

KRE Society's  
Karnatak Arts, Science and Commerce College, Bidar  
Department of Commerce



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**Add-on course on  
Data Analysis using Spreadsheet  
2017-18**

**Course Co-ordinator**

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**Dr. Shashidhar Patil  
Assistant Professor  
Department of Commerce**



Date: 12 July, 2017

To,  
The Principal

Sub: Request to grant permission to start add-on course on Data Analysis using Spreadsheet from the academic year 2017-18: Reg.

Respected Sir,

We would like to start the add-on course on "Data Analysis using Spreadsheet" from the academic year 2017-18 with intake of 50 students. Please permit us to start the add-on course and do the needful.

Thanking You.

Permitted

IQAC Coordinator  
Karnatak Arts, Science and Commerce College,  
BIDAR

HOD  
Head Dept. of Commerce  
U.G. & P.G. Studies  
Karnatak Arts, Science &  
Commerce College, BIDAR-585 401.

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**Karnatak Arts, Science and Commerce College, Bidar**  
 Department of Commerce



**Meeting Minutes for Institutional Board of Studies for Add-on Course on Data Analysis using Spreadsheets held on 6 July, 2017**

The institutional Board of Studies of the Dept. of Commerce for the add-on course on Data Analysis using Spreadsheet held on 6 July, 2017 in Commerce Department at 11:30 pm.

SI No.	Name	Affiliation	Designation
1	Dr. Shashidhar Patil	Assistant Professor Department of Commerce, KASCC, Bidar	Chairman
2	Sri. Madhusudan Kulkarni	Assistant Professor, Department of Commerce , KASCC, Bidar	Member
3	Dr. Mallikarjun Hangarge	Associate Professor Department of Computer Science , KASCC, Bidar	Member

In the beginning of the meeting the Chairman of the BOS Dr. Shashidhar Patil welcomed all members and discussed about the add on course on Data Analysis using Spreadsheet.

After that institutional BOS discussed and resolved the following items:

**Item 1. Starting of the add-on course on Introduction to Data Analysis using Spreadsheet.**

The BOS discussed the item and resolved to start the add-on course on Data Analysis using Spreadsheet.

**Item 2. Approval of the Syllabus for add-on course.**

The BOS discussed and approved the syllabus for the add-on course on Data Analysis using Spreadsheet.

**Item 3. Approval of admission criteria**

The BOS discussed and approve the criteria for admission and resolved that any students enrolled in UG course can enrol in this course. In addition to this BOS also finalized the exam pattern.

Meeting of the BOS was concluded with the vote of thanks by Sri. Madhusudan Kulkarni,  
Assistant Professor in Department of Commerce.



The following members were present in the meeting:

Name of the Member of BOS

Signature

1) Dr. Shashidhar Patil

2) Sri. Madhusudan Kulkarni

3) Dr. Mallikarjun Hangarge

**Dr. Mallikarjun Hangarge**  
Associate Professor  
Dept. of Computer Science  
Karnatak Arts, Science, and  
Commerce College, Bidar.

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## Add-on course on Data Analysis using Spreadsheet

**Preamble:** The industry makes extensive use of Excel. Excel is an extremely sophisticated data analysis tool, and nearly all large and small firms utilize it on a daily basis. This course introduces you to the basics of using Excel, with the goal of preparing you to utilize it for later lessons on more complex topics. The aim of course is twofold the first is giving the complete exposure of excel and improving the skills of data analysis. The course introduces you to fundamental procedures, including structuring and reading data into Excel using a variety of data types. manipulating data, to some of the more advanced functionality of Excel.

### Objectives:

After completing the course, the participant will be able to:

- Acquire confidence in using spreadsheet
- Will be able to identify the various functions of excel
- Understand data sorting in excel
- Create the various types of chart using excel
- Using the excel formulas for data analysis

### Course Structure and Examination Scheme:


**Total contact hours:** 30 Hours

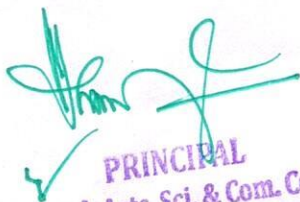
### Mode of Examination:

MCQ Exam: 50 Marks      25 Questions of 2 Marks.

