



## **Goa University**

**Education Outreach Subcommittee, SES-REC, Directorate of UBA**

**in association with**

**Discipline of Computer Science & Technology, Goa Business School**

### **Report on "Spreadsheet Essentials" Workshop**

<b>1. Title of the Event/Activity/program</b>	Workshop on "Spreadsheet Essentials"
<b>2. Date and Time</b>	1 <sup>st</sup> March 2025 from 9.30 a.m. to 1.00 p.m.
<b>3. Mode of conduct (Physical/Online)</b>	Physical
<b>4. School/ Directorate/ Section</b>	Education Outreach Sub-committee of Social Entrepreneurship, Swachhata and Rural Engagement Cell (SES-REC) under the Directorate of Unnat Bharat Abhiyan (D-UBA)
<b>5. Collaborating Agency/School/Directorate</b>	Goa Business School
<b>6. Detail of the Resource Person (Brief biodata)</b>	1. Ms. Teja Kundaikar, Assistant Professor, CST, GBS  2. Ms. Preeti Khorjuvenkar, Assistant Professor, CST, GBS
<b>7. Number of Faculty attended/participated</b>	4
<b>8. Number of Student attended / participated</b>	1 student as volunteer
<b>9. No. of external students/faculty/other participants</b>	23 students + 2 teachers

<p><b>10. The objectives of the Program/activity/event</b></p>	<p>The objective of the workshop was to provide exposure to knowledge about Spreadsheets to the school students which they can use during their further studies and then in their careers.</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li><b>1. Introduction to Spreadsheets:</b> <ul style="list-style-type: none"> <li>• Understand the basics of spreadsheet software.</li> <li>• Learn how to navigate the spreadsheet interface, including cells, rows, columns, and sheets.</li> </ul> </li> <li><b>2. Data Entry and Organization:</b> <ul style="list-style-type: none"> <li>• Learn how to input and organize data effectively.</li> </ul> </li> <li><b>3. Basic Formulas and Functions:</b> <ul style="list-style-type: none"> <li>• Introduction to basic mathematical functions (Addition, Multiplication, SUM,).</li> <li>• Learn how to perform calculations and apply simple formulas.</li> </ul> </li> <li><b>4. Data Visualization:</b> <ul style="list-style-type: none"> <li>• Create basic charts and graphs to represent data visually.</li> </ul> </li> </ol>
<p><b>11. Description of the Program/activity/event</b></p>	<p>The "Spreadsheet Essentials" workshop was organized for the students of Govt. High School, Palem-Siridao on 1<sup>st</sup> of March 2025 at FF1 lab Goa Business School. The workshop was designed to introduce middle school students (Grades VII, VIII, IX) to the world of spreadsheets and demonstrate how they can be effectively used for both academic and personal purposes. The workshop began at 9.30 a.m. with the workshop coordinators welcoming all the faculties and students. This was followed by an address by Dr. Reshma Raut Dessai, Chairperson of the Education Outreach Subcommittee.</p> <p>Following the introductions, Ms. Teja Kundaikar immediately began by demonstrating the use of spreadsheets. The first session of the workshop covered the following topics:</p> <p><u>Introduction to Spreadsheets:</u> Students were introduced to the basics of spreadsheet software and learned how to navigate the spreadsheet interface, including cells, rows,</p>



