Report on Value Added Courses for the year 2017-18

Date: 31/8//2017

Title: Certificate Course on Advanced Excel

Dated: 16/08/2017 to 30/8/2017

Duration of the course: 35 hours

Trainers: Mrs Varalakshmi

Resource Provider: KAYAKA COMPUTERS

Beneficiary: III SEM BBA (41 STUDENTS)

Objectives: The objective of the course is to create awareness among students on the popular software applications required at various levels of business activity and to update them with Microsoft Excel that is required for all their endeavors.

Course Content: The course includes creation of charts, template auditing features, conditional formatting, data consolidation, Pivot table, formulas, excel errors etc.

Course delivery: The course was taught with the help of Advanced excel systems which helped them apply spreadsheet tools for the day-to-day activities effortlessly. The students were given hands-on training to enhance their technical skills in Advanced Excel.

Assessment: The students were evaluated on a daily basis of lab exercises and spreadsheet analysis. They were also assessed on the basis of daily assignments and their performance ratings were recorded. offline assessment was also conducted and finally students were graded on the basis of their daily assignments and offline test.

Outcome of the course: On learning this course students are able to use simple formulae to solve complex functions and mathematical models in real-time situations.

Sharada.S

Principal
MES Institute of Management
Rajajinagar, Bangalore-560 010

Excel: Core Data Analysis, Manipulation, & Presentation; Learn - Practice - Certify

NICT
COMPUTER EDUCATION

Create Worksheets and Workbooks
1.1.1   Create a workbook
1.1.2   Import data from a delimited text file
1.1.3   Add a worksheet to an existing workbook
1.1.4   Copy and move a worksheet

**Customize Options and Views
for Worksheets and Workbooks**
1.4.1   Hide or unhide worksheets
1.4.2   Hide or unhide columns and rows
1.4.3   Customize the Quick Access toolbar
1.4.4   Change workbook views
1.4.5   Change window views
1.4.6   Modify document properties
1.4.7   Change magnification by using zoom tools
1.4.8   Display formulas

Insert Data in Cells and Ranges
2.1.1   Replace data
2.1.2   Cut, copy, or paste data
2.1.3   Paste data by using special paste options
2.1.4   Fill cells by using Auto Fill
2.1.5   Insert and delete cells

Format Cells and Ranges
2.2.1   Merge cells
2.2.2   Modify cell alignment and indentation
2.2.3   Format cells by using Format Painter
2.2.4   Wrap text within cells
2.2.5   Apply number formats
2.2.6   Apply cell formats
2.2.7   Apply cell styles

Navigate in Worksheets and Workbooks
1.2.1   Search for data within a workbook
1.2.2   Navigate to a named cell, range, or workbook element
1.2.3   Insert and remove hyperlinks

Format Worksheets and Workbooks
1.3.1   Change worksheet tab color
1.3.2   Rename a worksheet
1.3.3   Change worksheet order
1.3.4   Modify page setup
1.3.5   Insert and delete columns or rows
1.3.6   Change workbook themes
1.3.7   Adjust row height and column width
1.3.8   Insert headers and footers

Excel

Configure Worksheets and Workbooks for Distribution
1.5.1   Set a print area
1.5.2   Save workbooks in alternative file formats
1.5.3   Print all or part of a workbook
1.5.4   Set print scaling
1.5.5   Display repeating row and column titles on multipage worksheets
1.5.6   Inspect a workbook for hidden properties or personal information
1.5.7   Inspect a workbook for accessibility issues
1.5.8   Inspect a workbook for compatibility issues

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Summarize and Organize Data
2.3.1   Insert sparklines
2.3.2   Outline data
2.3.3   Insert subtotals
2.3.4   Apply conditional formatting

Manage Table Styles and Options
3.2.1   Apply styles to tables
3.2.2   Configure table style options
3.2.3   Insert total rows

Create and Manage Tables
3.1.1   Create an Excel table from a cell range
3.1.2   Convert a table to a cell range
3.1.3   Add or remove table rows and columns

Filter and Sort a Table
3.3.1   Filter records
3.3.2   Sort data by multiple columns
3.3.3   Change sort order
3.3.4   Remove duplicate records

Summarize Data by using Functions
4.1.1   Insert references
4.1.2   Perform calculations by using the SUM function
4.1.3   Perform calculations by using MIN and MAX functions
4.1.4   Perform calculations by using the COUNT function
4.1.5   Perform calculations by using the AVERAGE function

Format and Modify Text by using Functions
4.3.1   Format text by using RIGHT, LEFT, and MID functions
4.3.2   Format text by using UPPER, LOWER, and PROPER functions
4.3.3   Format text by using the CONCATENATE function

Create Charts
5.1.1   Create a new chart
5.1.2   Add additional data series
5.1.3   Switch between rows and columns in source data
5.1.4   Analyze data by using Quick Analysis

Format Charts
5.2.1   Resize charts
5.2.2   Add and modify chart elements
5.2.3   Apply chart layouts and styles
5.2.4   Move charts to a chart sheet

Insert and Format Objects
5.3.1   Insert text boxes and shapes
5.3.2   Insert images
5.3.3   Modify object properties
5.3.4   Add alternative text to objects for accessibility

Perform Conditional Operations by using Functions
4.2.1   Perform logical operations by using the IF function
4.2.2   Perform logical operations by using the SUMIF function
4.2.3   Perform logical operations by using the AVERAGEIF function
4.2.4   Perform statistical operations by using the COUNTIF function