**Eligibility:** Students enrolled in B Com

**No. of Seats:** 50

  
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**Add-on Course on Data Analysis using Spreadsheet**

**Syllabus**

**Introduction to Excel:** About Excel & Microsoft, Uses of Excel, Excel software, Spreadsheet window pane, Title Bar, Menu Bar, Standard Toolbar, Formatting Toolbar, the Ribbon, File Tab and Backstage View, Formula Bar, Workbook Window, Status Bar, Task Pane, Workbook & sheets

**Columns & Rows:** Selecting Columns & Rows, Changing Column Width & Row Height, Auto fitting Columns & Rows, Hiding/Unhiding Columns & Rows, Inserting & Deleting Columns & Rows, Cell, Address of a cell, Components of a cell – Format, value, formula, Use of paste and paste special

**Functionality Using Ranges:** Using Ranges, Selecting Ranges, Entering Information Into a Range, Using AutoFill

**Creating Formulas:** Using Formulas, Formula Functions – Sum, Average, if, Count, max, min, Proper, Upper, Lower, Using AutoSum,


**Advance Formulas:** Concatenate, Vlookup, Hlookup, Match, Countif, Text, Trim

**Spreadsheet Charts:** Creating Charts, Different types of chart, Formatting Chart Objects, Changing the Chart Type, Showing and Hiding the Legend, Showing and Hiding the Data

**Table Data Analysis:** Sorting, Filter, Text to Column, Data Validation

**REFERENCES**

- <https://www.tutorialspoint.com/excel/index.htm>
- Microsoft Excel Documentation

  
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**Department of Commerce**

**Date: 24 July, 2017**

**NOTICE**

All the students of BA/B Sc are hereby informed that, the Department of Commerce is starting the add-on course on **Data Analysis using Spreadsheet** from the **29 July, 2017**, interested students can enrol their names on or before **27 July 2017** in the Department of Commerce.

**HOD**

**Head Dept. of Commerce  
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**Principal**

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Add-on Course on Data Analysis using Spreadsheet  
Enrolment List (2017-18)

SL.No	NAME OF THE STUDENT	Signature
1	Kiran S	
2	Rekha M	
3	Ambika J	
4	Rajendra R	
5	Veeresh R	
6	Malgonda R	
7	Anita T	
8	Ananda T	
9	Sudharani N	
10	Akash S	
11	Pooja R	
12	Naveen V	
13	Arpita V	
14	Swapna Halbarge	
15	Sudharani H	
16	Shraddha S	
17	Rani I	
18	Deepika M	
19	Minakshi V	
20	Madhumathi B	
21	Kashinath D	
22	Rashmi Ravi	
23	Ramya	
24	Florence	
25	Swati Motti	
Sign of Faculty	Madhusudan Kulkarni	

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**Add-on Course on Data Analysis using Spreadsheet  
Enrolment List (2017-18)**

SL.No	NAME OF THE STUDENT	Signature
26	Ashutosh	
27	Vidyasagar	
28	Gouri Manoj Ganga	
29	Aruna	
30	Manikanth	
31	Sagar.B	
32	Sachin Rathod	
33	Kirankumari	
34	Sachin	
35	Jailalita	
36	Ramesh Rathod	
37	Jyothi K	
38	Ashwini M	
39	Sudharani C	
40	Sachin Kumar	
41	Renuka H	
42	Rekha B	
43	Sunita M	
44	Vijaylaxmi M	
45	Malashree S	
46	Sapna S	
47	Divya Masimade	
48	Soumya	
49	Vaishali Ubale	
50	Sushma Palam	
Sign of Faculty		

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**Add-on Course on Data Analysis using Spreadsheet  
Time-Table (2017-18)**

Day	Time
Tuesday	12.45 to 1.45 pm
Wednesday	12.45 to 1.45 pm
Thursday	12.45 to 1.45 pm
Friday	12.45 to 1.45 pm

*Handwritten signature*

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*Handwritten signature*

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**Add-on Course on Data Analysis using Spreadsheet  
Attendance (2017-18)**

