



ESTD : 1982

SRI MAHAYOGI LAKSHMAMMA GOVERNMENT DEGREE COLLEGE
YEMMIGANUR, KURNOOL DIST.

Affiliated to Rayalaseema University, Kurnool - 518360, A.P.



DEPARTMENT OF COMPUTER
APPLICATIONS

CERTIFICATE COURSE

ON

MICROSOFT EXCEL

FROM 07-06-2018 TO 23-10-2018

Departmental meeting

04-06-2018

3

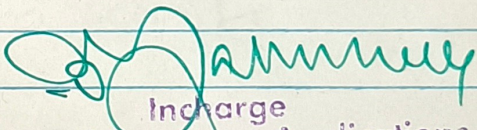
The Department of Computer Applications has met at the department & following discussion and Resolution as following

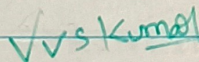
→ To conduct certificate course on Microsoft Excel for BcomCA - I Sem from 7-6-2018 to 23-10-2018

This certificate course enhance additional skills to Bcom CA course

1) Veeresh Babu

2)


Incharge
Dept. of Computer Applications
Sri Mahayogi Lakshamma
Govt. Degree College
Yemmiganur - 518 360.



PRINCIPAL
SML. Govt. Degree College
YEMMIGANUR, Kurnool (Dt.)

INDEX OF COURSE

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Yemmiganur,

Date: 04-06-2018.

From
Sri G.Badesab,
Lecturer in Computer APP,
Sri Mahayogi Lakshamma
Govt. Degree College,
Yemmiganur.

To
The Principal,
Sri Mahayogi Lakshamma
Govt. Degree College,
Yemmiganur.

Respected Sir,

Sub: Proposal for the conduct of a certificate course on for the Semester-I Students of B.Com (Computer Applications) Reg.

I would like to bring a proposal for the benefit of the students of Our College that the Department of Computer Applications would like to conduct a certificate course on **Microsoft Excel** for the Semester-I Students of B.Com (Computer applications) of Our College for 35 Hours which helps the Students in Public and in the job market. In this regard, I request you sir to give me permission to conduct the certificate course from 07-06-2018 TO 23-10-2018.

The details of the programme are:

- | | |
|--|--------------------------------|
| 1 Name of the proposed programme: | Microsoft Excel |
| 2. Duration and Timings of the programme: | 35 Hours (9:00 AM to 10:00 AM) |
| 3. Commencement date of the programme: | 07-06-2018 |
| 4. No. of Students expected for the admission: | 28 Students |
| 5. Course Fee: | No Fee |

Yours faithfully,

C. Badesab

C. Badesab

Incharge of the Department

SRI MAHAYOGI LAKSHMAMMA GOVT. DEGREE COLLEGE, YEMMIGANUR
DEPARTMENT OF COMPUTER APPLICATIONS

CIRCULAR

Date: 04-06-2018.

All the students of B.Com (Computer applications) first semester are hereby informed that the Department of Commerce is going to conduct a certificate course in **Microsoft Excel**. This is completely a free of charge certificate course for all the category students. This certificate course is 35 days long. Hence, interested students register their names in the Department of Computer Applications. The Course classes will begin on 07-06-2018. The students who will successfully complete the certificate course will receive a certificate.

G. Badesab
Coordinator

Copy to the College Library Notice Board
Copy to the Department of Commerce Notice Board
Copy for Circulation among the Students

W/s Kumar
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YEMMIGANUR, Kurnool (Dt.)

SRI MAHAYOGI LAKSHMAMMA GOOVT. DEGREE COLLEGE, YEMMIGANUR
DEPARTMENT OF COMPUTER APPLICATION

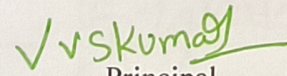
*(Minutes of the Department meeting for the conduct of a Certificate Course on **Microsoft Excel***

The Department of Commerce decided to conduct a certificate course on **Microsoft Excel** for the I YEAR students of B.Com (Computer Applications) 2018-19.

