

## Annexure II

### APPLICATION FOR CONDUCTION VALUE ADDED COURSE

1 NAME OF THE DEPARTMENT COMMERCE  
2 UG/PG PROGRAMME UG PROGRAMME

#### 3 DETAILS OF THE VALUE ADDED COURSE :

a NAME OF THE VALUE ADDED COURSE MICROSOFT EXCEL AND DATA ANALYSIS  
b TYPE OF VALUE ADDED COURSES LAB INTEGRATED THEORY  
c SHORT DESCRIPTION ENCLOSED 1  
d SYLLABUS INCLUDING MARKS & THEORY/ PRACTICAL HOURS ENCLOSED 2

#### 4 TARGET AUDIENCE

YEAR/SEMESTER STUDENTS OF BCOM ,BSC AND BA  
OTHERS -

#### 5 DETAILS OF FACULTY HANDLING THE COURSE :

a NAME OF THE FACULTY HANDLING THE VAC KUMAR SANU  
b DETAILS INCLUDING DESIGNATION AND EXPERTISE ENCLOSED 3  
c CONTACT DETAILS  
EMAIL ID [sanusngh81@gmail.com](mailto:sanusngh81@gmail.com)  
MOBILE NO. 9340255631

#### 6 TENTATIVE TIME TABLE INCLUDING DATES

OF INTERNAL ASSESSMENT ENCLOSED 4

7 PROPOSED OF STUDENTS OPTING FOR THE COURSE ENCLOSED 5

#### 8 IQAC MINUTES

#### 9 NAME AND DESIGNATION OF THE CORDINATOR

NAME AND DESIGNATION KAMLESH KUMAR MARKO(ASSISTANT PROFFESOR)  
EMAIL ID  
MOBILE NO.

CORDINATOR IQAC

PRINCIPAL  
DATE AND SIGN



## ENCLOSED 1

### SHORT DESCRIPTION

MS Excel is a commercial spreadsheet application that is produced and distributed by Microsoft for Microsoft Windows and Mac OS operating systems. It features the ability to perform basic calculations, use graphing tools, create pivot tables and create macros, among other useful features. Spreadsheet applications such as MS Excel use a collection of cells arranged into rows and columns to organize and manipulate data. They can also display data as charts, histograms and line graphs. MS Excel permits users to arrange data in order to view various factors from different perspectives. Microsoft Visual Basic is a programming language used for applications in Excel, allowing users to create a variety of complex numerical methods. Programmers are given an option to code directly using the Visual Basic Editor, including Windows for writing code, debugging and code module organization. Excel definition: a software program created by Microsoft that uses spreadsheets to organize numbers and data with formulas and functions. Excel analysis is universal around the world and used by businesses of all sizes to perform financial analysis.

## ENCLOSED 2

### Syllabus & Course content

Microsoft Excel Startup Screen  
Customizing the Excel Quick Access Toolbar  
Introduction on the Excel Interface  
Understanding the Structure of an Excel Workbook  
Opening an Existing Excel Document  
Saving an Excel Document  
Common Excel Shortcut Keys  
Entering Text to Create Spreadsheet Titles  
Working with Numeric Data in Excel  
Entering Date Values in Excel  
Working with Cell References  
Creating Basic Formulas in Excel  
Relative Versus Absolute Cell References in Formulas  
**Practice Exercise File**  
Working with the SUM() Function  
Working with the MIN() and MAX() Functions  
Working with the AVERAGE() Function  
Working with the COUNT() Function  
**Practice Exercise File**  
Adjacent Cells Error in Excel Calculations  
Using the AutoSum Command  
Excel's AutoSum Shortcut Key  
Using the AutoFill Command to Copy Formulas