SL.No	NAME OF THE STUDENT	29	01	02	08	09	10	16	17	22	23	05	06	12	13	15
		07	08	08	08	08	08	08	08	08	08	08	09	09	09	09
		17	17	17	17	17	17	17	17	17	17	17	17	17	17	17
1	Kiran S	P	A	P	P	P	P	P	A	A	P	P	A	P	A	
2	Rekha M	P	P	P	P	A	P	P	P	P	P	P	P	P	P	
3	Ambika J	A	P	P	P	P	P	A	P	P	A	P	A	P	P	
4	Rajendra R	P	P	A	P	P	A	P	A	P	P	A	P	A	P	
5	Veeresh R	P	A	P	A	P	P	P	P	A	P	P	P	P	A	
6	Malgonda R	P	P	P	P	A	P	P	A	P	P	P	A	P	P	
7	Anita T	A	P	P	P	P	P	A	P	P	A	P	P	P	P	
8	Ananda T	P	P	P	A	P	P	P	A	P	P	A	P	A	P	
9	Sudharani N	P	A	P	P	P	P	P	P	A	P	P	A	P	A	
10	Akash S	P	P	A	P	P	A	P	P	P	P	P	P	P	A	
11	Pooja R	A	P	P	A	P	P	A	P	P	P	A	P	P	P	
12	Naveen V	P	P	P	P	A	P	P	A	P	P	P	P	A	P	
13	Arpita V	P	A	P	P	P	P	P	P	P	A	P	A	P	P	
14	Swapna Halbarga	P	P	A	P	P	P	A	P	A	P	P	P	P	A	
15	Sudharani H	P	P	P	A	P	A	P	P	P	P	A	P	A	P	
16	Shraddha S	A	P	P	P	A	P	P	A	P	P	P	P	P	P	
17	Rani I	P	A	P	P	P	P	P	P	P	A	P	A	P	P	
18	Deepika M	P	P	A	P	P	A	A	P	P	P	P	P	A	P	
19	Minakshi V	P	P	P	A	P	P	P	A	P	P	P	P	P	P	
20	Madhumathi B	A	P	P	P	A	P	P	P	P	P	A	P	P	A	
21	Kashinath D	P	A	P	P	P	P	P	P	A	P	P	A	P	P	
22	Rashmi Ravi	P	P	A	P	P	P	A	P	P	A	P	P	A	P	
23	Ramya	P	P	P	A	P	P	P	A	P	P	A	P	P	A	
24	Florence	P	A	P	P	A	P	P	P	P	P	P	A	P	P	
25	Swati Motti	A	P	P	P	P	A	P	P	P	A	P	P	A	P	
Sign of Faculty		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R

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Attendance (2017-18)**

SL.No	NAME OF THE STUDENT	29	01	02	08	09	10	16	17	22	23	05	06	12	13	15	
		07	08	08	08	08	08	08	08	08	08	09	09	09	09	09	
		17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	
26	Ashutosh	P	P	P	A	P	A	P	P	P	A	P	P	A	P	P	
27	Vidyasagar	P	A	P	P	P	P	P	A	P	P	P	A	P	P	P	
28	Gouri Manoj Ganga	P	P	A	P	P	P	A	P	A	P	P	P	P	P	A	
29	Aruna	P	P	P	A	P	P	P	P	P	A	P	P	P	A	P	
30	Manikanth	P	A	P	P	A	P	P	P	P	P	A	P	A	P	P	
31	Sagar B	A	P	P	P	P	A	P	P	P	P	P	A	P	P	P	
32	Sachin Rathod	P	P	A	P	P	P	A	P	A	P	P	P	P	P	A	
33	Kirankumari	P	P	P	A	P	P	P	A	P	P	A	P	A	P	P	
34	Sachin	A	P	P	P	A	P	P	P	P	A	P	A	P	A	P	
35	Jailalita	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	
36	Ramesh Rathod	P	P	A	P	P	P	A	P	P	P	P	P	P	P	A	
37	Jyothi K	P	P	P	A	P	P	P	P	A	P	A	P	A	P	P	
38	Ashwini M	A	P	P	P	P	A	P	A	P	P	P	A	P	P	P	
39	Sudharani C	P	A	P	P	P	P	A	P	P	A	P	P	P	A	P	
40	Sachin Kumar	P	P	P	P	A	P	P	A	P	P	P	A	P	P	A	
41	Renuka H	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	
42	Rekha B	P	P	P	A	P	A	P	P	P	P	A	P	A	P	P	
43	Sunita M	P	A	P	P	P	P	A	P	P	A	P	A	P	P	A	
44	Vijaylaxmi M	A	P	P	P	P	P	P	A	P	P	P	P	P	A	P	
45	Malashree S	P	A	P	P	P	A	P	P	A	P	P	A	P	P	P	
46	Sapna S	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	
47	Divya Masimade	P	P	P	A	P	P	P	P	P	A	P	P	P	A	P	
48	Soumya	A	P	P	P	P	P	A	P	A	P	A	P	P	P	A	
49	Vaishali Ubale	P	A	P	P	A	P	P	A	P	P	P	A	P	P	P	
50	Sushma Palam	P	P	A	P	P	A	P	P	P	P	P	P	A	P	P	
Sign of Faculty		PV	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

