



DATA ANALYSIS USING SPREADSHEETS



Programme Directors :
Prof. Ram Kumar Dhurkari



Programme Dates:
January 02 - 04, 2025



Programme Venue:
IIM Sirmaur, Himachal Pradesh



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INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Dhaulta Kuan, Paonta Sahib, Himachal Pradesh - 173021

OBJECTIVE



Data analysis skills are a must for excelling in the job of modern-day management. Data analysis for problem-solving follows a systematic path of gathering, analyzing, interpreting, and presenting numerical data to a diverse group of people. Managers/Executives frequently collect large amounts of data and information to address a problem but find difficulty in arranging the data appropriately and doing some analysis on it. Microsoft® Excel is a very popular spreadsheet application and is frequently used for data organization and analysis. Unaware of the power of data analysis using Microsoft® Excel, Managers/Executives end up exploring little into the data or do it in a harsh way. It is required to have skill acquisition and appreciation of the power of Microsoft® Excel through problem-solving techniques and approaches mostly relying on data analysis. This program is designed to facilitate participants in acquiring skills and knowledge in the area of data modeling and analysis using spreadsheets

PEDAGOGY



- Hands On exercises

WHO MAY ATTEND



- Operational and Middle level managers and practitioners

KEY TOPICS



- Excel work area, Cell referencing, Basic arithmetic, and logical operations
- If statement, count, counta, countif, sumif and averageif functions.
- Table lookup, indexing, and matching functions
- Date, time, and string functions
- Data summarization and visualization using pivot and charts, sorting, filtering, Frequency distribution, conditional formatting
- Goal seek, what-if analysis, dsum, dcount

PROGRAMME DETAILS

Duration: January 02 - 04, 2025

Programme Commencement: 10.00 AM on January 02, 2025

Programme Conclusion: 5.00 PM on January 04, 2025

Venue: IIM Sirmaur Campus

Accommodation

Check in: January 01 (6.00 PM onwards)

Check out: January 04 (till 1.00 PM)

PROGRAMME DIRECTOR

- **Dr. Ram Kumar Dhurkari** is an Associate Professor in the Information Technology and Systems Management area at the Indian Institute of Management Sirmaur, Himachal Pradesh, India. Prior to this, he was associated with IFMR Graduate School of Business Krea University, SDMIMD Mysore (ACBSP and EFMD EPAS accredited) and TAPMI Manipal (AACSB accredited). He is a Fellow of Indian Institute of Management Kozhikode. In addition, he holds a Master's degree in Computer Application from Rajiv Gandhi Technological University Bhopal and Bachelor of Science in Mathematics from Devi Ahilya University Indore. Before joining Doctoral program, he worked as an Academic Associate at Indian Institute of Management Ahmedabad, and as a Lecturer at SGSITS Indore.

PROGRAMME FEES

- **Residential (R):** INR 28,000/- plus taxes and surcharges as applicable.

Non-residential: INR 20,000/- plus taxes and surcharges as applicable.

We would strongly encourage candidates to enroll as Residential participants, as the experience of an MDP is optimized in a full-immersion mode.

Discount on Programme fees: A discount of 10% on the Programme fees can be availed by an organization if it nominates at least 4 participants for a particular MDP.

TERMS AND CONDITIONS

- Participants would have to make their own travel arrangements.
- Accommodation at IIMS will be provided till 12:00 noon on January 04, 2025. Participants staying beyond this time will have to bear additional stay and food charges, which they have to settle directly with the hospitality service provider, conditional upon room availability.
- Cancellation Policy: In case you/your nominated candidate(s) does(do) not attend the programme, 40% of the programme fees will be retained, as per policy.



HOW TO APPLY

- To apply or nominate personnel for the Programme, click on the "Register Now" link in the brochure or visit <https://www.iimsirmaur.ac.in/mdp/mdp-calendar>
- Once the candidature is approved, the sponsoring authority or participant (in case of self-nomination) will receive an email with a Payment Advice requesting the Programme fees in advance.
- Programme fees can be remitted online through Electronic Fund Transfer (NEFT/RTGS). After remitting the fees online, please inform the CMDP office of the UTR number or relevant transaction details via email. This will allow us to connect your remittance to your nomination(s).
- Please note that confirmation of participation is subject to receipt of Programme fees by the CMDP office before the commencement of the MDP.

HOW TO REACH IIM SIRMAUR

IIM Sirmaur is located in Dhaula Kuan, in Himachal Pradesh. The distance of Dhaula Kuan from Jolly Grant Airport Dehradun is 96 km. It takes 2 hours and 30 minutes from Dehradun Airport, 2 hours and 30 minutes from Chandigarh Airport, and 6 hours and 20 minutes from Delhi Airport to reach Dhaula Kuan. The nearest Railway stations are Yamuna Nagar, Saharanpur, and Dehradun. They are all located approximately at one and half hour taxi drive from Paonta Sahib.

NEAR BY TOURIST DESTINATIONS

- Renuka Lake: Located 31 km away
- Kalesar National Park: Located 38 km away
- Gurudwara Paonta Sahib Ji: Located 21 km
- Mussoorie: Mussoorie is a hill station located 99 km away
- Haridwar: Haridwar is a holy city situated 119 km away



Our correspondence address is as follows:

MDP Office

Indian Institute of Management Sirmaur, Dhaula Kuan, Paonta Sahib, Himachal Pradesh - 173021

Phone: 01704 277367

Email: mdpoffice@iimsirmaur.ac.in | Weblink: <https://www.iimsirmaur.ac.in/mdp/mdp-calendar>

**For all other details on administrative matters please refer our website
www.iimsirmaur.ac.in/mdp/ or e-mail to mdpoffice@iimsirmaur.ac.in**