

Certificate course on excel 2022-23

Syllabus

Module 1: Excel functions and formulas

Cell referencing, logical operators, named range, functions in excel- sum, average, count, if function, trim, max & min, now, today, time, date, if, round, trunc, product, len, upper, lower, proper, power, ceiling, floor, concatenate, left, right, mid

Module 2: Excel tables

Table creation, color format, table naming, banded rows, convert to range, sort and filter, remove duplicate, slicer,

Module 3: Excel charts

Chart creating, change chart format, adding data, chart title, resize chart, sparklines, swap the axis data, name the axis, data label, error bar, legend key

Module 4: Excel workbook

Cell formatting, column hiding, deleting, tab color, copy of worksheet, name the worksheet, show formulas, decimal place, wrap text, cell size, auto fit, hyperlink, page numbering, confidential print area, page break, data importing, conditional formatting,

Module 5: Excel solver

Application of solver tool

Sunburst Chart



DEPARTMENT OF COMMERCE (Aided) CERTIFICATE COURSE DETAILS

NAME OF THE COURSE

Certificate course on Excel for Business Decisions

COURSE CODE

BCM01

YEAR TO START

2022-23

COURSE DETAILS

Eligibility: Plus Two.

Course Duration: Three Months

Total Hours : 30 Hours

Course Fee: 500

COURSE COORDINATOR

Dr JOSHEENA JOSE

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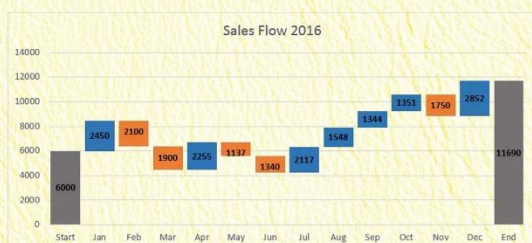
PG Department of Commerce
Christ College (Autonomous) Irinjalakuda

ABOUT COLLEGE

Christ College (Autonomous), Irinjalakuda established in the year 1956 by CMI fathers has always been a place where young generations are moulded towards a bright future. College has excellent infrastructure, with state of the art laboratories, seminar rooms and lecture halls. The campus is Wi-Fi enabled. Presently College is home for 4500+ students, 200 teaching staff and 45 supporting staff. The strength of the College lies in its hardworking and tech savvy teachers who are eager to involve in all matters of students. The lush green campus with gardens and open gym is moving towards the next phase on education both offline and online.

WHAT IS THE COURSE?

The best way to learn Excel is to use Excel. In this course, learners will solve a broad range of business problems as they apply the Excel skills and techniques they learn along the way. This provides learners with countless opportunities to practice their Excel skills while discovering new and useful productivity features of Excel for a variety of business contexts..



SCOPE OF THE COURSE

This course is designed for Individuals seeking jobs, college students, working professionals, data analysts and anyone who is willing to gain knowledge about Excel applications.

LEARNING OUTCOMES

- The students will learn the basic workings and key features of Excel to help students analyze their data.
- The students will be able to create an Excel chart in a variety of chart types including scatter plot, pie charts, and more.
- The students will learn various techniques such as descriptive statistics, and review the variety of Excel add-ins available to use this powerful tool to organize, analyze, and transform your data into actionable insights.

COURSE OUTLINE

- The Analysis ToolPak in Excel
Add-in program that provides data analysis tools for financial, statistical and data analysis.

COURSE MODULES

Module 1

Basic Excel Functions - Types of Functions Data Sorting, Filtering and Data Validation (5Hrs)

Module 2

Data Visualization in Excel

Overview of chart types – column/bar charts, line/area , pie, doughnut charts, scatter plots. (5 Hrs)

Module 3

Statistical functions in Excel. Analysis ToolPak: Histogram - Descriptive Statistics - ANOVA - F-Test - t-Test - Moving Average - Exponential Smoothing - Correlation -Regression(10 Hrs)

Module 4

Financial modelling and Data Analysis in Excel PMT-NPV-IRR-CAGR- NPER - PV - FV (10 Hrs)

Contact : josheenaj@christcollegeijk.edu.in

Excel Training

(Value Added Certificate Course)

Summary Report 2022-23

The course started on June 2022. There were 67 students enrolled and completed the course. The course was of 30 hrs duration. Students enjoyed the group dynamics and, in their feedback, requested for more such sessions in the future.

Course Outcome:

On completion of this course the participants will develop an ability to independently analyze and treat data, plan and carry out new research work based on their research interest. The course encompasses most of the major type of research techniques employed in academic and professional research which can be seen in syllabus.