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**Add-on Course on Data Analysis using Spreadsheet  
Attendance (2017-18)**

SL.No	NAME OF THE STUDENT	02 01 18	03 01 18	09 01 18	10 01 18	11 01 18	16 01 18	17 01 18	24 01 18	25 01 18	06 01 18	07 02 18	13 02 18	14 02 18	27 02 18	28 02 18
1	Kiran S	A	P	P	A	P	P	A	P	P	P	A	P	A	P	A
2	Rekha M	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
3	Ambika J	P	P	P	P	P	P	P	A	P	A	P	A	P	P	P
4	Rajendra R	P	A	P	P	A	P	P	P	A	P	A	P	P	A	P
5	Veeresh R	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P
6	Malgonda R	P	P	A	A	P	P	A	P	P	P	P	P	A	P	A
7	Anita T	P	P	P	P	A	P	P	A	A	P	A	P	P	P	P
8	Ananda T	P	A	P	P	P	P	P	P	P	A	P	P	P	A	P
9	Sudharani N	A	P	P	P	P	P	A	P	P	P	P	A	P	P	P
10	Akash S	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P
11	Pooja R	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A
12	Naveen V	P	P	P	P	P	A	P	P	P	A	P	P	A	P	P
13	Arpita V	P	A	P	P	P	P	A	P	P	P	A	P	P	A	P
14	Swapna Halbarga	P	P	A	A	P	P	P	A	P	P	P	P	P	P	P
15	Sudharani H	P	P	P	P	A	P	P	P	A	P	P	A	P	P	P
16	Shraddha S	A	P	P	P	P	A	P	P	P	P	A	P	A	P	A
17	Rani I	P	A	P	P	P	P	A	P	P	A	P	P	P	P	P
18	Deepika M	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P
19	Minakshi V	P	P	P	A	A	P	P	P	P	P	P	A	P	P	P
20	Madhumathi B	A	P	P	P	P	A	P	A	P	P	P	P	P	P	P
21	Kashinath D	P	P	A	P	P	P	A	P	A	P	P	P	A	P	A
22	Rashmi Ravi	P	A	P	P	P	P	P	P	P	A	P	A	P	A	P
23	Ramya	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P
24	Florence	P	P	P	A	P	A	P	P	P	P	P	P	P	P	A
25	Swati Motti	A	P	P	P	P	P	P	P	A	P	P	P	A	P	P
Sign of Faculty		<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>

*R*  
Head Dept. of Commerce  
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*[Signature]*  
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**Add-on Course on Data Analysis using Spreadsheet  
Attendance (2017-18)**