	<p>columns, and sheets. The alignment of text was also covered.</p> <p><u>Data Entry and Organization:</u> Students were taught how to enter data and organize it effectively, including how to automatically enter a series of numbers.</p> <p><u>Basic Formulas and Functions:</u> Students learned basic mathematical functions such as Addition, Multiplication, and SUM.</p> <p>The second session of the workshop was conducted by Ms. Preeti Khujevenkar, who demonstrated <u>data visualization using spreadsheets</u>. She guided the students in plotting a bar graph and a pie chart with cricket data, while also highlighting which types of graphs are most suitable for different kinds of data.</p> <p>During the workshop, students were assisted by programmers, faculty members, and student volunteers.</p> <p>The workshop concluded with a question-and-answer session, during which students were given a task to apply the basic math functions covered during the workshop. This task involved automatically dragging number series, representing data in a tabular format, and calculating the cost of purchases made in their daily expenses, such as buying books or pens.</p> <p>The workshop concluded at 1.00 p.m. with Dr. Reshma Raut Dessai, Chairperson, Education Outreach Subcommittee, proposing a vote of thanks</p>
<p><b>12. Benefit/Key outcomes of the Program/activity/event</b></p>	<p>Through this "Spreadsheet Essentials" workshop, students gained an understanding of how to use spreadsheet software effectively for both academic and personal tasks. They developed essential skills in organizing data, performing calculations, and creating visual representations of data through charts and graphs. Students were able to apply basic mathematical functions and utilize features like</p>

	<p>data entry automation, text alignment, and number series dragging.</p> <p>Additionally, students demonstrated their understanding by completing tasks that involved calculating daily expenses and organizing purchase data in spreadsheets. The workshop empowered them with practical skills that will aid them in their academic projects and everyday life, fostering confidence in using spreadsheets for data management and analysis. Through the students' feedback, it was clear that students were confident to use spreadsheets. Students also asked for more workshops to be conducted.</p> <p>After the workshop we received an acknowledgement letter from the Headmistress of the Govt. High School, Palem-Siridao (<a href="#">enclosed here for the reference</a>)</p>
<b>13. Enclosures with report</b>	<p><a href="#">Flyer</a>, Geo-tag photos, <a href="#">Attendance of students/faculty/external participants</a></p>

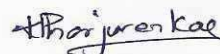
Signature:



Coordinator 1: Ms. Teja Kundaikar

Designation: Assistant Professor, GBS

Signature:



Coordinator 2: Ms. Preeti Khorjuvenkar

Designation: Assistant Professor, GBS

Signature:



Chairperson Education Outreach (SES-REC)

Signature:



Convenor (SES - REC)

Signature:



Director D-UBA



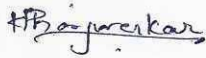


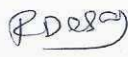
Seal of the School/Directorate/University

DIRECTOR  
DIRECTORATE OF UNNAT  
BHARAT ABHYAS (DUBA)  
GOA UNIVERSITY

# "Spreadsheet Essentials"



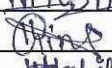
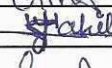
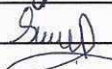



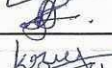
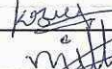
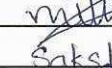




1<sup>st</sup> march 2025


FF-1 Lab, GBS


No.	Name	Discipline	Sign
1	Mr. Sarvesh S. Velip	CST, GBS	
2	Akshay Shirodkar	CST, GBS	
3	Preeli Khajurkar	CST, GBS	
4	Shreyash Sawant	CST, GBS	
5	Teja Kundaikar	CST, GBS	
6	Reshma Raut Dessai	SPAS, PHYSIO	



Attendance for the  
**"Spreadsheet Essentials"** workshop  
held on **1st March, 2025** in FF-1 Lab, GBS

Sr. No.	Name	Std	Signature
✓1	Satyakumar Sahni	VIII	
✓2	Priya SINGH	VII	
✓3	Kalash .P. Kankankar	IX	Kalash
✓4	Rushab .P. Fatarpekar	IX	Rushab
✓5	Tanesh .S. Kavlekar	IX	Tanesh
✓6	Nitesh .P. Yadav	VIII	Nitesh
✓7	Prince Kumar	VIII	
✓8	Gahil Kumar	VII	
✓9	Sudip Suran	VII	
✓10	Kamran Meher	IX	
✓11	Dhruvata Phalarpaykar	IX	
12	Preeti Kharbani ✓	IX	Preeti
✓13	Manav Duble ✓	IX	Manav
14	Shiva Kumar ✓	VII	Shiva
15	Ishrat Khatoon ✓	VII	
16	Anjali Meher ✓	VII	
17	Kamini Kumari ✓	VII	
18	Mithal Kankankar ✓	VII	
19	Sakshi Sutar ✓	IX	Sakshi
20	Sakshi Rajibhans ✓	VII	Sakshi
21	Sakshi yadve ✓	VII	Sakshi
22	Risha kumar ✓	VII	
23	<del>Pooja Paswan</del>	<del>VII</del>	<del></del>
25	Mr. Swati. U. Rane	Teacher	
26	Mrs. Simona Chau	Teacher	
27			
28			
29			
30			