Evaluation

Participants will be assessed on practical assignments and tests after the completion of training program. There will be both lab work and assignments.

Target Audience:

Graduate who want to master the skills of data analysis

Course Coordinator: Dr. Josheena Jose

Excel Training
Value Added Certificate Course
Teacher Coordinator Report 2022

Number of students	67
Date of examination	8-9-2022
Total students who passed exam	67
Total course duration	30 hrs

Feedback analysis:

- Students appreciated the training
- The students use this knowledge for data analysis .
- 100% students enjoyed the classes and practice sessions.

Course Coordinator: Dr JOSHEENA JOSE



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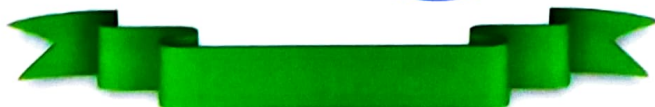
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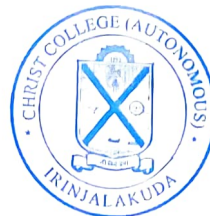
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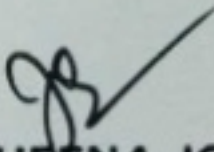
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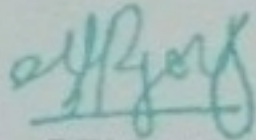
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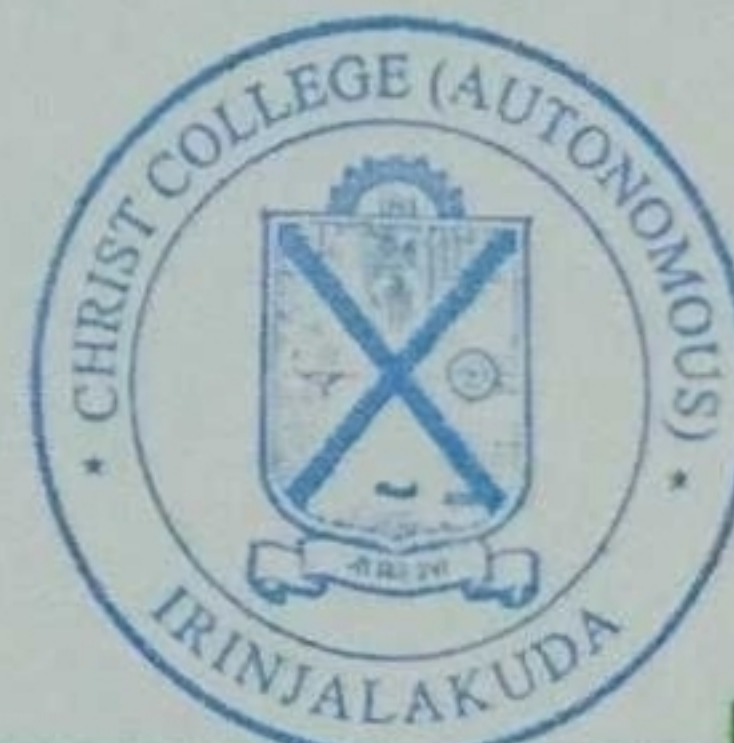
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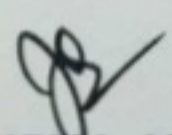
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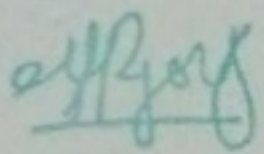
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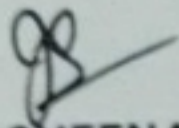
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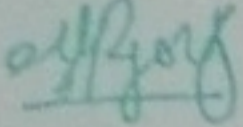
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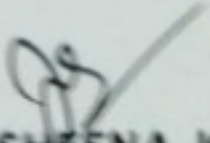