SL.No	NAME OF THE STUDENT	02/01/18	03/01/18	09/01/18	10/01/18	11/01/18	16/01/18	17/01/18	24/01/18	25/01/18	06/02/18	07/02/18	13/02/18	14/02/18	27/02/18	28/02/18
26	Ashutosh	P	A	P	P	A	P	P	A	P	P	A	P	P	A	P
27	Vidyasagar	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P
28	Gouri Manoj Ganga	P	P	A	A	P	P	P	P	P	A	P	P	P	P	A
29	Aruna	A	P	P	P	P	P	A	P	A	P	P	A	P	P	P
30	Manikanth	P	P	P	P	A	P	P	A	P	P	P	P	A	P	P
31	Sagar B	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P
32	Sachin Rathod	A	P	P	A	P	P	P	P	P	P	A	P	P	A	P
33	Kirankumari	P	P	P	P	A	P	A	P	P	P	P	A	A	P	A
34	Sachin	P	P	A	P	P	A	P	A	P	P	P	P	P	P	P
35	Jailalita	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
36	Ramesh Rathod	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P
37	Jyothi K	A	P	P	A	P	P	P	P	P	P	A	P	P	A	P
38	Ashwini M	P	P	P	P	A	P	P	A	P	P	P	A	P	P	A
39	Sudharani C	P	P	P	P	P	A	A	P	P	P	P	P	A	P	P
40	Sachin Kumar	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
41	Renuka H	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P
42	Rekha B	A	P	P	A	P	P	P	A	P	P	A	P	P	P	A
43	Sunita M	P	P	A	P	A	P	P	P	P	P	P	P	A	P	P
44	Vijaylaxmi M	P	P	P	P	P	A	P	P	P	A	P	A	P	A	P
45	Malashree S	P	A	P	P	P	P	A	P	P	P	P	P	P	P	A
46	Sapna S	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P
47	Divya Masimade	P	P	P	A	P	P	P	A	P	P	P	P	A	P	P
48	Soumya	P	A	P	P	A	P	A	P	A	P	A	P	P	A	P
49	Vaishali Ubale	P	P	A	P	P	A	P	P	P	A	P	A	P	P	A
50	Sushma Palam	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P
Sign of Faculty																

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**Karnatak Arts, Science and Commerce College, Bidar**

**Department of Commerce**

**Date: 12 October, 2017**

**NOTICE**

All the students of BA/B Sc enrolled in add-on course on Data Analysis using Spreadsheet are hereby informed that, the course examination is scheduled on 19 October, 2017 from 10 to 11 am in Classroom No. S10.

  
**HOD**

**Head Dept. of Commerce  
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**Principal**

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Name :- Kishan S  
Roll No. :- 01

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Department of Commerce  
Add-on Course 2017-18  
Multiple Choice Questions

**Subject:** Data Analysis using Spreadsheet **Total Marks:** 50(2Marks each) **Time:** 1Hour

1. You can convert existing excel worksheet data an charts to an HTML document by using

- A. FTP wizard
- B. Internet assistant wizard
- C. Intranet wizard
- D. Import wizard

2. A circular reference is

- A. Geometric modeling tool
- B. A cell that points to a drawing object
- C. A formula that either directly or indirectly depends on itself
- D. Always erroneous

3. Which of following is Not one of Excel's what-if function?

- A. Goal seek
- B. Solver
- C. Scenario manager
- D. Auto Outline

4. When you insert an excel file into a word document. The data are

- A. Hyperlinked placed in a word table
- B. Linked
- C. Embedded
- D. Use the word menu bar and toolbars

5. Which of the following is not information you can specify using the solver?

- A. Input cells
- B. Constraints
- C. Target cell
- D. Changing cells



6. You can check the conditions against \_\_\_\_\_ when applying conditional formatting

- A. Cell value
- B. Formula
- C. Both of above
- D. None of above



7. How do you display current date only in MS Excel?

- A. Date ()
- B. Today ()
- C. Now ()
- D. Time ()



8. How do you wrap the text in a cell?

- A. Format cells font
- B. Format cells protection
- C. Format cells number
- D. Format cells alignment



9. What does COUNTA () function do?

- A. Counts cells having alphabets
- B. Counts empty cells
- C. Counts cells having number
- D. Counts non-empty cells



10. What is the short cut key to highlight the entire column?

- A. Ctrl + C
- B. Ctrl + Enter
- C. Ctrl + Page Up
- D. Ctrl + Space Bar



11. In the formula, which symbol specifies the fixed columns or rows?

- A. \$
- B. \*
- C. %
- D. ;



