

Empowering Administration

*Arivu Skills Delivers Excel Training at
Christ Academy Institute of Advanced Studies*

When spreadsheets stop being a struggle, administrative excellence begins.

There's a quiet revolution happening inside institutions — not in classrooms, but in administrative offices. Behind every smoothly run institution is a team of administrative professionals who manage data, coordinate operations, and keep the wheels turning. Yet, for many of them, powerful tools like Microsoft Excel remain underutilised — not out of disinterest, but simply for want of structured, meaningful training.

Arivu Skills, one of India's leading skill and education development consultancies, recently took a significant step toward changing that narrative.

THE SESSION THAT MADE A DIFFERENCE

As part of the **Administrative Development Program** at **Christ Academy Institute of Advanced Studies**, Arivu Skills conducted a comprehensive **Basic to Advanced Excel Training** tailored exclusively for the institute's administrative staff. The session was designed not as a generic workshop, but as a purpose-driven learning experience — practical, engaging, and directly aligned to the day-to-day realities of institutional administration.

The program was led by **Mr. Moulieswaran**, a seasoned instructor from Arivu Skills, known for his ability to make complex concepts feel accessible. With years of hands-on expertise and a teaching style that blends clarity with real-world application, Mr. Moulieswaran guided participants through a well-structured learning journey — from the very foundations of Excel to its more powerful, advanced functionalities.

FROM BASICS TO BEYOND — WHAT THE TRAINING COVERED

The session was thoughtfully structured to meet participants at their level and take them progressively forward. No one was left behind. No concept was rushed. The training journeyed through the full spectrum of Excel proficiency:

Foundation Skills	Navigating the Excel environment, understanding cell referencing, formatting data, and building clean, organised spreadsheets. For many participants, this alone transformed how they approached their daily records.
Core Functions and Formulas	From SUM and AVERAGE to IF statements and VLOOKUP, participants were introduced to the formulas that bring data to life and eliminate hours of manual calculation.
Data Management and Analysis	Sorting, filtering, and working with large datasets — skills particularly vital for administrative professionals managing student records, payroll data, vendor information, and institutional reports.
PivotTables and Charts	One of the session's most impactful segments, where participants saw firsthand how complex datasets could be transformed into clear, visual insights within minutes.

Advanced Tools

Conditional formatting, data validation, and automation through basic macros — capabilities that elevate an administrative professional from an Excel user to an Excel power user.

MORE THAN A TRAINING — A MINDSET SHIFT

What made this session stand out wasn't just the curriculum. It was the energy in the room.

Administrative professionals often attend training programs feeling like the subject isn't really 'for them.' Mr. Moulieswaran's approach dismantled that hesitation early. Using real institutional scenarios — the kind of data these very participants work with every day — the training felt relevant, not theoretical.

By the end of the session, participants weren't just more knowledgeable. They were more confident. Several attendees noted that they had been using Excel for years, yet had never realised how much time they had been losing to manual processes that a single formula or pivot table could handle in seconds.

“That is the hallmark of effective training — not just information transferred, but perspective changed.”

ARIVU SKILLS X CHRIST ACADEMY: A PARTNERSHIP BUILT ON PURPOSE

Christ Academy Institute of Advanced Studies has long demonstrated a commitment to holistic institutional excellence — one that extends beyond student learning to investing in the growth of its own staff. This administrative development program reflects that values-driven leadership.

For Arivu Skills, this engagement represents exactly the kind of work the organisation was built for: bridging the gap between potential and performance — not just for students entering the workforce, but for working professionals who deserve the same quality of development.

“Skill development shouldn't stop at the classroom door. Every person in an institution — from faculty to administrative staff — contributes to its excellence, and they deserve training that respects their role and elevates their capability.”

— Arivu Skills

WHY EXCEL? WHY NOW?

In an increasingly data-driven world, spreadsheet proficiency is no longer optional — it is foundational. For administrative professionals in educational institutions, the ability to manage and interpret data efficiently directly impacts decision-making, reporting, and operational speed.

Excel, when truly understood, isn't just a tool. It becomes a productivity multiplier. And in an institution managing hundreds of students, staff, and stakeholders simultaneously, that multiplication matters.

WHAT'S NEXT

Arivu Skills continues to expand its footprint across educational institutions and corporate organisations, delivering skill-based training programs that are as practical as they are transformative. Whether it's Excel, communication skills, leadership development, or domain-specific training, Arivu Skills brings the same commitment to every engagement: expert instruction, real-world relevance, and lasting impact.

If your institution or organisation is looking to invest in the professional development of your team, Arivu Skills is ready to design a program that fits your people, your pace, and your purpose.

Arivu Skills — Transforming Potential into Performance

For training inquiries and program partnerships, connect with the Arivu Skills team today.

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