

Department of Statistics  
Vivekanand College,  
Kolhapur. (Autonomous)  
Date: 15/11/2022

To  
The Principal,  
Vivekanand College,  
Kolhapur (Autonomous)

**Sub: Regarding permission to conduct Career Oriented Course.**

Respected Sir,

With reference to the above Subject,

Our department has decided to conduct Career Oriented Course "**Excel For Beginners**" for all students of any discipline from 15<sup>th</sup> November 2022 to 16<sup>th</sup> December 2022, at 10.00 am in the department of Statistics Please grant us permission for the same.

Thanking you,

Yours faithfully,

*V. Pawar*

Head

Department of Statistics

**Head**

**Department of Statistics  
Vivekanand College, Kolhapur  
(Autonomous)**

*Pod*  
*15/11/2022*

*Pr*  
*15/11/22*



Shri Swami Vivekanand Shikshan Sanstha  
**Vivekanand College, Kolhapur (Autonomous)**  
DEPARTMENT OF STATISTICS

Date: 15/09/2022

## Notice

### Registrations for value added Course- **Excel for Beginners**

All the students are here by informed that the Department of statistics invites applications for the Value Added Course "Excel for Beginners"

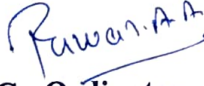
<b>Name of Course</b>	<b>Excel for Beginners</b>
<b>Duration</b>	<b>30 Hours</b>
<b>Fee</b>	<b>500</b>
<b>Admitted seat</b>	<b>25</b>

The registrations for the course are open for all the students of Undergraduate Courses.


Interested students are required to fill in the registration form latest by Oct 4,2022 till 5.00p.m.

Registration form can be accessed Department of Statistics Mr. Chavan R V (7376715639)

Details regarding course content and schedule will be displayed in notice board of Department of statistics.

  
**Co-Ordinator**  
Mr. Pawar A.A.



  
**Head**  
**Department of Statistic**  
**Head**  
**Department of Statistics**  
**Vivekanand College Kolhapur**



“ज्ञान, विज्ञान आणि सुसंस्कार यांसाठी शिक्षण प्रसार”  
- शिक्षणमहर्षी प. पू. डॉ. बापुजी साळुंखे

Shri Swami Vivekanand Shikshan Sanstha's  
Vivekanand College, Kolhapur (Autonomous)



### DEPARTMENT OF STATISTICS

Organizes  
Value added Course  
On

**“Excel for Beginners”**

Day & Date:  
Tuesday,  
15<sup>th</sup> November  
2022 to Wednesday,  
16<sup>th</sup> December 2022

For :  
B.Sc., B.A., B.Com.,  
B.B.A., BCA.,  
B.Sc.(ecs)

Resource Person:

Ms. Patil P.C  
Ms. Tapakire. D.A  
Mr. Pawar A. A.

Co-Ordinator:

Ms. Mukandot  
A.M

Head, Department of Statistics

Ms. Pawar V.V.

President :

Dr. R. R. Kumbhar  
Principal,  
Vivekanand College,  
Kolhapur (Autonomous)



*V.Pawar*  
**HEAD**  
DEPARTMENT OF STATISTICS  
VIVEKANAND COLLEGE, KOLHAPUR  
(AUTONOMOUS)

Shri Swami Vivekanand Shikshan Sanstha's

**Vivekanand College, Kolhapur (Autonomous)**

DEPARTMENT OF STATISTICS

**Notice**

All the students hereby informed that there will be a short-term course on “Excel for Beginners” will be conducted from 15<sup>th</sup> November 2022 to 16<sup>th</sup> December, 2022.

The schedule will be displayed in notice board of Department of statistics.

*Ashiyang*

**Co-Ordinator**

Ms.A.M. Makandar



*W. P. ...*  
**Head**

Department of Statistics

**HEAD**  
DEPARTMENT OF STATISTICS  
VIVEKANAND COLLEGE, KOLHAPUR  
(AUTONOMOUS)


# Syllabus

Sr. No.	Unit Name	Theory Period	Practical Period	Total Period
1.	<b>Introduction of Excel</b>  How to open MS office? Understanding Ribben  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

**Nature of Exam(100 Marks)**

Theory: Multiple choice (25 question each question carries 2 mark) 50 Marks

Practical paper: Attempt any 5 questions out of 7 (10\*5=50)