  
Teja Kundlikar

  
Preeti Kharjankar

## Geotagged Photos of the workshop "Spreadsheet Essentials"



**Dr. Reshma Raut Desa, Chairperson Education Outreach (SES-REC) addressed the participants. (Inaugural of the workshop)**



**Ms. Teja Kundaikar conducted the first session of the workshop**



**Ms. Preeti Khorjuvenkar conducted the second session of the workshop.**



**Faculties, Jr programmer and student volunteer assisted students.**



**Prize Distribution**



**Group photo with all the participants, faculties, Jr. programmer and student volunteer.**





**Education Outreach Sub-committee**  
of  
**Social Entrepreneurship, Swachhata and Rural  
Engagement Cell (SES-REC)**  
under the  
**Directorate of Unnat Bharat Abhiyan (D-UBA)**  
in association with  
**Goa Business School (GBS), Goa University**

organizes a workshop on

# **“SPREADSHEET ESSENTIALS”**

for the  
**Students of Govt. High School, Palem-Siridao**



**1<sup>st</sup> March, 2025**



**9:30 - 11:30 A.M.**



**F Block, GBS, Goa University, Taleigao**

**Ms. Teja Kundaikar & Ms. Preeti Khorjuvenkar**  
Workshop Co-ordinators

**Dr. Reshma Raut Dessai**  
Chairperson, Education Outreach Sub-committee

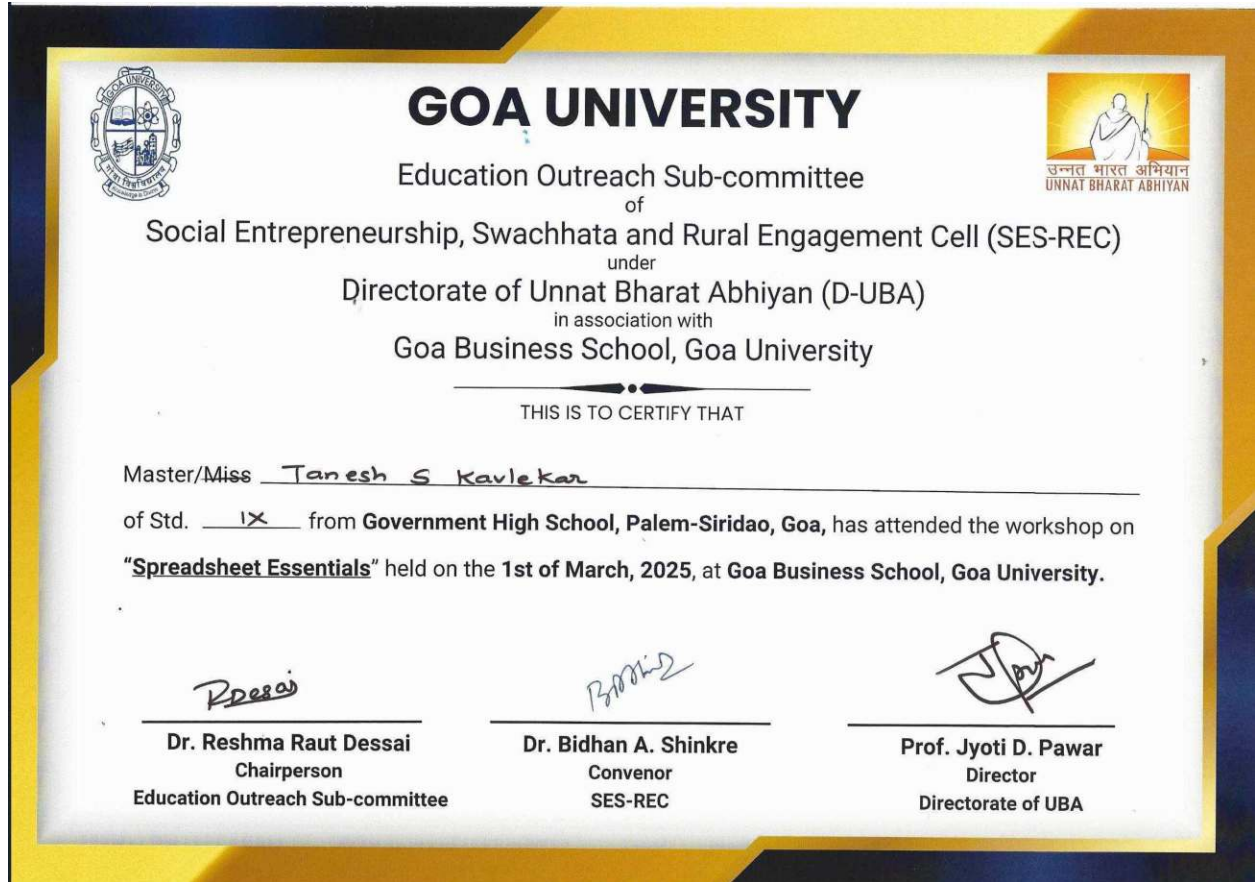
**Dr. Bidhan A. Shinkre**  
Convenor, SES-REC