12. Which of the following is not true regarding Conditional Formatting?

- A. You can add more than one condition to check
- B. You can set condition to look for Bold and apply Italics on them
- C. You can apply Font border and pattern formats that meets the specified conditions
- D. You can delete any condition from Conditional Formatting dialog box if it is not required

13. Which of the following is invalid statement?

- A. Sheet tabs can be colored
- B. Some picture can be applied as a background of a sheet
- C. You can set the column width automatically fit the amount of text
- D. The width of a row and be specified manually or fit automatically

14. You can use the formiula palette to

- A. Format cells containing numbers
- B. Create and edit formula containing functions
- C. Enter assumptions data
- D. Copy a range of cells

15. When a range is selected, how can you activate the previous cell?

- A. Press the Alt key
- B. Press Tab
- C. Press Enter
- D. None of above

16. Which of the following format you can decide to apply or not in AutoFormat dialog box?

- A. Number format
- B. Border format
- C. Font format
- D. All of above

17. How can you remove borders applied in cells?

- A. Choose None on Border tab of Format cells
- B. Open the list on Border tool in Format Cell toolbar then choose first tool (none)
- C. Both of above
- D. None of above

18. Where can you set the shading color for a range of cells in Excel?

- A. Choose required color from Patterns tab of Format Cells dialog box
- B. Choose required color on Fill Color tool in Formatting toolbar
- C. Choose required color on Fill Color tool in Drawing toolbar
- D. All of above

19. You can set Page Border in Excel from

- A. From Border tab in Format Cells dialog box
- B. From Border tool in Formatting toolbar
- C. From Line Style tool in Drawing toolbar
- D. You can not set page border in Excel

20. When all the numbers between 0 and 100 in a range should be displayed in Red Color, apply

- A. Use =if() function to format the required numbers red
- B. Apply Conditional Formatting command on Format menu
- C. Select the cells that contain number between 0 and 100 then click Red color on Text Color tool
- D. All of above

21. You can merge the main document with data source in Excel. In mail merge operation, Word is usually

- A. Server
- B. Source
- C. Client
- D. None of the above

22. How can you update the values of formula cells if Auto Calculate mode of Excel is disabled?

- A. F8
- B. F9
- C. F10
- D. F11

23. You want to set such that when you type Baishakh and drag the fill handle, Excel should produce Jestha, Aashadh and so on. What will you set to effect that?

- A. Custom List
- B. Auto Fill Options
- C. Fill Across Worksheet
- D. Fill Serie

24. How can you show or hide the gridlines in Excel Worksheet?

- A. Go to Tools > Options > View tab and mark or remove the check box named Gridline
- B. Click Gridline tool on Forms toolbar
- C. Both of above
- D. None of above


25. Where can you change automatic or manual calculation mode in Excel?

- A. Double CAL indicator on status bar
- B. Go to File > Options > Formulas > Calculation Option – and mark the corresponding radio button
- C. Both of above
- D. None of above

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Multiple Choice Answer Keys

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1.B	14.B
2.C	15.D
3.D	16.D
4.B	17.C
5.A	18.D
6.C	19.D
7. B	20.B
8.D	21.C
9.D	22.B
10.D	
11.A	23.A
12.B	24.C
13.D	25.B

  
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**Add-on Course on Data Analysis using Spreadsheet  
Examination Attendance (2017-18)**

SL.No	NAME OF THE STUDENT	Signature
1	Kiran S	Kiran S
2	Rekha M	Rekha M
3	Ambika J	Ambika J
4	Rajendra R	Rajendra R
5	Veeresh R	Veeresh R
6	Malgonda R	Malgonda R
7	Anita T	Anita T
8	Ananda T	Ananda T
9	Sudharani N	Sudharani N
10	Akash S	Akash S
11	Pooja R	Pooja R
12	Naveen V	Naveen V
13	Arpita V	Arpita V
14	Swapna Halbarga	Swapna Halbarga
15	Sudharani H	Sudharani H
16	Shraddha S	Shraddha S
17	Rani I	Rani I
18	Deepika M	Deepika M
19	Minakshi V	Minakshi V
20	Madhumathi B	Madhumathi B
21	Kashinath D	Kashinath D
22	Rashmi Ravi	Rashmi Ravi
23	Ramya	Ramya
24	Florence	Florence
25	Swati Motti	Swati Motti
Sign of Faculty	Madhusudan Kulkarni	R