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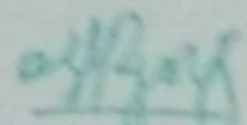
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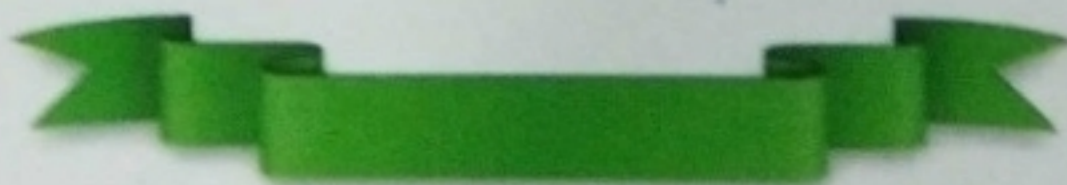
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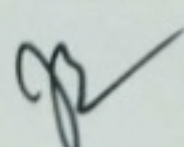
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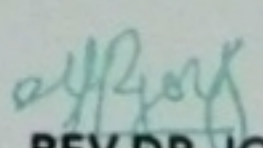
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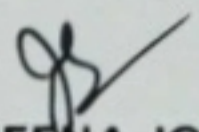
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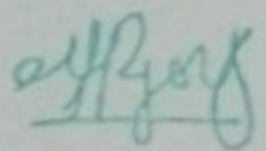
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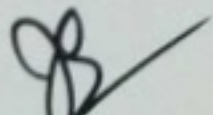
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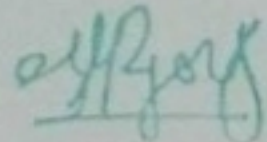
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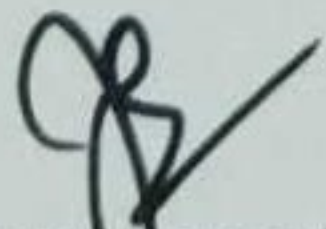
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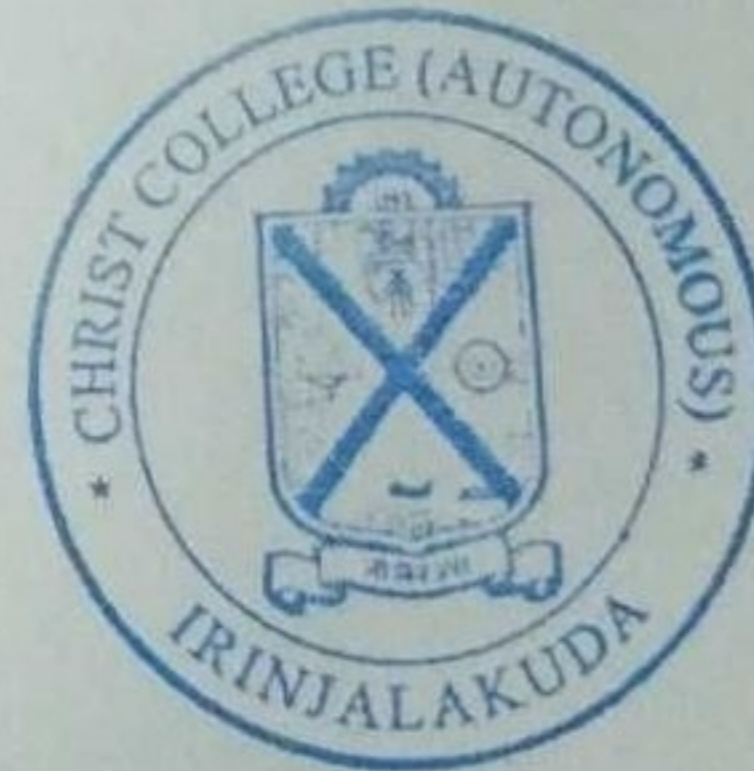
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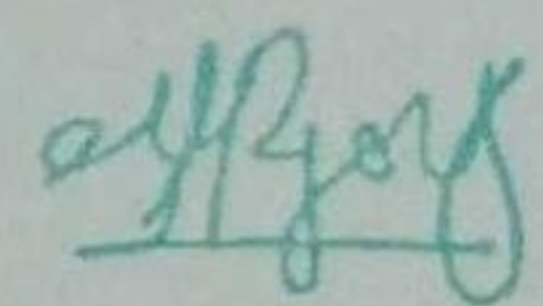
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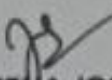
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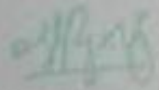
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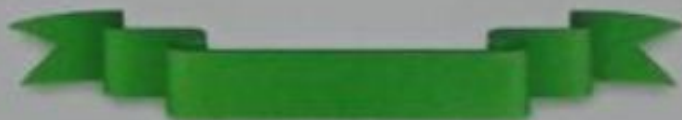
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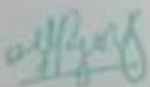
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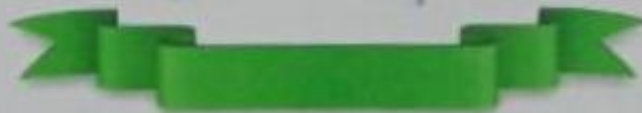
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DATA ANALYSIS USING EXCEL, BATCH 2022

