

REPORT EXCEL CERTIFICATION COURSE 2022-2023

BATCH 1

Microsoft Excel is one of the most important because of the key role it plays in many sectors. It is the most used spreadsheet program in many business activities, classwork and even personal data organization. Our first batch on Excel Certification for the academic year 2022-2023 started on August 1st, 2022. The name of the certificate course offered is **Microsoft Office Specialist- Excel Associate**. The time duration of the course is 30 hours. The course consists of main four modules that includes application methods that a person uses in day today life.

Our batch included a total of 25 students out of which 4 students were from the previous batch who failed to qualify the certification exam. In this way, those students were given a second chance for appearing the exam. Out of the 25 students, 1 was a faculty of Mathematics Dept (Self) and the rest was final year students. The course was completed on time. All the students must attend three mock tests that marks their eligibility for attending the final certification examination. The final exam of the certification course was scheduled on December 23rd and December 24th, 2022. All the students appeared for the exam. But unfortunately, 4 students failed to pass the certification course. The course for this batch ended with a pass percentage of 84%.



CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA
DEPARTMENT OF COMPUTER SCIENCE



CERTIFICATE COURSE ON **MICROSOFT OFFICE SPECIALIST**

(MS EXCEL 2019)

IN ACCORDANCE WITH THE STRATEGIST, COCHIN

- **Duration: 25 hours**
- **Mode: Offline**



Fee: Rs. 4000/-

Fee can be paid in two installments

Class time: 3pm-4pm

COURSE COMMENCEMENT

APRIL 2ND, 2022

For more details

Contact: Ms. Sini Thomas

Phone no: 95670 57145



CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA
DEPARTMENT OF COMPUTER SCIENCE



CERTIFICATE COURSE ON **MICROSOFT OFFICE SPECIALIST**

(MS EXCEL 2019)

IN ACCORDANCE WITH THE STRATEGIST, COCHIN

- **Duration: 30 hours**
- **Mode: Offline**



Fee: Rs. 4000/-

Fee can be paid in two installments

Class time: 3pm-4pm

COURSE COMMENCEMENT

FEBRUARY 8TH, 2023

For more details

Contact: Ms. Sini Thomas

Phone no: 95670 57145

The list of students is given below:

1. Mary Pauly
2. Aleena Joy
3. Devanadh
4. Bryan Benny
5. Archana R Menon
6. Jiss Sabu Varghese
7. Harisankar S
8. Joe Payyappilly
9. Zahera A A
10. Akkila Akbar
11. Riya Sunny
12. Sreedevi N
13. Karthika
14. Ajithlal
15. Digha Dinesh
16. Angel Davis
17. Jyothis C P
18. Abishek N J
19. Jerin K Joshy
20. Devika P B
21. Sana K Latheef
22. Bharath Haridas
23. Alex
24. Akash
25. Gopika Raju

The **certificates** of few students of this batch are also given for reference:



Ajith Lal

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Excel 2019 Associate

Excel 2019

Date of achievement: December 24, 2022
verify.certport.com: n8Ru-Dwo5


Satya Nadella
Chief Executive Officer




Aleena Joy

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Excel 2019 Associate

Excel 2019

Date of achievement: December 24, 2022
verify.certport.com: wBuT4-2FNp


Satya Nadella
Chief Executive Officer





BATCH 2

Microsoft Excel is one of the most important because of the key role it plays in many sectors. It is the most used spreadsheet program in many business activities, classwork and even personal data organization. Our second batch on Excel Certification for the academic year 2022-2023 started on February 9th, 2023. The name of the certificate course offered is **Microsoft Office Specialist- Excel Associate**. The time duration of the course is 30 hours. The course consists of main four modules that includes various vital application methods.

Our batch included a total of 30 students out of which 1 student was from the previous batch who failed to qualify the certification exam. In this way, such student was given a second chance for appearing and qualifying the exam. Fortunately, the whole 30 students qualified the exam. The course was completed on time. All the students must attend three mock tests that marks their eligibility for attending the final certification examination. The final exam of the certification course was scheduled on March 29th, 2022. All the students appeared for the exam cleared the certificate course examination. The course for this batch ended with a pass percentage of 100%.