  
**Co-Ordinator**  
 Ms.A.M. Makandar



  
**Head,**  
**HEAD**  
 Dept. of Statistics  
 DEPARTMENT OF STATISTICS  
 VIVEKANAND COLLEGE, KOLLAPUR  
 (AUTONOMOUS)

## List of Admitted Students

Sr. No	Name	Class
1	Siddhi Bipinkumar Mane	BSc II
2	Tejaswini shahajirao Patil	BSc II
3	Shrushti Pandharinath Mohite	BSc II
4	Harshavardhan Ashok Nikam	BSc II
5	Pratiksha Rajaram Chougule	BSc III
6	Mrunali Maruti Patil	BSc II
7	Rutuja Jaywant Birje	BSc II
8	Pradnya Nandkumar Nandudkar	BSc II
9	Priya Shivling Koneri	BSc II
10	Samiksha Sarjerao Sathe	BSc II
11	Vaishnavi Prakash Khopade	BSc II
12	Arpita Laxman Kamble	BSc II
13	Samiksha Mahadev Thorat	BSc II
14	Vaibhavi Rajendra Gade	BSc III
15	Vaishnavi Rangrao Chindage	BSc II
16	Pradnya Arun Mali	BSc II
17	Om Sanjay Patil	BSc III
18	Aniket Arun jadhav	BSc III
19	Swapnil Yuvraj Patil	BSc III
20	Manoj Jagannath mane	BSc III
21	Darshan sharad Kanire	BSc III
22	Pranav Tanaji Shinde	BSc III
23	Vaishnavi Vishwas Jadhav	BSc III
24	Pooja Sampat Patil	BSc III
25	Saloni Sanjay Khurade	BSc III
26	Prajakta Keshav Patil	BSc III
27	Manisha Babasaheb Shinde	BSc III

*Ashiyang*

Co-Ordinator  
Ms.A.M. Makandar.



*W. P. Pawar*

HEAD  
DEPARTMENT OF STATISTICS  
VIVEKANAND COLLEGE OF STATISTICS  
Department of Statistics  
(AUTONOMOUS)

Shri Swami Vivekanand Shikshan Sanstha's  
**Vivekanand College, Kolhapur (Autonomous)**

DEPARTMENT OF STATISTICS

**Value Added Course 2022-23**

Excel for Beginners

### Time Table

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
09.00am - 10.00 am	Theory	Theory	Theory			
10.00 am- 11.00 am				Practical	Practical	Practical

Teaching Faculty:

1. Mr. Pawar A.A.
2. Ms. Patil P.C.
3. Ms. Tapakire D.A.



*A. Pawar*  
**HEAD**  
DEPARTMENT OF STATISTICS  
VIVEKANAND COLLEGE, KOLHAPUR  
(AUTONOMOUS)













Shri Swami Vivekanand Shikshan Sanstha's  
**Vivekanand College, Kolhapur (Autonomous)**  
DEPARTMENT OF STATISTICS  
**Value Added Course**  
**(Excel for Beginners)**

All the student hereby informed that there will be exam for short term course on "Excel for Beginners". Theory and practical papers will be conducted according to the following schedule.

All students should present for Exam.

**Examination Time Table**

Day and Date: Sunday 16<sup>th</sup> January 2023

Number	Date	Time	
		Theory	Practical
Roll number 1 to 27	16/01/2023	10.00 am - 11.00 am	12.00 Noon - 1.30 pm

*Ashiyang*

Co-Ordinator  
Ms.A.M. Makandar.



*Head*

Head  
Department of Statistics  
DEPARTMENT OF STATISTICS  
VIVEKANAND COLLEGE, KOLHAPUR  
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Shri Swami Vivekanand Shikshan Sanstha's  
**Vivekanand College, Kolhapur (Autonomous)**  
 DEPARTMENT OF STATISTICS  
**Value Added Course**  
(Excel for Beginners)

