B. N. Bandodkar College of Science
Thane (W).