Manage Workbook Options & Settings
1.1 Manage Workbooks
1.2 Manage Workbook Review

Apply Custom Data Formats & Layouts
2.1 Apply Custom Data Formats & Validation
2.2 Apply Advanced Conditional Formatting & Filtering
2.3 Create & Modify Custom Workbook Elements
2.4 Prepare a Workbook for Internationalization

Create Advanced Formulas
3.1 Apply Functions in Formulas
3.2 Look up Data by using Functions
3.3 Apply Advanced Date & Time Functions
3.4 Perform Data Analysis & Business Intelligence
3.5 Troubleshoot Formulas
3.6 Define Named Ranges & Objects

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Advance Excel
Expert Excel

Create Advanced Charts & Tables
4.1 Create Advanced Charts
4.2 Create & Manage Pivot Tables
4.3 Create & Manage Pivot Charts
4.4 Macros & Advance concepts of Macros

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MES INSTITUTE OF MANAGEMNET

ADVANCED EXCEL

III BBA → 2017-18

SL.NO	Reg.No	STUDENT NAME	16/8	17/8	18/8	19/8	21/8	22/8	23/8	24/8	25/8	26/8	28/8	29/8	30/8	Revision	Revision
1	16GFC26002	AISHWARYA S	P	P	P	P	P	P	P	P	A	A	A	P	P	A	P
2	16GFC26003	AISHWARYA V	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
3	16GFC26004	ARATHI H	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P
4	16GFC26005	ARPITHA M N	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	16GFC26006	BHARATH V	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P
6	16GFC26007	BHAVANI R	P	A	P	P	P	A	P	P	P	P	A	P	P	A	P
7	16GFC26008	BOLIYADA SANATH NACHAIAH	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
8	16GFC26009	CHETHAN M M	A	P	P	A	P	P	P	P	P	P	A	P	P	P	P
9	16GFC26010	DILIP KUMAR M	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A
10	16GFC26011	DRUSHYA R GOWDA	P	P	P	P	P	P	P	P	P	A	A	P	P	A	P
11	16GFC26012	G HARSHITHA	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
12	16GFC26013	INDRA DHANUSH B	A	P	P	P	P	P	P	P	P	P	A	P	P	A	P
13	16GFC26014	MAHESH HEGDE	A	P	P	P	P	P	P	P	P	P	A	A	P	P	A
14	16GFC26015	MANASA P RAM	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A
~~15~~	~~16GFC26016~~	~~MANOJ G P~~	A	A	A	A	A	A	A	A	A	P	A	A	A	A	A
16	16GFC26017	MOHAN BABU S	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
17	16GFC26018	NAGARAJAN M	P	P	P	A	A	P	P	A	P	P	P	P	P	A	P
18	16GFC26019	NITHYASHREE N R	P	A	A	P	A	P	P	P	A	A	P	P	P	A	P
19	16GFC26020	PRADEEP K	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
20	16GFC26021	PRAJWAL S	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P
21	16GFC26022	PRANJAL KHATRY	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P
22	16GFC26023	PRAVEEN A	A	P	P	P	P	P	P	P	P	P	A	A	P	P	A
23	16GFC26024	PRIYANKA K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	16GFC26025	RADHIKA G	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A
25	16GFC26026	RAJATH B N	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A
26	16GFC26027	RAKSHIT B K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	16GFC26028	RANJITHA M D	P	P	P	A	P	P	P	P	P	P	P	P	A	A	P
28	16GFC26030	SALMAN PASHA S	P	P	A	P	P	P	P	P	A	P	A	P	A	P	P

No	Reg No	Name															
29	16GFC26031	SANJANA J	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
30	16GFC26032	SARVESH KINIKAR	A	P	P	P	A	P	P	P	P	P	P	P	P	A	P
31	16GFC26033	SHANKAR E	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
32	16GFC26034	SHAZIYA KHANUM K	P	P	P	A	P	P	P	P	A	P	P	P	P	P	A
33	16GFC26036	SHIVANGOUDA A PATIL	A	A	P	P	P	A	P	P	P	P	P	P	P	A	P
34	16GFC26037	SHRAVAN L	A	P	P	P	P	A	P	P	P	P	P	A	P	P	P
35	16GFC26038	SUHAS S	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P
36	16GFC26039	SUNIL M	P	P	A	P	A	P	P	P	P	P	P	A	P	A	P
37	16GFC26040	TEJAS S	P	P	P	P	P	A	P	P	P	A	A	P	P	A	P
38	16GFC26041	VASU S	P	P	P	P	P	A	P	P	A	P	A	P	P	P	A
39	16GFC26042	VIGNESH K	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A
40	16GFC26043	YASHWANTH KUMAR C	P	P	P	P	P	P	P	A	P	P	P	A	P	A	A
41	16GFC26044	YUDESH D	P	P	P	P	P	P	P	A	P	P	P	P	A	P	A
42	15GFC26025	KUSHAL D	A	A	P	P	P	P	P	A	P	A	A	P	P	A	P

10 days × 3 hours = 30 hours

1 day × 2 hours = 4 hours

(last date) 1 day × 1 hour = 1 hour

35 hours

Sharada S

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Certificate

This is to certify that **S Pooja** has successfully completed the course in **"Data Management & Analysis using Advanced Excel"** from **07.08.2017** to **22.09.2017** and has secured **A** grade.

sharada.S

Dr. Sharada .S
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