Introduction to Basic Statistics

Tuesday 11th May

10.00am – 15.30 New Delhi/IST (5.30am – 11.00am UK/BST)

Excel is one of the most heavily used tools to analyse and visualize data. It is an established fact that Excel is a very powerful platform for those willing to think beyond basic features, functions and charts. It is also a well-known fact that almost 60 to 65% of users never touch upon 80% of the available functions in Excel. The objective of this workshop is to cover basic to intermediate functions and features in Excel which are frequently used. Participants will be introduced to the four key parameters of Excel Learning including; i) Data Handling, ii) Decision Making and Analysis, iii) Practical Skill; and iv) Efficiency and Effectiveness. The session will focus on practice and ensure that participants achieve experience with the four parameters over the course of the half-day workshop.

In partnership with *Global Research Nurses*, the tutoring for this *free* virtual workshop will be by Mr Manish Kumar Singh, a Bio-Statistician based at Medanta The Medicity, Gurgaon, India.

Mr Manish K Singh is an experienced Bio- Statistician working at Medanta, The Medicity. He holds a postgraduate degree in Bio-Statistics from the Institute of Medical Sciences, Banaras Hindu University and experience working with premier institutions across the country including ICMR, NIMS, KGMU and NCERT.

Mr Singh is authored in more than 25 national and international journals and holds a lifelong membership to the Indian society for medical statistics.

- In registering for this virtual workshop, please take careful note of the <u>start</u> time and the impact this has for you in your <u>local</u> time zone.

- To participate in this workshop, you must have access to a laptop and reliable internet connection, as well as a version of Microsoft Excel.

- You do not need to provide/ bring your own datasets. In advance of the workshop, participants will be sent an 'Excel Toolkit' via email. This will contain the course material and exercises that will be used throughout the session.

- Participants will receive a 'Certificate of Attendance' if qualifying conditions are met. Certificates will be issued directly by email, within one month of the workshop.

Agenda

Session	Time	Topics
1.	10:00-10:15am	**Welcome Address** Mr Joby George, Global Research Nurses Lead (India), The Global Health Network, University of Oxford
2	10:15-10:30am	**Introduction to Spreadsheets**
3.	10:30-10:50am	**Entering, Editing and Formatting Data** • Exercises/ Cases
4.	10:50-11:00am	**Text Functions** • Exercises/Cases
5.	11:00-11:15am	**Math and Statistical Functions** • Exercises/Cases
6.	11:15-11:30am	**Logical Functions** • Exercises/Cases
11:30-11:45am**Break**		
7.	11:45-12:00 noon	**Paste Special** • Exercises/Cases
8.	12:00-12:40	**Introduction to V- Lookup** • Exercises/Cases
9.	12:40-12:50	**Text to Column** • Exercises/ Cases
10.	12:50 – 13:00	**Filtering and Sorting** • Exercises/ Cases
13:00 – 13:30**Lunch**		
11.	13:30 – 14:00	**Introduction to Pivot Table** • Exercises/ Cases
12.	14:00 – 14:45	**Introduction to Basic Graphs and Charts** • Exercises/ Cases
13	14:45-15:15	**Interactive Q&A session**
14.	15:15-15:30	**Session close**

Register now!