In this connection, Faculty members of the Department of Computer Applications in the Department chamber on 04-06-2018. The meeting was presided over by the head of the Department Sri BADESAB, Lecturer in commerce. In this meeting, the Department took a decision to conduct the certificate course on **Microsoft Excel** for the group I YEAR Students of B.Com (Computer Applications) under the leadership of the head of the Department and with the guidance of the Principal. It is decided to conduct the certificate course for 40 Days.

Faculty Members of the Department are as follows:

1. G. Badesab
2. Veeresh Babu


Principal

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YEMMIGANUR, Kurnool (Dt.)

Sri MahYogi Lakshamma Govt. Degree College Yemmiganur

Department of Computer Applications

List of Willing Students for the Certificate Course on *Microsoft Excel*

S. No.	Hall ticket. No.	Name of the Student	Course /Group	Signature of the Student
1.	18231049001	BARIKI RAMANNA	I B.Com(CA)	B. Ramanna
2.	18231049002	BOYA RADHA	I B.Com(CA)	B. Radha
3.	18231049003	BOYA RAJU	I B.Com(CA)	B. Raju
4.	18231049004	BUTTA SOMASEKHAR	I B.Com(CA)	B. Somasekhar
5.	18231049005	CHAKALI RANGANATH	I B.Com(CA)	Ch. B. C. Ranganath
6.	18231049006	DEVARLA RAMESH	I B.Com(CA)	D. Ramesh
7.	18231049007	GANDHALAM LOKAIAH	I B.Com(CA)	G. Lokaiah
8.	18231049008	GANGULA DIVYA BHARATHI	I B.Com(CA)	G. Divya
9.	18231049009	GONEPOGU PRAVEEN KUMAR	I B.Com(CA)	G. Praveen Kumar
10.	18231049010	GURAMPURAM VIJAYAKUMAR	I B.Com(CA)	G. Vijayakumar
11.	18231049011	KANDE RAVI KUMAR SETTY	I B.Com(CA)	K. Ravi Kumar
12.	18231049012	KANIKE RAMESH	I B.Com(CA)	K. Ramesh
13.	18231049013	KANIKE RAVI	I B.Com(CA)	K. Ravi
14.	18231049014	KANIKE THIMMAPPA	I B.Com(CA)	K. Thimmappa
15.	18231049015	KANIPOGU RAJU	I B.Com(CA)	K. Raju
16.	18231049016	KURUVA RANGANNA	I B.Com(CA)	K. Rangananna
17.	18231049017	MADIGA DINAKAR	I B.Com(CA)	M. Dinakar
18.	18231049018	MADUGUNDU	I B.Com(CA)	

		MURALIKRISHNA		M. Rali Krishna
19.	18231049019	MALA SIVA	I B.Com(CA)	M. Siva
20.	18231049020	MALLEPOGU SUSANTHA	I B.Com(CA)	M. Susantha
21.	18231049021	MANDLA NARAYANA	I B.Com(CA)	M. naradana
22.	18231049022	POLANKI RAGHAVENDRA	I B.Com(CA)	P. Raghavendra
23.	18231049023	PULACHINTHA NAGARAJU	I B.Com(CA)	D. Nagaraju
24.	18231049024	SHAIK BASHEER	I B.Com(CA)	S. Basheer
25.	18231049025	SHAIK CHAND BASHA	I B.Com(CA)	S. Chand Basha
26.	18231049026	SHAIK MAHAMMAD SULEMAN	I B.Com(CA)	S. mahammad Sullman
27.	18231049027	TAGARAM SUREKHA	I B.Com(CA)	T. Surekha
28.	18231049028	VADDE HARIPRASAD	I B.Com(CA)	V. Hariprasad

