CERTIFICATE COURSE ON DATA ANALYSIS USING EXCEL PG DEPARTMENT COMMERCE

RESOURCE PERSON



Start Date:5th August 2023 Venue : Commerce Lab



CPCC38 Data Analysis Using Excel Value Added Certificate Course

Teacher Coordinator Report 2023-24

| Number of students | 23 |
|--------------------------------|------------|
| Date of examination | 18-09-2023 |
| Total students who passed exam | 23 |
| 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

Data Analysis using Excel CPCC38

(Value Added Certificate Course)

Summary Report 2023-24

The course started on 5th August 2023. There were 23 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

CPCC38 Data Analysis Using Excel Model Test Questions Each question carries 1 mark

Max Mark 20

| Time: 1 hrs 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)
```

ALT + H + V + F

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

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
```

| Developer ************************************ |
|--|
| Review |
| View |
| Formulas |
| ALT + H + FD 20. Which tab of the ribbon should you go to for removing gridlines on a worksheet?* |
| ALT + H + R |
| CTRL + FD |
| ALT + H + FD + R |
| =IF(E2>\$B\$6,0,E2) 19. What are the shortcut keys to open up the Find and Replace window?* |
| =IF(E2>\$B\$6,E2,0) |
| =IF(E2<\$B\$6,0,E2) |
| =IF(E2<\$B\$6,E2,0) |
| 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?* |
| ALT + H + D |
| ALT + H + P |
| ALT + H + 9 |
| Text to Columns 17. The shortcut keys to increase the number of decimal places are* |

| | Course Code: MCM01 Certificate Course on Excel Batch 2023-24 | | | | | | | | | |
|----------------|--|--------------------|-------|------------|-----------------------------|----------|-------------|-------------|-----------------|-------|
| Course Name | Reg. No | User Name | Class | Department | Commencement Date | Duration | Certificate | Year | Date of Exam | Grade |
| _ | | | | | 41- | | | 2023- | | Α |
| Excel | CCAXMCM001 | AKSHAY K DAS | M.Com | Commerce | 5 th August 2023 | 30 Hrs | Yes | 24 | 18/9/2023 | |
| Excel | CCAXMCM002 | ANAMIKA GOKUL | M.Com | Commerce | 5 th August 2023 | 30 Hrs | Yes | 2023- 24 | 18/9/2023 | A |
| Excel | CCAXMCM003 | ANAND ANIL | M.Com | Commerce | 5 th August 2023 | 30 Hrs | Yes | 2023- 24 | 18/9/2023 | А |
| Excel | CCAXMCM004 | ANJALY DAVIS | M.Com | Commerce | 5 th August 2023 | 30 Hrs | Yes | 2023- 24 | 18/9/2023 | А |
| Excel | CCAXMCM005 | ANN MARIYA ROY | M.Com | Commerce | 5 th August 2023 | 30 Hrs | Yes | 2023- 24 | 18/9/2023 | А |
| Excel | CCAXMCM006 | ANULAKSHMI U K | M.Com | Commerce | 5 th August 2023 | 30 Hrs | Yes | 2023- 24 | 18/9/2023 | А |
| Excel | CCAXMCM007 | APARNA K J | M.Com | Commerce | 5 th August 2023 | 30 Hrs | Yes | 2023- 24 | 18/9/2023 | А |
| Excel | CCAXMCM008 | ARAVIND V S | M.Com | Commerce | 5 th August 2023 | 30 Hrs | Yes | 2023- 24 | 18/9/2023 | А |
| Excel | CCAXMCM009 | ASHNA P B | M.Com | Commerce | 5 th August 2023 | 30 Hrs | Yes | 2023- 24 | 18/9/2023 | А |
| Excel | CCAXMCM010 | AVANY.K.P. | M.Com | Commerce | 5 th August 2023 | 30 Hrs | Yes | 2023- 24 | 18/9/2023 | А |
| Excel | CCAXMCM011 | CHRISTYMOL JOHNSON | M.Com | Commerce | 5 th August 2023 | 30 Hrs | Yes | 2023- 24 | 18/9/2023 | А |
| Excel | CCAXMCM012 | CYRIL JOY P | M.Com | Commerce | 5 th August 2023 | 30 Hrs | Yes | 2023- 24 | 18/9/2023 | А |
| Excel | CCAXMCM013 | DEVIKA SABU | M.Com | Commerce | 5 th August 2023 | 30 Hrs | Yes | 2023- 24 | 18/9/2023 | А |
| Excel | CCAXMCM014 | EBIN BENNY | M.Com | Commerce | 5 th August 2023 | 30 Hrs | Yes | 2023- 24 | 18/9/2023 | А |