**Theory and Practical papers Attendance**

Sr. No	Name	Class	Sign
1	Siddhi Bipinkumar Mane	BSc II	<del>Siddhi</del>
2	Tejaswini shahajirao Patil	BSc II	<del>Tejaswini</del>
3	Shrushti Pandharinath Mohite	BSc II	<del>Shrushti</del>
4	Harshavardhan Ashok Nikam	BSc II	<del>Harshavardhan</del>
5	Pratiksha Rajaram Chougule	BSc III	<del>Pratiksha</del>
6	Mrunali Maruti Patil	BSc II	<del>Mrunali</del>
7	Rutuja Jaywant Birje	BSc II	<del>Rutuja</del>
8	Pradnya Nandkumar Nandudkar	BSc II	<del>Pradnya</del>
9	Priya Shivling Koneri	BSc II	<del>Priya</del>
10	Samiksha Sarjerao Sathe	BSc II	<del>Samiksha</del>
11	Vaishnavi Prakash Khopade	BSc II	<del>Vaishnavi</del>
12	Arpita Laxman Kamble	BSc II	<del>Arpita</del>
13	Samiksha Mahadev Thorat	BSc II	<del>Samiksha</del>
14	Vaibhavi Rajendra Gade	BSc III	<del>Vaibhavi</del>
15	Vaishnavi Rangrao Chindage	BSc II	<del>Vaishnavi</del>
16	Pradnya Arun Mali	BSc II	<del>Pradnya</del>
17	Om Sanjay Patil	BSc III	<del>Om</del>
18	Aniket Arun jadhav	BSc III	<del>Aniket</del>
19	Swapnil Yuvraj Patil	BSc III	<del>Swapnil</del>
20	Manoj Jagannath mane	BSc III	<del>Manoj</del>
21	Darshan sharad Kanire	BSc III	<del>Darshan</del>
22	Pranav Tanaji Shinde	BSc III	<del>Pranav</del>
23	Vaishnavi Vishwas Jadhav	BSc III	<del>Vaishnavi</del>
24	Pooja Sampat Patil	BSc III	<del>Pooja</del>
25	Saloni Sanjay Khurade	BSc III	<del>Saloni</del>
26	Prajakta Keshav Patil	BSc III	<del>Prajakta</del>
27	Manisha Babasaheb Shinde	BSc III	<del>Manisha</del>

Name : Vaibhavi Rajendra Gade

Shri Swami Vivekanand Shikshan Sanstha's  
**Vivekanand College, Kolhapur (Autonomous)**

DEPARTMENT OF STATISTICS

**Value Added Course**

**(Excel for Beginners)**

**Examination (2022-23)**

Roll No.: -

Marks Obtained: -

Day, Date: Sunday, 16/01/2023

Marks: 50

Note: Each question is compulsory.

Q. Select the correct alternative.

1. Formula in Excel starts with

- a. /
- b. =
- c. \$
- d. #

2. What does VLOOKUP function do?

- a. Look up the text that contain V
- b. Checks whether text is the same in one cell as in the next
- c. Find related records
- d. All of above

3. When integrating Ms-Word and Excel, Word is usually the

- a. Server
- b. Source
- c. Client
- d. None

4. Charts tips can

- a. Show the formatting of a data label
- b. Show the name of a data series
- c. Show the value of data point
- d. b and c

5. The Name box

- a. Shows the location of the previously active cell
- b. Appears t the left of the formula bar
- c. Appears below the status bar
- d. Appears below the menu bar

6. How do you change column width to fit the contents?

- a. Single-click the boundary to the left to the column heading
- b. Double click the boundary to the right of the column heading
- c. Press Alt and single click anywhere in the column
- d. All of above

7. .... is the best alternative to MS EXCEL offered by Google Inc.

- a. Google Slides
- b. Google Sheets
- c. Google files
- d. Google keep

8. Which types of charts can excel produce?

- a. Line graphs and pie charts only
- b. Only line graphs
- c. Bar charts, line graphs and pie charts
- d. Bar charts and line graphs only

9. How are data organized in a spreadsheet?

- a. Lines and spaces
- b. Layers and planes
- c. Rows and columns
- d. Height and width

10. What does the VLOOKUP function do?

- a. Looks up text that contain 'v'
- b. Checks whether text is the same in one cell as in the next
- c. Finds related records
- d. All of above

11. MS EXCEL 2019 has no limit of

- a. 10 48576
- b. 4810576
- c. 16384
- d. 157648

12. You can open the Highlight Changes dialog box by choosing Track Changes from the .... Menu.

- a. Edit
- b. Insert
- c. Format
- d. Tools



13. To protect a worksheet, you can choose Protection and the Protect Sheet from the..... menu.

- a. Edit
- b. Format
- c. Tools
- d. Data

14. Which of the following is not a valid Zoom percentage in Excel?

- a. 10
- b. 100
- c. 300
- d. 500

15. To create an interactive Pivot Table for the web, you use a Microsoft Office Web component called

- a. HTML
- b. Pivot Table Field List
- c. Pivot Table List
- d. Pivot Table Report

