



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

**Add-on course on
Data Analysis using Spreadsheet
2018-19**

Course Co-ordinator

Dr. Shashidhar Patil
Assistant Professor
Department of Commerce



Date: 12 July, 2018

To,
The Principal
Karnatak Arts, Science and Commerce College, Bidar

Sub: Request to grant permission to start add-on course on Data Analysis using Spreadsheet for the academic year 2018-19: Reg.

Respected Sir,

We would like to start the add-on course on "Data Analysis using Spreadsheet" from the academic year 2018-19 with intake of 50 students. Please permit us to start the add-on course and do the needful.

Thanking You.

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



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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Date: 18 July, 2018

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 **25 July, 2018**, interested students can enrol their names on or before **21 July 2018** in the Department of Commerce.

HOD

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Principal

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**Add-on Course on Data Analysis using Spreadsheet
Enrolment List (2018-19)**

SL.No	NAME OF THE STUDENT	Signature
1	Shrinidhi	Shrinidhi
2	Karishma	Karishma
3	Anjali	Anjali
4	Ranjana Rathod	Ranjana
5	Shivamma	Shivamma
6	Suvarna	Suvarna
7	Aishwarya	Aishwarya
8	Nageshwari	Nageshwari
9	Sumita	Sumita
10	Meghna Patil	Meghna Patil
11	Roopa	Roopa
12	Radhika	Radhika
13	Vijaylaxmi	Vijaylaxmi
14	Ankita	Ankita
15	Gayatri	Gayatri
16	Poojashree	Poojashree
17	Sangeeta	Sangeeta
18	Lingeswar	Lingeswar
19	Veeresh	Veeresh
20	Suresh	Suresh
21	Sainath	Sainath
22	Raghavendra	Raghavendra
23	Sachin	Sachin
24	Sandeep	Sandeep
25	Sarita	Sarita
Sign of Faculty		

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Add-on Course on Data Analysis using Spreadsheet Enrolment List (2018-19)

SL.No	NAME OF THE STUDENT	Signature
26	Aarti	
27	Ambika	
28	Sudharani	
29	Sushma	
30	Ambika	
31	Prithviraj	
32	Tukaram	
33	Maheshwar	
34	Shashank	
35	Shankar	
36	Akash	
37	Premsagar	
38	Sharlin Rani	
39	Stella Elizabeth	
40	Sudharani	
41	Aishwarya	
42	Sapna	
43	Swati	
44	Annie Christina	
45	Shweta	
46	Priyanka	
47	Omshika	
48	Sudharani	
49	Stella	
50	Gunavant	
Sign of Faculty		

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**Add-on Course on Data Analysis using Spreadsheet
Time-Table (2018-19)**

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

CPak
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**Add-on Course on Data Analysis using Spreadsheet
Attendance (2018-19)**

SL.No	NAME OF THE STUDENT	25/07/18	26/07/18	27/07/18	31/07/18	12/08/18	17/08/18	18/08/18	24/08/18	27/08/18	28/08/18	29/08/18	04/09/18	05/09/18	06/09/18	11/09/18
1	Shrinidhi	P	P	A	P	P	P	P	A	P	P	P	A	P	P	P
2	Karishma	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	Anjali	P	A	P	P	P	A	A	P	P	P	A	P	P	A	P
4	Ranjana Rathod	A	P	P	P	P	P	P	P	P	A	P	P	P	P	A
5	Shivamma	P	P	P	P	A	P	P	P	A	P	P	P	A	P	P
6	Suvarna	P	P	A	P	P	A	P	P	P	P	P	P	P	A	P
7	Aishwarya	P	P	P	A	P	P	P	A	P	P	A	P	P	P	P
8	Nageshwari	P	A	P	P	P	P	P	P	P	P	P	A	P	P	A
9	Sumita	P	P	P	P	P	A	P	P	A	*	P	P	P	A	P
10	Meghna Patil	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P
11	Roopa	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P
12	Radhika	P	P	P	P	A	P	P	A	P	P	P	A	P	A	P
13	Vijaylaxmi	P	A	P	P	P	A	P	P	P	P	P	P	A	P	P
14	Ankita	P	P	P	A	P	P	P	P	A	P	P	P	P	P	A
15	Gayatri	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P
16	Poojashree	P	P	P	P	P	A	A	P	P	P	A	P	P	A	P
17	Sangeeta	A	P	P	P	P	P	P	P	P	P	P	A	P	P	A
18	Lingeshwar	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P
19	Veeresh	P	P	P	P	P	A	P	A	P	P	P	P	A	P	P
20	Suresh	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	Sainath	P	A	P	A	P	P	P	P	P	P	A	P	P	A	P
22	Raghavendra	P	P	A	P	P	P	P	P	A	P	P	P	P	P	A
23	Sachin	P	P	P	P	A	P	P	P	A	P	P	P	A	P	P
24	Sandeep	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P
25	Sarita	P	P	P	P	P	A	P	A	P	P	P	P	P	P	A
Sign of Faculty																

