



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

**Add-on course on
Data Analysis using Spreadsheet
2019-20**

Course Co-ordinator

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

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Date: 17 July, 2019

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 2019-20: Reg.

Respected Sir,

We would like to start the add-on course on "Data Analysis using Spreadsheet" from the academic year 2019-20 with intake of 50 students. Please permit us to start the add-on course and do the needful.

Thanking You.

Permitted



HOD

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



Vice-Principal &
IQSC. Coordinator
Karnatak Arts, Science &
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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Date: 19 July, 2019

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 **27 July, 2019**, interested students can enrol their names on or before **22 July 2019** in the Department of Commerce.


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**Add-on Course on Data Analysis using Spreadsheet
Enrolment List (2019-20)**

SL.No	NAME OF THE STUDENT	Signature
1	Vaibhav	
2	Suraj Raj	
3	Prateem	
4	Shubhangi Shetkar	
5	Aishwarya	
6	Srikant	
7	Santosh Kumar	
8	Sachin	
9	Vishal	
10	Suvasini	
11	Nitinkumar	
12	Janabai	
13	Jaganath	
14	Rahul	
15	Jyoti	
16	Chandrakanth	
17	Hemant Singh Panwar	
18	Raju Singh	
19	Machindranath	
20	Godavari	
21	Kiran	
22	Omkar	
23	Akshaykumar	
24	Sujeet	
25	Nagraj	
Sign of Faculty	Madhusudan Kulkarni	

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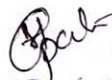
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**Add-on Course on Data Analysis using Spreadsheet
Enrolment List (2019-20)**

SL.No	NAME OF THE STUDENT	Signature
26	Rameshwar	Rameshwar
27	Basappa	Basappa
28	Chinmay	Chinmay
29	Akshay	Akshay
30	Vinay Kumar	Vinay
31	Sangamesh	Sangamesh
32	Arun	Arun
33	Shivkumar	Shivkumar
34	Lakshmi	Lakshmi
35	Rohini	Rohini
36	Beeresh	Beeresh
37	Amool	Amool
38	Vaibhavi	Vaibhavi
39	Akshita	Akshita
40	Malashree	Malashree
41	Arvind Kumar	Arvind
42	Dayana	Dayana
43	Shweta	Shweta
44	Sidram	Sidram
45	Ramshetty	Ramshetty
46	Shashikanth	Sonamma
47	Sonamma	Sonamma
48	Shivanjali Patil	Shivanjali Patil
49	Saikumar	Saikumar
50	Aishwarya. M	Aishwarya. M
Sign of Faculty	Madhusudan Kulkarni	Madhusudan Kulkarni


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**Add-on Course on Data Analysis using Spreadsheet
Time-Table (2019-20)**

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

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**Add-on Course on Data Analysis using Spreadsheet
Attendance (2019-20)**

SL.No	NAME OF THE STUDENT	27 07 19	28 07 19	29 07 19	30 07 19	31 07 19	05 08 19	06 08 19	07 08 19	13 08 19	20 08 19	21 08 19	03 09 19	04 09 19	11 09 19	12 09 19
1	Vaibhav	P	A	P	A	P	P	P	A	P	A	P	P	P	A	P
2	Suraj Raj	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P
3	Prateem	A	P	A	P	P	A	P	P	P	P	P	P	P	P	P
4	Shubhangi Shetkar	P	P	P	A	P	P	A	P	P	P	P	P	P	A	P
5	Aishwarya	P	A	P	P	A	P	P	A	A	P	P	P	P	P	P
6	Srikant	P	P	P	A	P	A	P	A	P	P	A	P	A	P	P
7	Santosh Kumar	A	P	A	P	P	A	P	A	P	P	P	P	P	P	A
8	Sachin	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	Vishal	A	A	P	P	P	P	P	P	P	P	P	P	A	P	A
10	Suvasini	P	P	P	P	A	A	P	P	P	P	A	P	P	P	P
11	Nitinkumar	P	A	P	P	A	P	P	P	A	P	P	P	P	P	P
12	Janabai	P	P	A	P	P	P	A	P	A	A	P	P	P	P	P
13	Jaganath	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P
14	Rahul	P	A	A	P	A	A	P	P	A	P	P	P	P	A	P
15	Jyoti	P	P	P	A	A	P	P	P	A	P	P	P	P	P	P
16	Chandrakanth	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
17	Hemant Singh Panwar	P	A	A	P	A	P	P	A	P	P	P	P	P	A	P
18	Raju Singh	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P
19	Machindranath	A	P	P	A	P	P	A	P	P	A	P	P	P	P	A
20	Godavari	A	P	P	A	A	P	P	P	P	P	P	P	P	P	A
21	Kiran	P	A	P	P	P	A	P	P	A	P	P	P	A	A	P
22	Omkar	P	P	P	P	A	P	P	P	P	A	A	A	P	P	A
23	Akshaykumar	P	P	A	P	P	P	P	A	P	P	P	A	P	P	P
24	Sujeet	A	P	P	P	P	P	A	A	A	P	P	A	P	A	A
25	Nagraj	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P
Sign of Faculty		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