**Practice Exercise File**

Moving and Copying Data in an Excel Worksheet

Inserting and Deleting Rows and Columns

Changing the Width and Height of Cells

Hiding and Unhiding Excel Rows and Columns

Renaming an Excel Worksheet

Deleting an Excel Worksheet

Moving and Copying an Excel Worksheet

**Practice Exercise File**

Microsoft Excel Fundamentals

Modifying an Excel Worksheet

Formatting Data in an Excel Worksheet

Using Excel's Format Painter

Creating Styles to Format Data

Merging and Centering Cells

Using Conditional Formatting

Editing Excel Conditional Formatting

Inserting Images and Shapes into an Excel Worksheet

Inserting Images

**Practice Exercise File**

Inserting Excel Shapes

Formatting Excel Shapes

Working with Excel SmartArt

Creating Basic Charts in Excel

Creating an Excel Column Chart

**Practice Exercise File**

Working with the Excel Chart Ribbon

Adding and Modifying Data on an Excel Chart

Formatting an Excel Chart

Moving a Chart to another Worksheet

Working with Excel Pie Charts

Working with Excel Charts Quiz

**Practice Exercise File**

Printing an Excel Worksheet

Viewing your Document in Print Preview

Changing the Margins, Scaling and Orientation

Excel Worksheet Margins

Working with Page Layout View

Adding Header and Footer Content

Printing a Specific Range of Cells

**Practice Exercise File**

Understanding Excel List Structure

Sorting a List Using Single Level Sort

Sorting a List Using Multi-Level Sorts

Using Custom Sorts in an Excel List

Filter an Excel List Using the AutoFilter Tool

**Practice Exercise File**

Creating Subtotals in a List  
Format a List as a Table  
Using Conditional Formatting to Find Duplicates  
Removing Duplicates  
Excel Function: DCOUNT()  
Excel Function: SUBTOTAL()

**Practice Exercise File**

Excel PivotTables  
Working with Excel's PowerPivot Tools  
Working with Large Sets of Excel Data  
Using the Freeze Panes Tool  
Grouping Data (Columns and/or Rows)  
Print Options for Large Sets of Data

**Practice Exercise File**

Consolidating Data from Multiple Worksheets  
Working with Excel's Conditional Functions  
Working with Excel's Lookup Functions  
vlookup sum if  
Working with Excel's Text Based Functions  
Auditing an Excel Worksheet  
Tracing Precedents in Excel Formulas  
Tracing Dependents in Excel Formulas  
Showing Formulas

**Practice Exercise File**

Working with if functions  
creating tax invoices  
calculating salary and bonus with formulas  
summarising of data

**Practice Exercise File**

**Practice Exercise File**

**Practice Exercise File**

**Practice Exercise File**

**Practice Exercise File**

**Practice Exercise File**

**Practice Exercise File**

**ENCLOSED 3**

DETAILS INCLUDING DESIGNATION AND EXPERTISE

**DESIGNATION**

**GUEST LECTURER(Commerce)**

**ENCLOSED 4**

SL. NO	NAME OF THE STUDENTS	THEORY		PRACTICAL		TOTAL
		MARKS OBTAINED	MAXIMUM MARKS	MARKS OBTAINED	MAXIMUM MARKS	
1	MANJU	38	40	45	60	83
2	MANGLESHWAR	17	40	35	60	52
3	REENA	37	40	45	60	82
4	NITU VISHWAKARMA	2	40	20	60	22
5	AMITA KUMARI	15	40	30	60	45
6	MANGALI	22	40	40	60	62
7	HINA PARVEEN	22	40	50	60	72
8	KUMARI ANJALI	2	40	20	60	22
9	SANTOSH	16	40	35	60	51
10	KAMINI KUSHWAHA	21	40	40	60	61
11	DHANMET	27	40	40	60	67
12	LAXMAN	19	40	30	60	49
13	MAHENDRA PRASAD	11	40	35	60	46
14	SANJAY KUMAR RAJWADE	13	40	35	60	48
15	GHANSHYAMM RAJWADE	22	40	60	60	82
16	LALU PRASAD	17	40	45	60	62
17	SHANI KUMAR SONHA	10	40	30	60	40
18	BIHARI KUMAR	15	40	30	60	45
19	CHANDRAKANTA	ABSENT	40	ABSENT	60	NIL

**ENCLOSED 5****PROPOSED OF STUDENTS OPTING FOR THE COURSE**

- 1.Improved time management
2. Holistic look at the data
3. Faster, more accurate calculations
- 4.Enhanced analytical skills
5. Data visualization techniques and ideas
6. Helpful in getting job.