| Excel | CCAXMCM015 | JANVI V J | M.Com | Commerce | 5 th August 2023 | 30 Hrs | Yes | 2023- 24 | 18/9/2023 | А |
|-------|------------|-------------------|-------|----------|-----------------------------|--------|-----|-------------|-----------|---|
| Excel | CCAXMCM016 | JISSMARIA N J | M.Com | Commerce | 5 th August 2023 | 30 Hrs | Yes | 2023- 24 | 18/9/2023 | А |
| Excel | CCAXMCM018 | NANUSHA M N | M.Com | Commerce | 5 th August 2023 | 30 Hrs | Yes | 2023- 24 | 18/9/2023 | А |
| Excel | CCAXMCM019 | NIKHIL SURESH | M.Com | Commerce | 5 th August 2023 | 30 Hrs | Yes | 2023- 24 | 18/9/2023 | А |
| Excel | CCAXMCM020 | SANDRA M S | M.Com | Commerce | 5 th August 2023 | 30 Hrs | Yes | 2023- 24 | 18/9/2023 | А |
| Excel | CCAXMCM021 | SNEHA JOHNY | M.Com | Commerce | 5 th August 2023 | 30 Hrs | Yes | 2023- 24 | 18/9/2023 | А |
| Excel | CCAXMCM022 | SOURAV P S | M.Com | Commerce | 5 th August 2023 | 30 Hrs | Yes | 2023- 24 | 18/9/2023 | А |
| Excel | CCAXMCM024 | VIGNESH V R | M.Com | Commerce | 5 th August 2023 | 30 Hrs | Yes | 2023- 24 | 18/9/2023 | А |
| Excel | CCAXMCM025 | VYSHNAV SURENDRAN | M.Com | Commerce | 5 th August 2023 | 30 Hrs | Yes | 2023- 24 | 18/9/2023 | А |
| | | | | | | | | | | |

CPCC38 Certificate course on Data Analysis Using

<u>excel</u>

2023-24Syllabus

Module 1: Excel functions and formulas

5 hrs

Cell referencing, logical operators, named range, functions in excel- sum, average, count, if function, trim, max & min, now, today, time, date, if, product,upper, lower,concatenate, left, right, mid, Data Validation

Module 2: Excel tables

3 hrs

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

Module 3: Excel charts

10 hrs

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

2hrs

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, confide, page break, data importing, conditional formatting, Flash Fill

Module 5: Introduction to Pivot table, AI in excel, ANOVA, Correlation and Regression.



Christ College Autonomous Irinjalakuda

Research Department of Commerce

Microsoft Excel Certificate Course – Session 1

The first session of Microsoft Excel Certificate Program for M.com 2023-25 batch was held on 5th August 2023 from 10am to 1pm. The session was headed by IQAC Office Assistant, Mr. Jijo. The session started with a silent prayer. Mr Dixon and Miss Aishwarya from M.com 2022-24 batch were present for assisting students. The first session covered all basics of Microsoft Excel. Jijo sir introduced the basic tabs and commands of the software, basic shortcut keys and conditional formatting. He also explained the process of creating tables and various tools related to table formatting. After the session, a practical exercise was also done. Mrs. Josheena Jose, Head of the Department of Commerce, was present throughout the entire session. The session concluded at 1 pm by vote of thanks by Miss Anjaly Davis





Christ College Autonomous Irinjalakuda

Research Department of Commerce







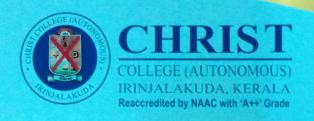
Christ College Autonomous Irinjalakuda Research Department of Commerce MS Excel Certificate Program Session 2, 19th August 2023 Report

The second session of MS Excel Certificate Program was taken on 19th August 2023 at Commerce Computer Lab. The class commenced at 9.30am. Mr. Jijo, IQAC Assistant, Christ College Autonomous Irinjalakuda, was the resource person. The topics covered in second session included chart operations, table formatting, workbook operations and pivot table. He also shared certain tricks and shortcut keys. The class concluded at 3.00 pm.