The list of students is given below:

1. Diya Denny
2. Anita Jose
3. Adorn Joe Bobby
4. K S Sreelakshmi
5. Anmariya
6. Nandita R Menon
7. Anmariya Lalu
8. Alina Francis
9. Binso Biju
10. Mary Elna Shabu
11. Gifty Rose George
12. Hiba Haneefa

13. Aarone Shaji
14. Aleena E D
15. Josna T J
16. Fatima Nisrin
17. K A Athira
18. Aswathy Anand
19. Jijo
20. Abhiya Benny
21. Amalkrishna N A
22. Anson
23. Viswanand A S
24. Krish
25. Mervin Dennis
26. Lalchand MS
27. Robin Paily
28. Ronnie Boban
29. Akkila Akbar
30. Shreyas CS





Microsoft Office Specialist

Shreyas C S

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Excel 2019 Associate

Excel 2019

Date of achievement: June 1, 2023
verify.certipoint.com QSeU-4wTu


Satya Nadella
Chief Executive Officer



MO-200: Microsoft Excel (Office 2019) – Skills Measured

NOTE: The bullets that appear below each of the skills measured are intended to illustrate how we are assessing that skill. This list is not definitive or exhaustive.

NOTE: In most cases, exams do NOT cover preview features, and some features will only be added to an exam when they are GA (General Availability).

Manage worksheets and workbooks (10-15%)

Import data into workbooks

- Import data from .txt files
- Import data from .csv files

Navigate within workbooks

- Search for data within a workbook
- Navigate to named cells, ranges, or workbook elements
- Insert and remove hyperlinks

Format worksheets and workbooks

- Modify page setup
- Adjust row height and column width
- Customize headers and footers

Customize options and views

- Customize the Quick Access toolbar
- Display and modify workbook content in different views
- Freeze worksheet rows and columns
- Change window views
- Modify basic workbook properties
- Display formulas

Configure content for collaboration

- Set a print area
- Save workbooks in alternative file formats

- Configure print settings
- Inspect workbooks for issues

Manage data cells and ranges (20-25%)

Manipulate data in worksheets

- Paste data by using special paste options
- Fill cells by using Auto Fill
- Insert and delete multiple columns or rows
- Insert and delete cells

Format cells and ranges

- Merge and unmerge cells
- Modify cell alignment, orientation, and indentation
- Format cells by using Format Painter
- Wrap text within cells
- Apply number formats
- Apply cell formats from the Format Cells dialog box
- Apply cell styles
- Clear cell formatting

Define and reference named ranges

- Define a named range
- Name a table

Summarize data visually

- Insert Sparklines
- Apply built-in conditional formatting
- Remove conditional formatting

Manage tables and table data (15-20%)

Create and format tables

- Create Excel tables from cell ranges
- Apply table styles
- Convert tables to cell ranges

Modify tables

- Add or remove table rows and columns
- Configure table style options
- Insert and configure total rows

Filter and sort table data

- Filter records
- Sort data by multiple columns

Perform operations by using formulas and functions (20-25%)

Insert references

- Insert relative, absolute, and mixed references
- Reference named ranges and named tables in formulas

Calculate and transform datas

- Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions
- Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions
- Perform conditional operations by using the IF() function

Format and modify text

- Format text by using RIGHT(), LEFT(), and MID() functions
- Format text by using UPPER(), LOWER(), and LEN() functions
- Format text by using the CONCAT() and TEXTJOIN() functions

Manage charts (20-25%)

Create charts

- Create charts
- Create chart sheets

Modify charts

- Add data series to charts
- Switch between rows and columns in source data
- Add and modify chart elements

Format charts

- Apply chart layouts

- Apply chart styles
- Add alternative text to charts for accessibility