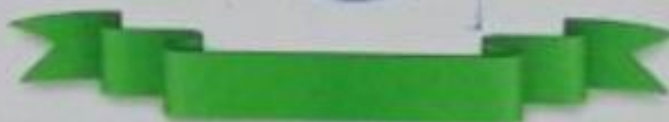
CONDUCTED BY THE PG AND RESEARCH DEPARTMENT OF COMMERCE

HE/SHE HAS SECURED A GRADE

DR JOSHEENA JOSE
HOD. DEPT OF COMMERCE
COURSE CO-ORDINATOR



REV. DR. JOLLY
ANDREWS CMI
PRINCIPAL





CHRIST
COLLEGE (AUTONOMOUS)
IRINJALAKUDA, KERALA
Recognized by KAAC with 'A' grade

CERTIFICATE

THIS IS TO CERTIFY THAT


Navya Raj
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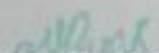
DATA ANALYSIS USING EXCEL, BATCH 2022

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DR JOSHEENA JOSE
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COURSE CO-ORDINATOR




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PRINCIPAL





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 HOD, DEPT OF COMMERCE
 COURSE CO-ORDINATOR



REV. DR. JOLLY
 ANDREWS CMI
 PRINCIPAL



Excel Model Test Questions

1. What is the keyboard shortcut key to lock cell references in a formula?*

CTRL

ALT

F2

F4

2. What are the shortcut keys for AutoSum?*

ALT and S

CTRL and S

ALT and =

CTRL and =

3. Which of the following is the correct formula to calculate the weighted average score in cell C8 as shown below?*

=SUMPRODUCT(C2:C5,B2:B5)

=SUMPRODUCT(C2:C4,B2:B4)

=AVERAGE(B2:B4)

=AVERAGE(C2:C4)

4. Company A is looking into four potential projects and will accept them if the IRR is 10% or above, as shown in cell E2. What is the formula used in cell C2, which can be copied down to cell C3 through C5, to generate the results shown below?*

=IF(B2>=E2,"Accept","Reject")

=IF(B2>=\$E2,"Accept","Reject")

=IF(B2>=E\$2,"Accept","Reject")

=IF(B2>=\$E\$2,"Accept","Reject")

5. What are the shortcut keys to insert a new row in an Excel spreadsheet?*

ALT + H + I + R

ALT + H + I + C

ALT + H + I + I

ALT + H + I + S

6. What are the shortcut keys to group rows so you can expand/contract a section of data?*

ALT + A + U + U

ALT + A + W + G

ALT + A + G + G

ALT + A + B

7. Which of the following Excel features allows you to select/highlight all cells that are formulas?*

Find

Replace

Go To

Go To Special

8. What formula should be entered in cell A3 to display the results as shown below?*

= "Income Statement" & A1

= "Income Statement " & A1

= "Income Statement " + A1

= "Income Statement "&"A1"

9. What formula can be used in cell G2 to create a dynamic date which shows the last day of each month?*

=EOMONTH(\$B\$2,B1)

=EOMONTH(\$B\$2,G1)

=EOMONTH(\$B\$2,C1)

=MONTH(\$G\$2)

10. What are the keyboard shortcut keys to paste special?*

ALT + H + V + F

ALT + H + V + P

ALT + H + V + O

ALT + H + V + S

11. Assuming cell A1 is displaying the number "12000.7789". What formula should be used to round this number to the closest integer?*

=MROUND(A1,100)

=MROUND(A1,10)

=ROUND(A1,0)

=ROUND(A1,1)

12. What are the keyboard shortcut keys to edit formula in a cell?*

F2

F4

CTRL + 1

CTRL + F

13. What are the keyboard shortcut keys to insert a table?*

ALT + N + R

ALT + N + C

ALT + N + V

ALT + N + T

14. In which tab of the ribbon can you change Workbook Views to Page Break Preview?*

View

Review

Page Layout

Data

15. What is the best practice for financial modeling in excel?*

Use black font for all hard-coded numbers and formulas and blue font for only the totals

Use blue font for all hard-coded numbers and formulas and black font for only the totals

Use blue font for hard-coded numbers and black font for formulas

Use black font for hard-coded numbers and blue font for formulas

16. Which of the following features cannot be found in the Data ribbon?*

What-If Analysis

PivotTable

Data Validation

Text to Columns

17. The shortcut keys to increase the number of decimal places are*

ALT + H + 9

ALT + H + P

ALT + H + D

ALT + H + 0

18. Suppose a company expected its revenue to be \$180,000 for 2014-2018. What formula should be entered in cell E6 so it displays revenue in 2016 if it was above budget, otherwise it'll show 0?*