  
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SL.No	NAME OF THE STUDENT	Signature
26	Ashutosh	Ashutosh
27	Vidyasagar	Vidyasagar
28	Gouri Manoj Ganga	Gouri
29	Aruna	Aruna
30	Manikanth	Manikanth
31	Sagar.B	Sagar
32	Sachin Rathod	Sachin
33	Kirankumari	Kirankumari
34	Sachin	Sachin
35	Jailalita	Jailalita
36	Ramesh Rathod	Ramesh
37	Jyothi K	Jyothi
38	Ashwini M	Ashwini
39	Sudharani C	Sudharani
40	Sachin Kumar	Sachin
41	Renuka H	Renuka
42	Rekha B	Rekha
43	Sunita M	Sunita
44	Vijaylaxmi M	Vijaylaxmi
45	Malashree S	Malashree
46	Sapna S	Sapna
47	Divya Masimade	Divya
48	Soumya	Soumya
49	Vaishali Ubale	Vaishali
50	Sushma Palam	Sushma
Sign of Faculty	Madhusudan Kulkarni	

  
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**Marks List (2017-18)**

SL.No	NAME OF THE STUDENT	Marks Scored
1	Kiran S	38
2	Rekha M	35
3	Ambika J	39
4	Rajendra R	40
5	Veeresh R	42
6	Malgonda R	38
7	Anita T	34
8	Ananda T	40
9	Sudharani N	44
10	Akash S	42
11	Pooja R	36
12	Naveen V	32
13	Arpita V	38
14	Swapna Halbarga	30
15	Sudharani H	34
16	Shraddha S	40
17	Rani I	40
18	Deepika M	42
19	Minakshi V	38
20	Madhumathi B	40
21	Kashinath D	44
22	Rashmi Ravi	40
23	Ramya	38
24	Florence	36
25	Swati Motti	32
Sign of Faculty	Madhusudan Kulkarni	

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SL.No	NAME OF THE STUDENT	Marks Scored
26	Ashutosh	40
27	Vidyasagar	30
28	Gouri Manoj Ganga	32
29	Aruna	42
30	Manikanth	38
31	Sagar B	30
32	Sachin Rathod	30
33	Kirankumari	36
34	Sachin	40
35	Jailalita	42
36	Ramesh Rathod	44
37	Jyothi K	38
38	Ashwini M	32
39	Sudharani C	30
40	Sachin Kumar	34
41	Renuka H	40
42	Rekha B	42
43	Sunita M	40
44	Vijaylaxmi M	46
45	Malashree S	38
46	Sapna S	32
47	Divya Masimade	46
48	Soumya	38
49	Vaishali Ubale	30
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## **Report and Outcomes**

**Name of the Course: Data Analysis using Spreadsheet**

**Name of the Department: Commerce**

**Number of Student Enrolled: 50**

**BOS Meeting Date: 2 July, 2017**

**Start Date of the Course: 29 July, 2017**

**End Date of the Course: 12 October, 2017**

The Department of Commerce have conducted add-on course on Data Analysis using Spreadsheet for the students of BA and B Sc. from **25 July, 2017** to **12 October, 2017**.

The course was about the basic concept of spreadsheet using MS Excel such as cells, and columns, entering the data, sorting the data, adding the formulas and analyzing the data through various tools of excel.

The total 50 students were enrolled in this course and they got fundamental knowledge about the various utilities of the excels for the data analysis, data visualization and data management.

Course concluded with final examination and certificate distributions.

### **Outcome of the Course**

- Students Acquired the confidence in using spreadsheet
- Student are able to identify the various functions of excel
- Students learned the various types of operations on tabulated data
- Students learned to create the various types of charts using excel
- Students learned to use the excel formulas for data analysis

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# CERTIFICATE

This is to certify that Mr./Miss. \_\_\_\_\_ of B Com. V Sem has successfully completed add-on course on "Data Analysis using Spreadsheet" during the year 2017 - 18 offered by Department of Commerce.

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