

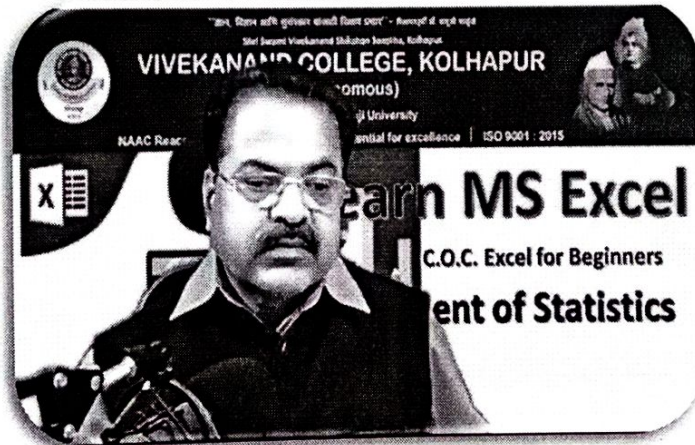


“Education for Knowledge, Science and Culture”
-Shikshahmaharshi Dr. Bapuji Salunkhe
VIVEKANAND COLLEGE, KOLHAPUR
(AUTONOMOUS)
INTERNAL QUALITY ASSURANCE CELL
2020-21



Report on value added course “Excel for beginners”

1. **Name of the Department:** Statistics
2. **Aim** –To learn basics of MS-Excel.
3. **Objectives** –
 1. To introduce the Workbook and Worksheet of Excel.
 2. To learn Shortcut keys, Data Validation, Filtering, various functions in Excel.
 3. To learn basic statistical analysis using Excel.
4. **Date-** 13/12/2021 to 12/01/2022(One Month)
5. **Venue-** Room No. 38
6. **Resource persons** - Mr. Balkrishna Surve and Mr. Pawar Ajit Arjun
7. **Number of beneficiaries** – 65 students (40 Girls +25 Boys) + 7 Teachers



8. Brief Description:

In this course starting from “How to open MS office”, following topics were covered with practical execution of concepts by the students: Understanding of Ribbon, Workbook and worksheets, customizing Quick access tool bar, Conditional formatting, Page setup and print the job, Shortcut keys, Data Validation, Filtering, Advance filtering, Sorting Formula, Addition, Subtraction, Multiply, Divide, Percentage. IF, IFS, AND, OR, NOT, MAX, MIN, small, large, vlookup, hlookup, Index, Match, Is Blank, Is Error, Date and time, Math’s and Trigonometric function, Test Function, Creating, formatting Tables, Names the ranges, Import/Export data, Insert: Charts, Pivot Tables, Spark lines, Links, Text, Symbols, MACROS Record and Run Macros, Google Spreadsheet etc.

9. Outcomes -

1. To understand the workbook and worksheet of Excel, shortcut keys, data validation, filtering
2. Student is able to use pivot tables and charts to analyze the data.
3. Students are able to import and export data using Google spreadsheet

Ajit Pawar
Head
Department of Statistics
Vivekanand College Kolhapur

Department of Statistics
Vivekanand College,
Kolhapur. (Autonomous)
Date: 23/11/2021

To
The Principal,
Vivekanand College,
Kolhapur (Autonomous)

Sub: Regarding permission to start Career Oriented Course

Respected Sir,

With reference to the above Subject,

Our department has decided to start a Career Oriented Course 'Excel for Beginners' for all students of any discipline. Please grant us permission for the same.

Thanking you,

Yours faithfully,

Jodh
23/11/2021

Allowed
P2
28.11.21

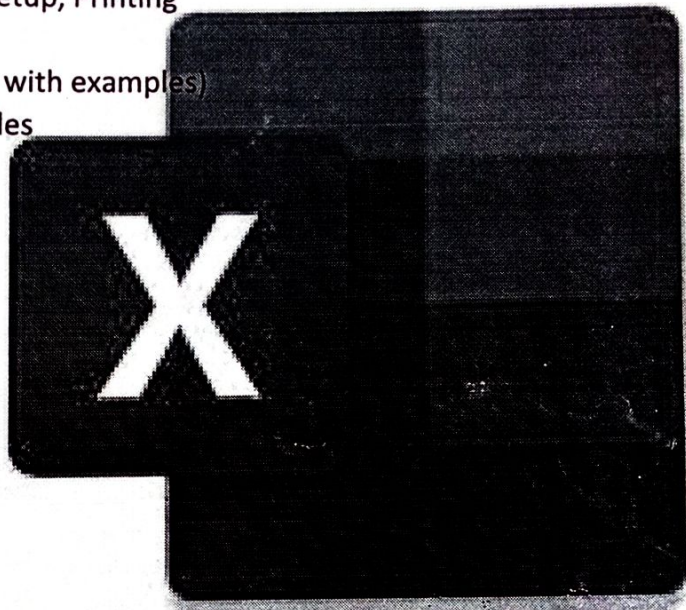
W. Pawar
Head
Department of Statistics

Excel For Beginners

Excel is the one of the efficient Tool from MS OFFICE applications.