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Attendance (2018-19)**

SL.No	NAME OF THE STUDENT	25	26	27	31	12	17	18	24	27	28	29	04	05	06	11		
		07/18	07/18	07/18	07/18	08/18	08/18	08/18	08/18	08/18	08/18	08/18	08/18	09/18	09/18	09/18	09/18	
26	Aarti	P	A	P	P	P	P	P	P	A	P	P	A	P	P	A		
27	Ambika	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P		
28	Sudharani	P	P	P	A	P	P	P	A	P	P	P	P	P	A	P		
29	Sushma	P	P	P	P	A	P	P	P	A	A	P	P	A	P	P		
30	Ambika	P	P	A	P	P	P	P	P	P	P	A	P	P	P	A		
31	Prithviraj	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P		
32	Tukaram	A	P	P	A	P	P	P	A	P	P	P	A	P	P	P		
33	Maheshwar	P	P	P	P	A	P	A	P	P	P	P	P	P	A	P		
34	Shashank	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P		
35	Shankar	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A		
36	Akash	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P		
37	Premsagar	P	P	A	P	P	P	P	P	A	P	A	P	P	P	P		
38	Sharlin Rani	P	A	P	P	P	P	P	A	P	P	P	P	P	A	P		
39	Stella Elizabeth	A	P	P	A	P	A	P	P	P	P	P	A	P	P	A		
40	Sudharani	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P		
41	Aishwarya	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P		
42	Sapna	P	P	P	P	P	P	A	P	P	A	P	A	P	P	P		
43	Swati	A	P	P	P	A	P	P	A	P	P	A	P	P	P	P		
44	Annie Christina	P	P	P	P	P	A	P	P	A	P	P	P	A	P	P		
45	Shweta	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P		
46	Priyanka	P	P	P	A	P	P	A	P	P	P	P	P	P	P	A		
47	Omshika	A	P	A	P	P	A	P	A	P	P	P	A	P	P	P		
48	Sudharani	A	P	P	P	A	P	P	P	P	P	A	P	A	P	P		
49	Stella	P	A	P	P	P	P	P	P	P	P	P	P	P	A	A		
50	Gunavant	P	P	P	P	A	P	P	A	P	A	P	A	P	P	P		
Sign of Faculty		[Handwritten signatures]																

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Attendance (2018-19)**

SL.No	NAME OF THE STUDENT	25	26	27	02	03	04	09	10	11	22	23	05	06	07	19
		12/18	12/18	12/18	01/19	01/19	01/19	01/19	01/19	01/19	01/19	01/19	01/19	02/19	02/19	02/19
1	Shrinidhi	P	P	P	A	P	A	P	P	P	A	P	P	A	P	
2	Karishma	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
3	Anjali	A	P	P	P	P	P	A	A	P	P	P	A	P	P	P
4	Ranjana Rathod	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P
5	Shivamma	P	A	P	A	P	P	P	P	A	P	P	P	P	P	P
6	Suvarna	P	P	P	P	P	A	P	P	P	P	A	P	P	A	P
7	Aishwarya	P	P	A	P	P	P	A	P	P	P	P	A	P	P	A
8	Nageshwari	A	P	P	A	A	P	P	P	P	A	P	P	A	P	P
9	Sumita	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
10	Meghna Patil	P	A	P	P	P	P	P	P	P	P	A	P	P	A	P
11	Roopa	P	P	P	P	P	P	A	P	A	P	P	P	P	P	A
12	Radhika	P	P	A	P	A	P	P	A	P	P	P	A	P	P	P
13	Vijaylaxmi	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P
14	Ankita	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	Gayatri	A	P	P	P	P	A	P	P	P	P	A	P	P	A	P
16	Poojashree	P	P	P	A	P	P	A	P	A	P	P	A	P	P	A
17	Sangeeta	P	A	P	P	A	P	P	A	P	A	P	P	A	P	P
18	Lingeshwar	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
19	Veeresh	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P
20	Suresh	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A
21	Sainath	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P
22	Raghavendra	P	A	P	A	P	P	P	A	P	P	P	P	A	A	P
23	Sachin	P	P	A	P	A	P	P	P	A	P	A	P	P	P	P
24	Sandeep	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
25	Sarita	A	P	P	P	P	A	P	A	P	P	P	A	P	P	A
Sign of Faculty																