16. Which of the following is not a worksheet design criterion?

- a. Efficiency
- b. Auditability
- c. Description
- d. Clarity

17. The spelling tool is placed on \_\_\_\_\_ toolbar

- a. Standard
- b. Formatting
- c. Drawing
- d. Reviewing

18. Special category of Number tab in Format Cells dialog box can be used to apply formats like

- a. Zip Code
- b. Phone Number
- c. Both of above
- d. None of above

19. If you need a text to show vertically in a cell. How will you achieve this?

- a. Choose Vertical on Text alignment in Format Cells dialog box
- b. Choose 90 Degrees in Orientation of Format Cells dialog box
- c. Choose Distributed from the Vertical drop-down list of Format Cells dialog box
- d. Choose Center Across Selection from Horizontal combo box in Format Cells dialog box

20. Merge cells option can be applied from

- a. Format Cells dialog box Alignment Tab
- b. Formatting toolbar
- c. Both of above
- d. None of above

21. Pre-made sheet formats like Simple, Classic, Accounting, Colorful et can be applied from

- a. from Fromat >> Cells
- b. from Format >> Autoformat
- c. from Table >> Autoformat
- d. All of above

22. .... is used to arrange the data in ascending and descending order

- a. Format as table
- b. filter
- c. long
- d. sort

23. How do you insert a row?

- a. Right-click the row heading where you want to insert the new row and select Insert from the shortcut menu
- b. Select the row heading where you want to insert the new row and select Edit > Row from the menu
- c. Select the row heading where you want to insert the new row and click the Insert Row button on the standard toolbar
- d. All of the above

24. Which of the following is not a basic step in creating a worksheet?

- a. Save workbook
- b. Modify the worksheet
- c. Enter text and data
- d. Copy the worksheet

25. Which option or function can be used to combine two or more cell values

- a. Concatenate and flash fill
- b. contact
- c. flash
- d. fill

Name: Om Sanjay Patil

Shri Swami Vivekanand Shikshan Sanstha's  
**Vivekanand College, Kolhapur (Autonomous)**

DEPARTMENT OF STATISTICS

**Value Added Course**

(Excel for Beginners)

**Examination (2022-23)**

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- a. Zip Code
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Shri Swami Vivekanand Shikshan Sanstha's  
**Vivekanand College, Kolhapur (Autonomous)**

DEPARTMENT OF STATISTICS

**Value Added Course 2022-23**

**Excel for Beginners**

Max. Marks: 50

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**Attempt any 5 out of 7**

**Q1a.** Open Blank Excel Workbook and save it. Give Name to the workbook.

(workbook ला तुमचेच नाव द्या . उदा: Sunita Shinde)

Marks 5

**b.** Select worksheet: sheet1 and Write 1to10 Numbers in the cell G5 to G14.

Give red colors to the numbers and Fill the cells with Yellow Colors Marks 5

**Q2** Create 5 Sheets in the workbook. Rename each sheet as May, June, July,  
Aug, Sept Change the Tab Color of July Sheet as Green

Marks 10

**Q3** Add Print and Print Preview option to the Quick Access tool Bar.( Customize  
the Quick Access Tool Bar )

Marks : 05

**Q4** Remove the View tab by using customize ribbon option

Marks 10

**Q5** Open Sheet "July". Write your Name In Cell A2 with font size 14. Adjust  
Column width to fit Name in cell . Write your college/office name in Cell A3  
Adjust Font size 16, Adjust Column width to fit Name in cell.

Marks 10

**Q6** In sheet "May" write 100 in Cell G10. Then conditionally format the cell .  
The Condition is, if  $G10 > 200$  cell color is red, otherwise no color

Marks 10

**Q7** Create a sheet and Use Vlookup and Hlookup.

Marks 10

Save the all Changes and upload the file on Given Google Form

Shri Swami Vivekanand Shikshan Sanstha's  
**Vivekanand College, Kolhapur (Autonomous)**

DEPARTMENT OF STATISTICS

(Excel for Beginners)

Examination (2022-23)

