

POST EVENT REPORT

FACULTY DEVELOPMENT PROGRAM: EXCEL IN EXCEL

Venue : MEU Hall, Malabar Medical College Hospital
Date : 17th&18th December ,2025
Resource Person : Mrs Prasily, Assistant Professor, Department of Community Medicine
Number of Participants: 44 Faculty Members

OVERVIEW

A two-day Faculty Development Program titled "**Excel in Excel**" was successfully conducted at MEU Hall, Malabar Medical College Hospital on December 17th&18th December, 2025. The program attracted 44 faculty members eager to enhance their proficiency in Microsoft Excel 2021. **Dr. Prasily, Assistant Professor in the Department of Community Medicine**, served as the resource person and delivered comprehensive training on essential Excel skills.

PROGRAM CONTENT

The program covered fundamental aspects of Microsoft Excel 2021. Day one focused on Excel basics, including navigation of the interface, workspace familiarization, and essential keyboard shortcuts that significantly improve productivity. Participants learned time-saving techniques for data entry along with customization of the quick access toolbar.

Day two delved into the practical applications of Excel functions and formulas. Dr. Prasily introduced commonly used functions such as SUM, AVERAGE, COUNT, MAX, and MIN, along with statistical and logical functions relevant to medical data analysis. Practical examples demonstrated applications in medical education, research data management, and administrative tasks.

LEARNING OUTCOMES

Participants gained hands-on experience with Excel 2021 and developed competency in efficient data navigation, formula creation, and function application. The program equipped faculty members with practical skills directly applicable to academic record-keeping, student assessment management, research data compilation, and departmental administrative work.

PARTICIPANT RESPONSE

The program received positive feedback from attendees who appreciated the practical, hands-on approach to learning. Faculty members found the keyboard shortcuts particularly valuable for daily tasks, while the sessions on functions and formulas provided essential tools for managing complex datasets. The relevance of content to medical education contexts made the learning immediately applicable.

After feedbacks were taken from the participants, e- certificates were dispatched to the participants.



CONCLUSION AND RECOMMENDATIONS

The "Excel in Excel" Faculty Development Program successfully achieved its objective of enhancing faculty competency in Microsoft Excel 2021. With 44 participants completing the two-day program, there is now a stronger foundation of Excel skills among faculty members at Malabar Medical College Hospital.

It is recommended that advanced Excel workshops be organized to cover pivot tables, data visualization, and advanced statistical analysis. Periodic refresher sessions would help reinforce learning and keep faculty updated with new features. Creating discipline-specific Excel templates for common faculty tasks would further enhance productivity across departments.