In this 30days Course we Learn

- 1) How to install, and open the MS Excel
- 2) Understand workbook, ribbon, page setup, Printing
- 3) Data Validation, Sort and filter
- 4) Formula writing (around 50 Formulas with examples)
- 5) Creating Charts, Tables and PIVOT tables
- 6) Understanding MACROs
- 7) Introduction to Google spreadsheet.



Syllabus

Sr. No.	Unit Name	Theory Period	Practical Period	Total Period
1.	Introduction of Excel How to open MS office? Understanding Ribbon Understanding Workbook and worksheets Customizing Quick access tool bar Conditional formatting Page setup and print the job Shortcut keys	05	08	13
2.	Data Validation Filtering, Advance filtering Sorting	06	20	26
3.	Formula writing Add, subset, multiply, divide, percentage Sum, sumif, sumA IF,IFS,AND,OR,NOT,MAX,MIN,small,large,vlookup,lookup,Index,Match,Is Blank, Is Error, Date and time, Maths and Trigonometric, Test Function	10	16	26
4.	Creating, formatting Tables Names the ranges Import/Export data Insert: Charts, Pivot Tables Spark lines , Links, Text, Symbols, MACROS Record and Run Macros, Google Spreadsheet	9	16	25

A.B.B
 Co-Ordinator
 Mr. Bhosale A.B.

Wason
 Head,
 Dept. of Statistics
 Department of Statistics
 Vivekanand College Kolhapur

List of Admitted Students

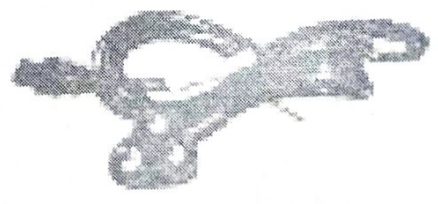
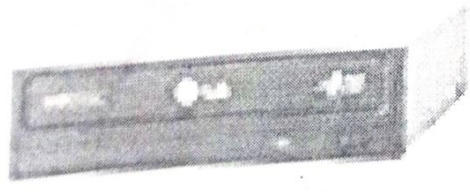
Sr. No	Name	Class/ College
1	Shruti patil	NCK
2	Shruti Kokate	Rajaram College
3	Basit Kolhapure	Rajaram College
4	Shifa Shahid Naik	Rajaram College
5	Ruturaj	Rajaram College
6	Harshad Patil	BSc II
7	Karpe Rajkumar	BSc II
8	Jhadhav Aniket	BSc II
9	Patil Sharaddha	BSc II
10	Shinde Sarika	BSc II
11	Kumbhar Tejaswini	BSc II
12	Sayali Powar	BSc II
13	Shinde Manisha	BSc II
14	Parit Vaishnavi	BSc I
15	Jadhav Vaishnavi	BSc II
16	Kanire Darshan	BSc II
17	Gawade Shweta	BSc I
18	Karne Dipali	BSc I
19	Patil Om	BSc II
20	jadhav pankaj	BSc II
21	Powar Sayali	Bsc II
22	Jamdade Manasi	Bsc II
23	Bagwan Umarajiya	Bsc III
24	Jisna Mathew	Bsc III
25	Mugdar Akansha	Bsc III
26	Patil Rutuja	Bsc III
27	Jahdhav Shradha	Bsc III
28	Dhere Rutuja	Bsc III
29	Mane Supriya	Bsc III
30	Wardake Sakshi	Bsc III
31	Barwade Sammed	Bsc III
32	Kamble Vedant	Bsc III
33	More Pranav	Bsc III
34	Jawale Shivam	Bsc III
35	Jagadale Anav	Bsc III
36	Lohar Siddhesh	Bsc III
37	Killedar Yogiraj	Bsc III
38	Kumthekar Kedar	Bsc III
39	Jitakar Siddhesh	Bsc III
40	Khot Kishor	Bsc III
41	Khamkar Akash	Bsc III
		Bsc III

42	Salase Sakshi	Bsc III
43	Kamble Mrunali	Bsc III
44	Desai Pratiksha	Bsc III
45	Kamble Rasika	Bsc III
46	Shidvankar Siraj	Bsc III
47	Shinde Sejal	Bsc III
48	Pwar Mrunali	Bsc III
49	Gurav Pooja	Bsc III
50	Gurav Santosh	Bsc III
51	Chavan Ashish	Bsc III
52	Koshti Shweta	Bsc III
53	Magdum Samrudhi	Bsc III
54	Mujawar Saniaya	Bsc III
55	Patil Kalayni	Bsc III
56	Patil Shreya	Bsc III
57	Patil Rohini	Bsc III
58	Patil Pranita	Bsc III
59	Pareek Sangeeta	Bsc III
60	Randive Rutuja	Bsc III
61	Tonpe Sejal	Bsc III
62	Kamble Ashwini	Bsc III
63	Mudrale Shewta	Bsc III
64	Koli Lalita	Bsc III
65	Jadhav Aakansha	Bsc III

A. B. B
Co-Ordinator
Mr. Bhosale A.B

W. P. P.
Head

Department of Statistics
Department of Statistics
Vivekanand College, Kolhapur



57	P	P	P	P	P	P	P	A	P	A	P	P	P	P	A	P	A	P	P	A	A	A	A	A	A	P	P	P	
58	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
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62	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
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64	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
65	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

