

**TWO DAY WORKSHOP**  
On  
**Data Visualization & Basic Statistical  
Analysis using MS-Excel**

**March, 17 -18<sup>th</sup> 2017**

**Course Director**  
PROF. BISWAJIT DAS, DIRECTOR

**Convener**  
DR. MANOJ KUMAR DIWAKAR



**Organised By**

**CENTRE FOR CULTURE, MEDIA & GOVERNANCE**  
Jamia Millia Islamia (A Central University)  
New Delhi-110025

## **CENTRE FOR CULTURE, MEDIA & GOVERNANCE (CCMG)**

JAMIA MILLIA ISLAMIA, NEW DELHI

The Centre for Culture, Media & Governance (CCMG), JMI is an interdisciplinary centre on communication studies in India located in Jamia Millia Islamia, New Delhi, a central university known for being a pioneer in the field of Media and communication in India besides, other courses as well. The Centre has been identified as Centre for Potential Excellence (CPEPA) on Media & Communication Studies by UGC/MHRD, 2016, received DRS-SAP 2013. The Centre has been identified as Potential Centre for Excellence, on June 2010 according to Research Councils, UK. The centre offers both postgraduate (Media Governance) and doctoral programme. The centre focuses on teaching, research and training in the domain of communication Studies in India and South Asia. It recognises the need for an interdisciplinary commitment due to the fact that communication plays a pivotal role in the organisation of Institutional forms, symbolic system and pattern of everyday life throughout the Indian subcontinent. The centre has excelled in capacity building of young researchers, faculty members and mid career professionals in honing research skills in both quantitative and qualitative research techniques and exercise in subject domains.

### **ABOUT THE WORKSHOP: Data Visualization & Basic Statistical Analysis using MS-Excel**

This workshop focuses on Microsoft Excel tools & techniques used by business-analysts and data-analysts to extract actionable information from business data. Participants will get the exposure of real world data analysis and learn various statistical techniques, how to pick the best one in a given situation, and hands-on working with various MS-Excel tools.



Introduction to Excel Environment Explanation about data calculation in Excel Use of Shortcuts Formatting and Conditional Formatting Working with Formulas - Logical and

## Text Functions Understanding about Sorting, Filtering and Data Validation Data Analysis using Pivot Tables

**TARGET AUDIENCE:** (There is limited seat to 35 participants only.)

This workshop is specifically meant for dynamic professionals from academically oriented post graduate, doctoral students and industry. Preference will be given to CCMG students.

People in academia and industry professional or anyone keen to gain knowledge in the area of quantitative method, data visualization and basic statistical analysis and hands on training in Excel.

The applicant is advised that although there are no pre-requisites for this workshop, some elementary knowledge of statistics, data visualization and Excel will be helpful in keeping pace with the material delivered in the workshop.

### CONTENTS OF WORKSHOP:

Day	10:00AM-1:00PM	2:00PM-5:00PM
Day-1	Spreadsheet details, Addressing, Formula & Function, Various Functions. Error checking in the formula, Filter: Number & Text, pivot table: marketing table, updating table, Different statistics, Pivot Charts	Text functions, concept of data in Excel, Data & time Functions, Logical Functions. Trace precedence/dependence What if Analysis/Data table, Conditional Formatting, Tables
Day-2	Charts in MS Excel: Various components of charts, advance Charts Addins: Mega stat, Data Analysis , Solver	If and lookup family function (Vlookup, hlookup, Index, Match) Working on Solver addin

Workshop Fee : ₹ 500 (Rupees Five Hundred)  
Includes charges for Kit, tea & Lunch

Mode of Payment : Through the demand draft in favor of Registrar,  
Jamia Millia Islamia, New Delhi

Mode of Session : Presentation, Discussion and hands on training on  
Excel with Participants

Resources persons : The workshop built on the expertise of highly distinguished faculty members from the university, as well as other stalwarts from academia and industry.

Venue : DRS Video Conference Hall, CCMG, JMI  
Jamia Gateno: 23  
Centre for Culture, Media & Governance  
Jamia Millia Islamia (A Central University)  
New Delhi-110025

Contact : Dr. Manoj Kumar Diwakar, Sr. Statistician,  
Jamia Gateno: 23  
Centre for Culture, Media & Governance  
Jamia Millia Islamia (A Central University)  
New Delhi-110025

Email id: [manojdiwakarstat@gmail.com](mailto:manojdiwakarstat@gmail.com)  
Mobile : +91-9818773102

# TWO DAY WORKSHOP

On

## Data Visualization & Basic Statistical Analysis using MS-Excel

March, 17<sup>th</sup> -18<sup>th</sup> 2017

**CENTRE FOR CULTURE, MEDIA & GOVERNANCE**

Jamia Millia Islamia (A Central University)

New Delhi-110025

Name: (IN BLOCK LETTERS): \_\_\_\_\_

Father Name: \_\_\_\_\_

Course: \_\_\_\_\_

Department: \_\_\_\_\_

Institute/Organisation: \_\_\_\_\_

Are you aware of Statistical software's (specify): \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No.: \_\_\_\_\_ Whatsapp No. \_\_\_\_\_

Email: \_\_\_\_\_

Reason for attending this workshop: \_\_\_\_\_

(Signature)