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26	Rameshwar	P	P	A	P	P	P	P	P	P	A	P	P	A	P	P		
27	Basappa	A	P	P	P	A	P	P	P	P	P	P	P	A	P	P		
28	Chinmay	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P		
29	Akshay	P	A	P	P	P	A	P	A	P	A	P	A	P	P	P		
30	Vinay Kumar	P	P	P	A	P	P	P	P	P	P	P	P	P	A	A		
31	Sangamesh	P	P	A	P	P	P	A	P	P	P	A	P	P	A	A		
32	Arun	A	P	P	P	A	A	P	A	A	P	A	P	P	P	P		
33	Shivkumar	P	A	P	A	A	P	P	P	P	P	A	P	P	P	P		
34	Lakshmi	P	A	P	P	P	A	P	P	P	P	A	P	P	P	A		
35	Rohini	A	P	P	P	A	P	P	A	A	P	A	P	P	A	P		
36	Beeresh	A	P	A	P	P	A	P	P	P	P	P	P	A	A	P		
37	Amool	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P		
38	Vaibhavi	P	P	P	A	A	P	P	A	A	P	P	A	P	P	P		
39	Akshita	P	P	P	P	P	A	P	A	P	P	P	A	A	P	P		
40	Malashree	A	A	A	P	P	P	P	A	P	P	P	A	P	P	P		
41	Arvind Kumar	P	P	A	P	A	A	P	A	P	P	P	P	P	P	P		
42	Dayana	P	P	P	A	P	A	P	A	P	P	P	P	A	A	A		
43	Shweta	A	P	P	P	P	P	A	P	P	P	A	P	P	P	P		
44	Sidram	P	P	P	P	A	P	P	P	A	A	P	P	P	P	P		
45	Ramshetty	P	A	A	P	P	P	P	A	P	A	P	A	P	P	P		
46	Shashikanth	A	A	P	P	P	P	P	P	P	A	P	P	A	A	P		
47	Sonamma	A	P	P	P	P	P	A	P	P	P	A	P	P	P	P		
48	Shivanjali Patil	P	P	P	P	A	P	P	A	P	P	A	P	A	P	P		
49	Saikumar	P	P	A	P	A	P	P	A	A	A	P	P	P	P	P		
50	Aishwarya. M	P	P	P	A	P	P	P	A	P	P	P	A	P	A	A		
Sign of Faculty		<i>Deep</i>	<i>Deep</i>	<i>Deep</i>	<i>Deep</i>	<i>Deep</i>	<i>Deep</i>	<i>Deep</i>	<i>Deep</i>	<i>Deep</i>	<i>Deep</i>	<i>Deep</i>	<i>Deep</i>	<i>Deep</i>	<i>Deep</i>	<i>Deep</i>		

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**Add-on Course on Data Analysis using Spreadsheet
Attendance (2019-20)**