This is to certify that AKSHAY K DAS of 1st Sem M.Com

has fullfilled all requirements of the value added certificate course in Data Analysis using

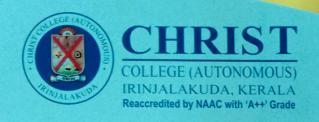
Excel, Batch 2023-24 conducted by Department of Commerce.

He / She secured Grade.













| This is to certify that. | ANAMIKA | GOKUL | of 1 | Sem | M.Com |
|---------------------------|---------|-------|------|-----|-------|
| Title to to contribute to | | | 9 | | |

has fullfilled all requirements of the value added certificate course in **Data Analysis using Excel, Batch 2023-24** conducted by Department of Commerce.

He / She secured Grade.











This is to certify that ANAND ANIW of 1st Sem M.Com

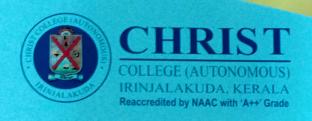
has fullfilled all requirements of the value added certificate course in Data Analysis using

Excel, Batch 2023-24 conducted by Department of Commerce.

He / She secured Grade.









Certificate of Merit

| This is to certify that | ANJALY | DAVIS | of | 1 ^{SE} | Sem | M.Com |
|-------------------------|--------|-------|----|-----------------|-----|-------|
| This is to certify that | | | J | | | |

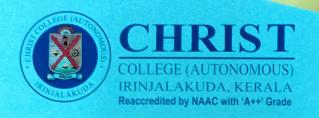
has fullfilled all requirements of the value added certificate course in Data Analysis using

Excel, Batch 2023-24 conducted by Department of Commerce.

He / She secured Grade.









Certificate of Alerit

This is to certify that ANN MARIYA ROY of 1st Sem M. Com

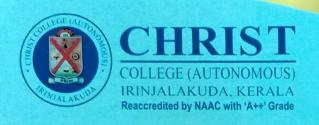
has fullfilled all requirements of the value added certificate course in Data Analysis using

Excel, Batch 2023-24 conducted by Department of Commerce.

He / She secured Grade.

Dr. JOSHEENA JOSE HoD & Co-ordinator







Certificate of Alerit

| This is to cortify that | ANULAKSHMI U·K | of | 1st | Sem | M. Com |
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| This is to certify that | | 0 | | | |

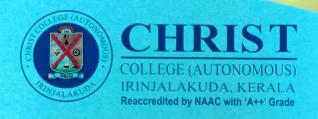
has fullfilled all requirements of the value added certificate course in Data Analysis using

Excel, Batch 2023-24 conducted by Department of Commerce.

He / She secured Grade.











| This is to contifu that | APARNA | k∙J | of | 1st Sem | M. Com |
|-------------------------|--------|-----|-----------|---------|--------|
| This is to certify that | | | <i>Oj</i> | | |

Excel, Batch 2023-24 conducted by Department of Commerce.

He / She secured Grade.











This is to certify that ARAVIND V-5 of 1st Sem M-Com

has fullfilled all requirements of the value added certificate course in Data Analysis using

Excel, Batch 2023-24 conducted by Department of Commerce.











| | ASHNA P.B | | 1st Sem | M. Com |
|-------------------------|-----------|------|---------|--------|
| This is to certify that | | 01 . | | |

Excel, Batch 2023-24 conducted by Department of Commerce.

He / She secured Grade.









Certificate of Merit

| | AVANY | K·P | of 1 | St Sem | M. Com | |
|-------------------------|-------|-----|----------|--------|--------|--|
| This is to certify that | | (| <i>J</i> | | •••••• | |

has fullfilled all requirements of the value added certificate course in Data Analysis using

Excel, Batch 2023-24 conducted by Department of Commerce.

He / She secured Grade.











This is to certify that CHRISTYMOL JOHNSON of 1st Sem M. Com

has fullfilled all requirements of the value added certificate course in Data Analysis using

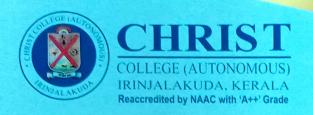
Excel, Batch 2023-24 conducted by Department of Commerce.

He / She secured A. Grade.











Certificate of Merit

| This is to certify that | CARIL | Joy | P | of | 15t Sem | M | · Com |
|-------------------------|-------|-----|---|-----------|---------|---|-------|
| This is to certify that | | | | <i>OJ</i> | | | |

has fullfilled all requirements of the value added certificate course in Data Analysis using

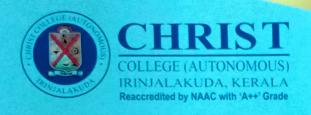
Excel, Batch 2023-24 conducted by Department of Commerce.