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Attendance (2018-19)**

SL.No	NAME OF THE STUDENT	25	26	27	02	03	04	09	10	11	22	23	05	06	07	19
		12	12	12	03	01	01	01	01	01	01	01	01	02	02	02
		18	18	18	19	19	19	19	19	19	19	19	19	19	19	19
26	Aarti	A	P	P	P	A	P	P	A	P	P	P	A	P	P	P
27	Ambika	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P
28	Sudharani	A	P	P	A	P	P	P	P	P	P	A	P	P	P	A
29	Sushma	P	A	P	P	A	P	P	P	A	P	P	A	P	P	P
30	Ambika	P	P	P	P	P	A	P	P	P	A	P	P	P	A	P
31	Prithviraj	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P
32	Tukaram	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P
33	Maheshwar	P	P	P	A	P	P	P	P	A	P	P	A	P	P	A
34	Shashank	P	A	P	P	A	P	P	P	P	A	P	P	A	P	P
35	Shankar	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P
36	Akash	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P
37	Premsagar	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P
38	Sharlin Rani	P	P	P	P	P	P	P	A	P	P	A	P	P	P	A
39	Stella Elizabeth	P	A	P	A	P	P	P	P	P	A	P	P	P	P	P
40	Sudharani	P	P	P	P	A	P	A	P	P	P	A	P	P	A	P
41	Aishwarya	A	P	P	P	P	A	P	P	P	P	P	A	P	P	P
42	Sapna	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A
43	Swati	P	A	P	P	P	P	P	P	A	P	P	A	P	P	P
44	Annie Christina	P	P	P	P	A	P	A	P	P	A	P	P	P	A	P
45	Shweta	P	P	A	P	P	A	P	P	P	P	A	P	A	P	P
46	Priyanka	A	P	P	A	P	P	P	A	P	P	P	P	P	P	A
47	Omshika	P	A	P	P	A	P	P	P	A	P	P	P	P	P	P
48	Sudharani	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
49	Stella	P	P	P	P	P	A	P	P	P	A	P	A	P	P	P
50	Gunavant	A	P	P	A	P	P	A	P	P	P	P	P	P	P	A
Sign of Faculty																

(Signature)

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Date: 5 October, 2018

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 10 October, 2018 from 10 to 11 am in Classroom No. S10.

HOD

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

Principal

**PRINCIPAL
Karnatak Arts, Sci. & Com. College
BIDAR-585401**

Name: Shrinidhi

Roll No:- 01

40
50

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Karnatak Arts, Sciece& Commerce College, Bidar.
Department of Commerce
Add-on Course 2018-19
Multiple Choice Questions

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

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

- A. Choose required color form 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

2. 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

3. 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

4. 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

5. 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~~

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

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

7. 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

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

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

9. 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

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

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

11. You can check the conditions against _____ when applying conditional formatting

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

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

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

19. 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

20. What does COUNTA () function do?

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

21. 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~~

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

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

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. 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

25. A worksheet can have a maximum of _____ number of rows.

A. 256


B. 1024

C. 65535

~~D. 1048576~~

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Add-on Course 2019-20
Multiple Choice Answer Keys

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


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Department of Commerce

Add-on Course on Data Analysis using Spreadsheet
Examination Attendance (2018-19)