SL.No	NAME OF THE STUDENT	06/01/20	07/01/20	13/01/20	14/01/20	22/01/20	23/01/20	29/01/20	03/02/20	12/02/20	13/02/20	18/02/20	19/02/20	02/03/20	03/03/20	04/03/20
1	Vaibhav	A	P	P	P	P	A	P	P	P	A	P	P	P	P	P
2	Suraj Raj	P	P	A	P	P	P	P	P	A	P	P	P	A	P	P
3	Prateem	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
4	Shubhangi Shetkar	P	A	A	A	P	A	P	P	A	P	A	P	P	A	P
5	Aishwarya	P	P	P	P	A	P	A	P	P	P	A	P	P	P	A
6	Srikant	A	A	P	P	P	A	P	A	P	P	P	A	A	P	A
7	Santosh Kumar	P	P	P	P	P	P	P	A	P	A	P	A	P	P	A
8	Sachin	P	P	A	A	A	A	P	A	A	A	P	A	P	A	A
9	Vishal	P	P	P	P	A	A	P	P	A	P	P	P	P	P	P
10	Suvasini	A	P	A	A	P	P	P	P	P	P	A	P	P	P	A
11	Nitinkumar	P	A	A	A	P	P	P	P	P	P	A	P	A	P	P
12	Janabai	P	A	P	P	A	P	P	P	P	P	P	P	P	A	P
13	Jaganath	P	P	A	A	P	A	A	P	P	A	P	P	A	P	A
14	Rahul	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	Jyoti	A	A	A	A	P	P	P	A	P	P	A	P	P	A	P
16	Chandrakanth	P	P	P	P	A	P	P	A	P	P	A	P	A	P	P
17	Hemant Singh Panwar	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P
18	Raju Singh	P	P	A	A	A	P	P	A	P	P	P	A	P	P	P
19	Machindranath	A	A	A	A	P	P	P	A	P	A	P	A	A	P	P
20	Godavari	P	P	P	P	P	A	A	P	P	A	P	P	P	P	P
21	Kiran	P	P	P	P	P	A	A	P	A	A	A	P	P	A	P
22	Omkar	P	P	P	P	A	A	P	P	A	A	P	P	A	P	A
23	Akshaykumar	A	A	A	A	P	A	P	P	A	P	P	P	P	P	A
24	Sujeet	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
25	Nagraj	P	P	P	P	A	P	P	P	P	P	P	A	P	P	A
Sign of Faculty		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

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Attendance (2019-20)

SL.No	NAME OF THE STUDENT	06/01/20	07/01/20	08/01/20	14/01/20	22/01/20	23/01/20	29/01/20	03/02/20	12/02/20	13/02/20	18/02/20	19/02/20	02/03/20	03/03/20	04/03/20
26	Rameshwar	A	P	P	P	P	P	A	A	P	P	P	P	P	A	P
27	Basappa	P	A	A	A	A	A	P	A	P	P	P	P	P	A	P
28	Chinmay	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A
29	Akshay	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
30	Vinay Kumar	P	P	P	A	A	A	P	P	P	P	A	P	P	P	A
31	Sangamesh	A	P	P	P	A	A	A	P	P	A	P	P	P	P	P
32	Arun	A	A	A	A	P	P	A	P	A	P	P	P	P	A	P
33	Shivkumar	P	A	A	P	P	P	A	P	P	P	A	P	P	P	A
34	Lakshmi	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
35	Rohini	A	P	P	A	P	P	P	P	A	P	P	P	P	P	P
36	Beeresh	A	P	A	P	P	P	P	P	A	P	P	P	P	P	P
37	Amool	P	P	P	P	A	A	P	P	P	P	P	P	A	P	P
38	Vaibhavi	P	P	P	P	P	P	P	A	A	P	P	P	A	P	P
39	Akshita	P	P	P	P	A	A	P	A	P	P	A	P	A	P	A
40	Malashree	P	A	A	A	A	A	P	A	P	A	P	P	P	P	P
41	Arvind Kumar	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A
42	Dayana	P	A	A	A	P	P	A	P	A	A	P	P	A	P	P
43	Shweta	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A
44	Sidram	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
45	Ramshetty	A	P	A	A	A	P	A	P	P	P	A	P	P	P	P
46	Shashikanth	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A
47	Sonamma	A	P	P	P	P	A	P	P	A	P	P	A	A	P	P
48	Shivanjali Patil	P	P	P	A	A	A	P	A	P	A	P	A	P	P	P
49	Saikumar	P	A	A	P	A	P	P	P	P	P	A	A	P	P	P
50	Aishwarya. M	P	A	P	P	A	P	A	P	P	P	P	A	P	P	P
Sign of Faculty		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

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Date: 17 October, 2019

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 24 October, 2019 from 10 to 11 am in Classroom No. S10.