Date: - 16 /01/ 2023

Sr.No.	Name of Students	Theory Test (50 Marks)	Practical Test(50 Marks)	Total	Grade
1)	Siddhi Bipinkumar Mane	32	40	72	Grade O
2)	Tejaswini shahajirao Patil	46	40	86	Grade O
3)	Shrushti Pandharinath Mohite	30	40	70	Grade O
4)	Harshavardhan Ashok Nikam	36	30	66	Grade B
5)	Pratiksha Rajaram Chougule	32	46	78	Grade O
6)	Mrunali Maruti Patil	25	44	69	Grade A
7)	Rutuja Jaywant Birje	36	42	78	Grade O
8)	Pradnya Nandkumar Nandudkar	36	44	80	Grade O
9)	Priya Shivling Koneri	26	42	68	Grade A
10)	Samiksha Sarjerao Sathe	38	38	76	Grade O
11)	Vaishnavi Prakash Khopade	18	38	56	Grade B
12)	Arpita Laxman Kamble	26	42	68	Grade A
13)	Samiksha Mahadev Thorat	20	44	64	Grade A
14)	Vaibhavi Rajendra Gade	22	42	64	Grade A
15)	Vaishnavi Rangrao Chindage	28	25	53	Grade B
16)	Pradnya Arun Mali	36	40	76	Grade O
17)	Om Sanjay Patil	22	40	62	Grade A
18)	Aniket Arun jadhav	24	42	66	Grade A
19)	Swapnil Yuvraj Patil	38	38	76	Grade O
20)	Manoj Jagannath mane	16	40	56	Grade B
21)	Darshan sharad Kanire	14	42	56	Grade B
22)	Pranav Tanaji Shinde	22	40	62	Grade A
23)	Vaishnavi Vishwas Jadhav	40	42	82	Grade O
24)	Pooja Sampat Patil	28	44	72	Grade O
25)	Saloni Sanjay Khurade	27	43	70	Grade O
26)	Prajakta Keshav Patil	18	38	56	Grade B
27)	Manisha Babasaheb Shinde	34	40	74	Grade O

\* If Total Marks  $\geq 70$ , "Grade O"; If  $70 < \text{Total Marks} < 60$ , "Grade A";  
If  $60 < \text{Total Marks} < 50$ , "Grade B"

Ms.A.M. Makandar  
Co-Ordinator



*Ms. V. V. Pawar*  
Ms.V.V. Pawar  
Head of Department  
DEPARTMENT OF STATISTICS  
VIVEKANAND COLLEGE, KOLHAPUR  
(AUTONOMOUS)



" Education for Knowledge, Science & Culture "

-Shikshan Maharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's



**VIVEKANAND COLLEGE, KOLHAPUR ( AUTONOMOUS )**



NAAC Accredited 'A' Grade With CGPA 3.24, College With Potential For Excellence by UGC

(Affiliated to Shivaji University, Kolhapur)

**DEPARTMENT OF STATISTICS**

**CERTIFICATE**

This is to certify that, Mr./Miss Vaishnavi V. Jadhav  
of Vivekanand college, Kolhapur of Class BSc-III has successfully completed  
the Add on ~~Course~~ Reg. No. VAD 1640 entitled "Excel For Beginners" carried out in the Department of Statistics, Vivekanand  
College, Kolhapur (Empowered Autonomous) from 15/11/2022 to 16/12/2022 during the academic year 2022 - 23 .

This certificate is awarded to him/her after passing theory and practical examination with grade 0 .

Ashiyang

Ms. A. M. Makandar  
Co-ordinator

Pawar A. A.

Mr. A. A. Pawar  
Convener

V. V. Pawar

Ms. V. V. Pawar  
Head Department of Statistics

R. R. Kumbhar

Dr. R. R. Kumbhar  
Principal

" Education for Knowledge, Science & Culture"  
-Shikshan Maharshi Dr. Bapuji Salunkhe

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**VIVEKANAND COLLEGE, KOLHAPUR ( AUTONOMOUS )**



NAAC Accredited 'A' Grade With CGPA 3.24, College With Potential For Excellence by UGC  
(Affiliated to Shivaji University, Kolhapur)

**DEPARTMENT OF STATISTICS**

**CERTIFICATE**

This is to certify that, Mr./Miss Aniket A. Jadhav  
of Vivekanand college, Kolhapur Class BSc-II has successfully completed  
the Add on Course Reg. No. VAD 1640 entitled "Excel For Beginners" carried out in the Department of Statistics, Vivekanand  
College, Kolhapur (Empowered Autonomous) from 15/11/2022 to 16/12/2022 during the academic year 2022 - 23 .  
This certificate is awarded to him/her after passing theory and practical examination with grade A .

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