**Dr. Arvind Haldankar**  
Nodal Officer, UBA

**Sr. Prof. Purva G. Hegde-Desai**  
Dean, GBS

**Prof. Jyoti D. Pawar**  
Director, D-UBA

## Certificate provided to participants





# GOA UNIVERSITY

Education Outreach Sub-committee  
of

Social Entrepreneurship, Swachhata and Rural Engagement Cell (SES-REC)  
under

Directorate of Unnat Bharat Abhiyan (D-UBA)  
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THIS IS TO CERTIFY THAT

Master/Miss Mittal KanKonkar

of Std. VII from **Government High School, Palem-Siridao, Goa**, has attended the workshop on  
"**Spreadsheet Essentials**" held on the **1st of March, 2025**, at **Goa Business School, Goa University**.

**Dr. Reshma Raut Dessai**  
Chairperson  
Education Outreach Sub-committee

**Dr. Bidhan A. Shinkre**  
Convenor  
SES-REC

**Prof. Jyoti D. Pawar**  
Director  
Directorate of UBA



**Acknowledgement letter  
from the Headmistress  
of the Govt. High School, Palem-Siridao**



Government of Goa  
Office of the Headmistress  
Government High School  
Palem-Siridao

No.GHSPS/Directorate-UBA/2024-25/२१२

Dated: 06/03/2025

To,  
Prof. Jyoti D. Pawar(Director)  
Directorate of Unnat Bharat Abhiyan,  
Goa University  
Taleigao-Goa.

**Sub:** Thanking letter for organizing workshop on “Spreadsheet Essentials”

Respected Ma'am,

We are writing to express our heartfelt gratitude for organizing a wonderful workshop on “**Spreadsheet Essentials**” on the 1<sup>st</sup> March 2025 for our students. The event was a great success and we thoroughly enjoyed the various activities.

Special thanks to Ms. Teja Kundaikar & Ms. Preeti Khorjuvenkar (workshop co-ordinators), Dr. Deshma Raut Dessai (Chairperson, Education outreach sub-committee), Dr. Bidhan A Shinkre (Convenor, SES-REC), Dr. Arvind Haldankar (Nodal Officer, UBA), Sr.Prof. Purva G. Hegde Desai (Dean, GBS), Prof Jyoti D Pawar (Director, D-UBA).

Thanking you for your efforts in making this event a memorable one.

Yours faithfully,

  
Mrs. Cynthia Gonsalves

(Headmistress)  
HEADMISTRESS  
Govt. High School  
Palem Siridao  
Tiswadi-Goa