SL.No	NAME OF THE STUDENT	Signature
1	Shrinidhi	Shrinidhi
2	Karishma	Karishma
3	Anjali	Anjali
4	Ranjana Rathod	Ranjana
5	Shivamma	Shivamma
6	Suvarna	Suvarna
7	Aishwarya	Aishwarya
8	Nageshwari	Nageshwari
9	Sumita	Sumita
10	Meghna Patil	Meghna
11	Roopa	Roopa
12	Radhika	Radhika
13	Vijaylaxmi	Vijaylaxmi
14	Ankita	Ankita
15	Gayatri	Gayatri
16	Poojashree	Poojashree
17	Sangeeta	Sangeeta
18	Lingeswar	Lingeswar
19	Veeresh	Veeresh
20	Suresh	Suresh
21	Sainath	Sainath
22	Raghavendra	Raghavendra
23	Sachin	Sachin
24	Sandeep	Sandeep
25	Sarita	Sarita
Sign of Faculty	Madhusudan Kulkarni	


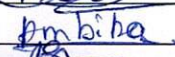

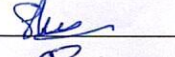
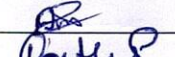
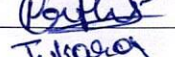


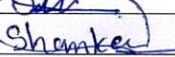
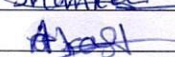

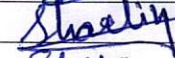
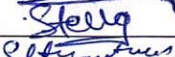
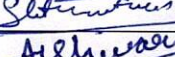
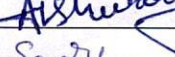

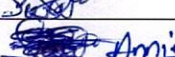

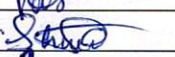
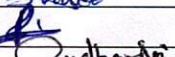
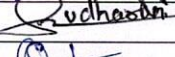
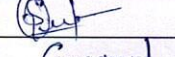
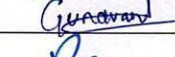





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Department of Commerce

**Add-on Course on Data Analysis using Spreadsheet
Examination Attendance (2018-19)**

SL.No	NAME OF THE STUDENT	Signature
26	Aarti	
27	Ambika	
28	Sudharani	
29	Sushma	
30	Ambika	
31	Prithviraj	
32	Tukaram	
33	Maheshwar	
34	Shashank	
35	Shankar	
36	Akash	
37	Premsagar	
38	Sharlin Rani	
39	Stella Elizabeth	
40	Sudharani	
41	Aishwarya	
42	Sapna	
43	Swati	
44	Annie Christina	
45	Shweta	
46	Priyanka	
47	Omshika	
48	Sudharani	
49	Stella	
50	Gunavant	
Sign of Faculty		


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Add-on Course on Data Analysis using Spreadsheet
Marks List (2018-19)

SL.No	NAME OF THE STUDENT	Marks Scored
1	Shrinidhi	40
2	Karishma	35
3	Anjali	38
4	Ranjana Rathod	40
5	Shivamma	38
6	Suvarna	36
7	Aishwarya	35
8	Nageshwari	34
9	Sumita	38
10	Meghna Patil	38
11	Roopa	40
12	Radhika	38
13	Vijaylaxmi	38
14	Ankita	32
15	Gayatri	36
16	Poojashree	39
17	Sangeeta	36
18	Lingeshwar	38
19	Veeresh	40
20	Suresh	35
21	Sainath	30
22	Raghavendra	33
23	Sachin	42
24	Sandeep	32
25	Sarita	38
Sign of Faculty		

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**Add-on Course on Data Analysis using Spreadsheet
Marks List (2018-19)**

SL.No	NAME OF THE STUDENT	Marks Scored
26	Aarti	38
27	Ambika	38
28	Sudharani	38
29	Sushma	40
30	Ambika	36
31	Prithviraj	34
32	Tukaram	36
33	Maheshwar	38
34	Shashank	40
35	Shankar	40
36	Akash	38
37	Premsagar	38
38	Sharlin Rani	32
39	Stella Elizabeth	32
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41	Aishwarya	36
42	Sapna	36
43	Swati	36
44	Annie Christina	38
45	Shweta	36
46	Priyanka	38
47	Omshika	38
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Sign of Faculty		

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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: 25 July, 2018

End Date of the Course: 3 October, 2018

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, 2018** to **3 October, 2018**.


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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Department of Commerce



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 2018 - 19 offered by Department of Commerce.

[Signature]

Head Dept. of Commerce
Karnatak Arts, Science & Commerce College, Bidar-585 401.

[Signature]

Principal
Karnatak Arts, Science & Commerce College, Bidar-585401