=IF(E2<\$B\$6,E2,0)

=IF(E2<\$B\$6,0,E2)

=IF(E2>\$B\$6,E2,0)

=IF(E2>\$B\$6,0,E2)

19. What are the shortcut keys to open up the Find and Replace window?*

ALT + H + FD + R

CTRL + FD

ALT + H + R

ALT + H + FD

20. Which tab of the ribbon should you go to for removing gridlines on a worksheet?*

Formulas

View

Review

Developer

Course Code: BCM01 Certificate Course on Excel Batch 2022-23

Course Name	University Reg. No	User Name	Class	Department	Commencement Date	Duration	Certificate	Year	Date of Exam	Grade
Excel	CCAUBCM019	AADIT K MENON	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM020	ABHAI JOSHY	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM021	ABHIRAMI P A	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM001	AISWARYA V S	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM002	AJAY M	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM022	AMRITHA NAYANA	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM003	AMRUTHA T S	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM063	ANJALIKRISHNA U	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM064	ANJALY DAVIS	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM004	ANN MARIA ANTO	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM023	ANN MARIYA PAUL	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM005	ANN ROSE MARSON	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM065	APARNA PAULOSE	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM006	ARATHI SANKAR	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM024	ARCHANA K RAJ	Bcom	Commerce	07-06-2022	30 Hrs	No	2022-	08-09-	Absent

								23	2022	
Excel	CCAUBCM025	ASHNA ANTONY	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	B+
Excel	CCAUBCM026	ASWIN M M	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM066	AVANY.K.P.	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	C+
Excel	CCAUBCM027	BENSEN BENNY	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM028	BINIYA DAVIS	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM029	BISNA BENNY	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM007	CELIN MARIA K S	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM030	CHRISTY JOLLY	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM031	CHRISTY SHAJU	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM032	DEEPNA PRADEEP	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM033	DEVAKISHOR A R	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM034	DHANYA P S	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM035	EASANAHDH M A	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM036	ELSA MANOJ	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM008	FATHIMA MARIYAM T M	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM067	GOPIKA CHANDRAN	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-	08-09-	B+

								23	2022	
Excel	CCAUBCM037	HIBA HABEEB K H	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM038	IRINE ROSE	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM009	JISNA V J	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM039	JOSNA JAISON	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM040	KAILASNATH K R	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	B+
Excel	CCAUBCM010	KARTHIK JAYASANKAR	Bcom	Commerce	07-06-2022	30 Hrs	No	2022-23	08-09-2022	Absent
Excel	CCAUBCM041	MAHADEV T RAVINDRAN	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	B+
Excel	CCAUBCM011	MANEESHA RAJEEV	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM042	MANJIMA NAIR M	Bcom	Commerce	07-06-2022	30 Hrs	No	2022-23	08-09-2022	Absent
Excel	CCAUBCM068	MEERA SHIBU	Bcom	Commerce	07-06-2022	30 Hrs	No	2022-23	08-09-2022	Absent
Excel	CCAUBCM043	MEGHA C S	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM012	MERIN GEORGE	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM044	MILI DAVIS	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM045	MILNA DAVIS	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM046	NANDANA SUDEESH	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM047	NANDHANA V S	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-	08-09-	A+

								23	2022	
Excel	CCAUBCM013	NAVYA RAJ	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM048	NEHA NIJU	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM049	NIKHITHA WILSON	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM050	NIKITHA SARATH	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM051	NIXON DAVIS	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM052	P SANGEETH RAMESH	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM014	RIYA ELIZABETH SEBASTIAN	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM015	ROSE MARIA PAUL	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	B+
Excel	CCAUBCM016	SAGAR JOY	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM053	SANJAY KIRAN T D	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	B+
Excel	CCAUBCM054	SAYOOJ NARAYANAN	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM055	SHARON T BABU	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM056	SREELAKSHMI A A	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM017	SURYA V S	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM018	SWAPNA N V	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	B+
Excel	CCAUBCM057	THERES TOJO	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-	08-09-	A+

								23	2022	
Excel	CCAUBCM058	THOMAS DAVIS	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM059	VIMAL K.VINOY	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+
Excel	CCAUBCM060	VISHNU K	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	B+
Excel	CCAUBCM061	YADHUL GOVIND	Bcom	Commerce	07-06-2022	30 Hrs	Yes	2022-23	08-09-2022	A+