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Name: Vaibhav

Roll No 01

42
501

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Department of Commerce
Add-on Course 2019-20
Multiple Choice Questions

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

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

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

2. 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

3. What does COUNTA () function do?

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

4. 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

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

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

6. 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

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 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. 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

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. 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. 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

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Department of Commerce
Add-on Course 2019-20
Multiple Choice Answer Keys







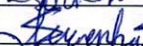
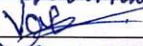
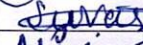
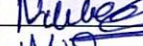


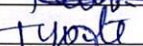


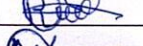

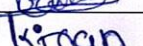
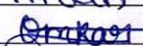
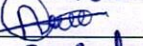






1. B	14.B
2.D	15.D
3.D	16.D
4.D	17.C
5.A	18.D
6.B	19.D
7.C	20.B
8.D	21.C
9.B	22.B
10.A	
11.C	23.A
12.B	24.B
13.D	25.C

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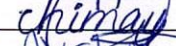













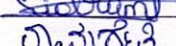
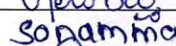








SL.No	NAME OF THE STUDENT	Signature
1	Vaibhav	
2	Suraj Raj	
3	Prateem	
4	Shubhangi Shetkar	
5	Aishwarya	
6	Srikant	
7	Santosh Kumar	
8	Sachin	
9	Vishal	
10	Suvasini	
11	Nitinkumar	
12	Janabai	
13	Jaganath	
14	Rahul	
15	Jyoti	
16	Chandrakanth	
17	Hemant Singh Panwar	
18	Raju Singh	
19	Machindranath	
20	Godavari	
21	Kiran	
22	Omkar	
23	Akshaykumar	
24	Sujeet	
25	Nagraj	
Sign of Faculty	Madhusudan Kulkarni	

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SL.No	NAME OF THE STUDENT	Signature
26	Rameshwar	
27	Basappa	
28	Chinmay	
29	Akshay	
30	Vinay Kumar	
31	Sangamesh	
32	Arun	
33	Shivkumar	
34	Lakshmi	
35	Rohini	
36	Beeresh	
37	Amool	
38	Vaibhavi	
39	Akshita	
40	Malashree	
41	Arvind Kumar	
42	Dayana	
43	Shweta	
44	Sidram	
45	Ramshetty	
46	Shashikanth	
47	Sonamma	
48	Shivanjali Patil	
49	Saikumar	
50	Aishwarya. M	
Sign of Faculty	Madhusudan Kulkarni	



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SL.No	NAME OF THE STUDENT	Marks Scored
1	Vaibhav	42
2	Suraj Raj	36
3	Prateem	38
4	Shubhangi Shetkar	32
5	Aishwarya	38
6	Srikant	41
7	Santosh Kumar	42
8	Sachin	40
9	Vishal	38
10	Suvasini	32
11	Nitinkumar	36
12	Janabai	37
13	Jaganath	34
14	Rahul	30
15	Jyoti	34
16	Chandrakanth	34
17	Hemant Singh Panwar	36
18	Raju Singh	38
19	Machindranath	32
20	Godavari	38
21	Kiran	30
22	Omkar	29
23	Akshaykumar	28
24	Sujeet	33
25	Nagraj	38
Sign of Faculty	Madhusudan K	PZ


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36	Beeresh	34
37	Amool	32
38	Vaibhavi	34
39	Akshita	32
40	Malashree	28
41	Arvind Kumar	28
42	Dayana	30
43	Shweta	32
44	Sidram	36
45	Ramshetty	34
46	Shashikanth	32
47	Sonamma	36
48	Shivanjali Patil	34
49	Saikumar	32
50	Aishwarya. M	
Sign of Faculty	Madhusudan K	PK


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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: 27 July, 2019

End Date of the Course: 15 October, 2019

The Department of Commerce have conducted add-on course on Data Analysis using Spreadsheet for the students of BA and B Sc. from **27 July, 2019** to **15 October, 2019**.


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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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 2019 -20 offered by Department of Commerce.


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