He / She secured Grade.













| This is to certify that | DEVIKA SABU | of 1 St Sem | M·Com |
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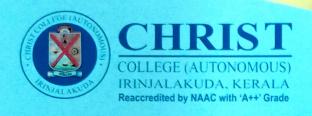
Excel, Batch 2023-24 conducted by Department of Commerce.

He / She secured Grade.













| This is to certify that | EBIN | BENNY | of 15 | t Sem | M.Com |
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| | | | 9 | | |

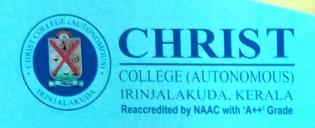
Excel, Batch 2023-24 conducted by Department of Commerce.

He / She secured Grade.











Certificate of Alexit

This is to certify that JANVI V.J of 1st Sem M.Com

has fullfilled all requirements of the value added certificate course in Data Analysis using

Excel, Batch 2023-24 conducted by Department of Commerce.

He / She secured Grade.











Certificate of Alerit

| This is to certify that | Jiss | MARIA | N·J | of | 1st Sem | M. Com |
|-------------------------|------|-------|-----|----|---------|--------|
| | | | | 0) | | |

has fullfilled all requirements of the value added certificate course in Data Analysis using

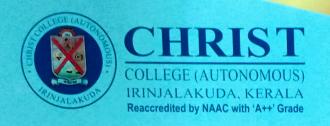
Excel, Batch 2023-24 conducted by Department of Commerce.

He / She secured A........ Grade.













| This is to certify that | PHOUSH | M·N | of | 1 St Gem | M. Com |
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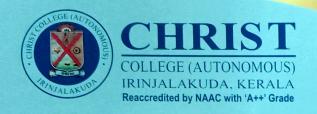
Excel, Batch 2023-24 conducted by Department of Commerce.

He / She secured Grade.













| This is to contify that | NIKHIL | SURESH | of 1st | Sem | M.Com |
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| This is to certify that | | | 0) | | |

Excel, Batch 2023-24 conducted by Department of Commerce.

He / She secured Grade.











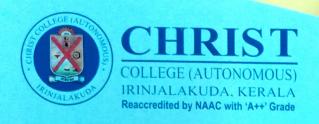
| This | in to | a autifu | that | SANDRA | m·s | of | 1st | Sem | M. Com | |
|------|-------|----------|------|--------|-----|---------------|-----|---|---|--|
| Inis | 15 10 | cerujy | inai | | | <i>Oj</i> | | • | • | |

Excel, Batch 2023-24 conducted by Department of Commerce.

He / She secured Grade.









Certificate of Alerit

| This is to certify that | SNEHA | JOHNY | of 1st Sem M.Com |
|-------------------------|-------|-------|------------------|
| | | | |

has fullfilled all requirements of the value added certificate course in Data Analysis using

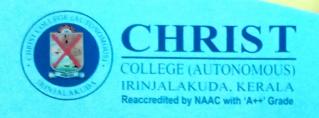
Excel, Batch 2023-24 conducted by Department of Commerce.

He / She secured A. Grade.













This is to certify that Sourav P.5 of 1st Sem M. Com

has fullfilled all requirements of the value added certificate course in Data Analysis using

Excel, Batch 2023-24 conducted by Department of Commerce.

He / She secured Grade.











Certificate of Merit

| This is to certify that | VIGNESH | V-R | of | 1st Ser | n M. Com |
|-------------------------|---|-----|-------------|---------|----------|
| This is to certify that | *************************************** | | <i>Oj</i> . | | |

has fullfilled all requirements of the value added certificate course in Data Analysis using

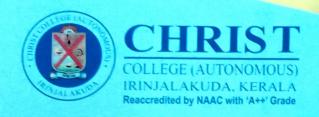
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He / She secured Grade.

Dr. JOSHEENA JOSE HoD & Co-ordinator











| This is to certify that | VYSHNAV | SURENDRAN | of | 1st Sem | M. Com | |
|-------------------------|---------|-----------|----|---------|--------|--|
|-------------------------|---------|-----------|----|---------|--------|--|

Excel, Batch 2023-24 conducted by Department of Commerce.

He / She secured Grade.





