



**HEALTH NUTRITION EDUCATION AND
AGRICULTURE RESEARCH DEVELOPMENT
NEPAL**

“One Day on basic excel orientation

Dated on April 15, 2023

I Introduction

I. Background

Health Nutrition Education and Agriculture Research Development Nepal (HEARD Nepal) is registered in DAO Saptari, Regd. No: 1761/077/78 as a non-Governmental organization under the Registration of Institutions Act 2034 BS. It has been affiliated with the Social Welfare Council, Kathmandu with Affiliation No: 52601) PAN No of HEARD Nepal is 615996712). It has contact office at Imadol-I, Lalitpur, and Kathmandu Nepal. It is a growing non-profit, non-political, service-oriented, non-governmental organization aiming to combat poverty and expand opportunities for all the people in Nepal. HEARD Nepal envisions to enable even the poorest people of Nepal to gain access to food security, safe drinking water, Health and Nutrition, Child Protection, Child safeguarding, Child Labor, quality health services, disability and Inclusion, Gender Equality & Social Inclusion (GESI) education, livelihood, Disaster Risk Reduction and Climate Change Adaptation (DRR/CCA), Emergency COVID-19 and Policy/Advocacy to contribute to the sustainable humanitarian development programs in Federal, Provincial, and local government in Nepal. HEARD knows through experience that different ideas, perspectives, and backgrounds create a stronger and more creative work environment that ultimately delivers better results.

2. Objective of the Supply Chain management training: -

- To learn excel overview
- To learn working with data.
- To organizing and analysing data.
- To know using analytical options.
- To learn how to presenting data visually etc.

3. Venue/Date :)

Orientation was conducted at HEARD Nepal provincial field contact office Biratnagar Morang, from 11 am to 5 pm.

4. Materials

- Projector
- Laptop
- Presentation and Slides

5. Methodology:

- Group discussion
- Lecture
- interaction
- individual discussion

6. Facilitators:

Mr. Roshan kumar Yadav - CA

7. Name of Participants: -

S.N	Name of Participants	Position, organization	Location	Remarks
1.	Mr. Rakesh Kumar Yadav	Organiser, HEARD Nepal	Biratnagar, Morang	-
2.	Mr. Roshan kumar Yadav	CA	Trainer	-
3.	Mr. Chandramani Poudel	Nutritional-Technical Coordinator, HEARD Nepal	Biratnagar, Morang	-
4.	Ms. Gyanu Gautam	Provincial team leader-program, HEARD Nepal	Biratnagar, Morang	-
5.	Mr. Pashupati Chaudhary	Admin and Finance, HEARD Nepal	Biratnagar, Morang	
6.	Mr. Shankhar K. Ray	Program Officer, HEARD Nepal	Biratnagar, Morang	
7.	Mr. Mukesh k Yadav		Biratnagar, Morang	
8.	Mr. shiv kumar Yadav		Biratnagar, Morang	

II Key Achievements

- Learnt basic excel technique.
- Learnt functions and formula.
- Learnt shortcut and fast working technique on excel sheet.
- Learnt organize and analysed the data etc.

III Positive aspects, challenges/lesson learned during activity implementation and Case Study/Voices

Positive aspect

- Program was effective and fruitful. It was really golden opportunity for all the participants to learn about Excel orientation.
- Program was really worthful for all the participants. It was also great opportunity for all the participants to learn about basic function of excel which is very helpful and easy technique for our daily work activities.

Challenges/Issues: -

- NA

Lessons learned: -

- Learnt basic excel technique.
- Learnt functions and formula.
- Learnt shortcut and fast working technique on excel sheet.
- Learnt organize and analysed the data etc

IV Environment Compliance (If applicable, list 3-5 discussion points below for each)

- The program was of great significance to all the participants, as everyone thoroughly enjoyed the session and the program was executed seamlessly.

V Recommendation for future improvement

- Hope on the coming days HEARD Nepal will provide more Opportunities for us If possible Physical and virtually orientation/ seminar/ workshop/training will be better for to build up capacity of employee.

VI Conclusion (1-2 paragraphs)

In conclusion, the one-day basic Excel orientation provided participants with a solid foundation in using Excel for various tasks and data management. Throughout the orientation, participants were introduced to essential concepts, functions, and techniques that are commonly used in Excel.

We began the orientation by familiarizing participants with the Excel interface, including the ribbon, worksheets, and cells. They learned how to navigate through the workbook, enter data, and format it to enhance readability. Participants also gained an understanding of basic formulas and functions, such as SUM, AVERAGE, and COUNT, enabling them to perform calculations and analyze data efficiently.

Furthermore, we explored various formatting options available in Excel, including cell formatting, conditional formatting, and the use of themes and styles to customize the appearance of worksheets. Participants discovered how to organize data effectively using sorting and filtering techniques, enabling them to manipulate large datasets with ease.

The orientation also covered data visualization techniques using charts and graphs. Participants learned how to create different types of charts, such as column, line, and pie charts, and customize them to present data in a visually appealing and understandable manner.

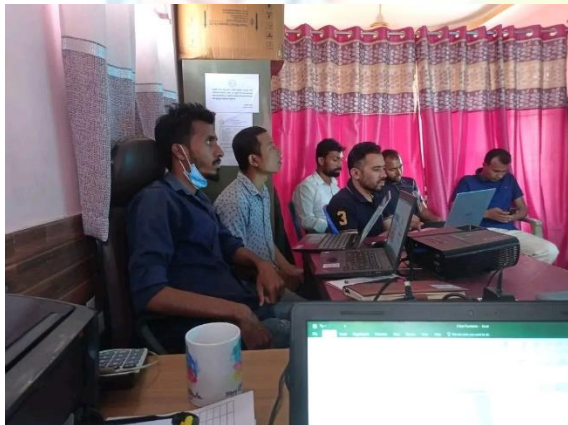
Additionally, we delved into Excel's powerful data analysis capabilities. Participants were introduced to features like pivot tables, which enable them to summarize and analyze large datasets quickly. They also learned about data validation, which helps maintain data integrity and accuracy by setting restrictions on data entry.

Throughout the day, participants engaged in hands-on activities and exercises to reinforce their learning. These activities allowed them to apply the concepts and techniques taught during the orientation, ensuring they gained practical experience and confidence in using Excel.

By the end of the one-day basic Excel orientation, participants had acquired the necessary skills to create, manage, analyze, and present data effectively using Excel. They were equipped with a solid foundation in Excel's key features and functions, enabling them to enhance their productivity and efficiency in various personal and professional tasks.

We encourage participants to continue exploring and practicing their Excel skills, as there are countless additional features and advanced techniques to discover. Excel is a versatile tool that can greatly streamline data management and analysis, and we hope that this orientation has sparked their curiosity and laid the groundwork for further Excel proficiency.

Suggested Annex:



Thank you!