G. Badelab
Signature of the Coordinator

SNO	Name of the Student	Group and class											
1	BARIKI RAMANNA	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
2	BOYA RADHA	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
3	BOYA RAJU	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
4	BUTTA SOMASEKHAR	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
5	CHAKALI RANGANATH	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
6	DEVARLA RAMESH	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
7	GANDHALAM LOKAIAH	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
8	GANGULA DIVYA BHARATHI	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
9	GONEPOGU PRAVEEN KUMAR	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
10	GURAMPURAM VIJAYAKUMAR	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
11	KANDE RAVI KUMAR SETTY	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
12	KANIKE RAMESH	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
13	KANIKE RAVI	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
14	KANIKE THIMMAPPA	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
15	KANIPOGU RAJU	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
16	KURUVA RANGANNA	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
17	MADIGA DINAKAR	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
18	MADUGUNDU MURALIKRISHNA	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
19	MALA SIVA	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
20	MALLEPOGU SUSANTHA	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
21	MANDLA NARAYANA	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
22	POLANKI RAGHAVENDRA	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
23	PULACHINTHA NAGARAJU	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
24	SHAIK BASHEER	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
25	SHAIK CHAND BASHA	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
26	SHAIK MAHAMMAD SULEMAN	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
27	TAGARAM SUREKHA	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X
28	VADDE HARIPRASAD	I B.Com(CA)	X	X	X	X	X	X	X	X	X	X	X

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Gr. Badesab

✓ vs Kumar
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YEMMIGANUR, Kurnool (Dt.)

SRI MAHAYOGI LAKSHMAMMA GOVT. DEGREE COLLEGE, YEMMIGANUR
DEPARTMENT OF COMPUTER APPLICATIONS
CERTIFICATE COURSE ON **Microsoft Excel Syllabus 2018-2019**

CURRICULUM/SYLLABUS

1. Manage Workbook Options and Settings

1.1. Create Worksheets and Workbooks

- Create a workbook
- Import data from a delimited text file
- Add a worksheet to an existing workbook
- Copy and move a worksheet

1.2. Navigate in Worksheets and Workbooks

- Search for data within a workbook
- Navigate to a named cell, range, or workbook element
- Insert and remove hyperlinks

1.3. Format Worksheets and Workbooks

- Change worksheet tab color
- Rename a worksheet
- Change worksheet order
- Insert and delete columns or rows
- Change workbook themes
- Adjust row height and column width
- Insert headers and footers

1.4. Customize Options and Views for Worksheets and Workbooks

- Hide or unhide worksheets
- Hide or unhide columns and rows
- Customize the Quick Access toolbar

- *Modify document properties*

- *Display formulas*

1.5. Configure Worksheets and Workbooks for Distribution

- *Inspect a workbook for hidden properties or personal information*

- *Inspect a workbook for accessibility issues*

- *Inspect a workbook for compatibility issues*

2. Apply Custom Data Formats and Layouts

2.1. Apply Custom Data Formats and Validation

- *Create custom number formats*

- *Populate cells by using advanced Fill Series options*

- *Configure data validation*

2.2. Apply Advanced Conditional Formatting and Filtering

- *Create custom conditional formatting rules*

- *Create conditional formatting rules that use formulas*

- *Manage conditional formatting rules*

2.3. Create and Modify Custom Workbook Elements

- *Create and modify simple macros*

- *Insert and configure form controls*

3. Create Tables

3.1. Create and Manage Tables

- *Create an Excel table from a cell range*

- *Convert a table to a cell range*

- *Add or remove table rows and columns*

3.2. Manage Table Styles and Options

- *Apply styles to tables*

- *Configure table style options*

- *Insert total rows*

3.3. Filter and Sort a Table

- Filter records
- Sort data by multiple columns
- Change sort order

- Remove duplicate records

5. Create Charts and Objects

5.1. Create Charts

- Create a new chart
- Add additional data series
- Switch between rows and columns in source data
- Analyze data by using Quick Analysis

5.2. Format Charts

- Resize charts
- Add and modify chart elements
- Apply chart layouts and styles
- Move charts to a chart sheet

1. How to remove borders applied in Cells?

1. Click Home on the Ribbon tab of Format cells
2. Click on the Borders tool in the Format Cell toolbar then choose the No Border

2. How to insert a new row type in MS Word?

*Sri Mahayogi Lakshamma Govt. Degree College, Yemmiganur
(Affiliated to Rayalaseema University, Kurnool, AP)
Department of Commerce*

Question Paper Pattern for the Certificate Course

ON MICROSOFT EXCEL 2018-2019

Time : 2 Hours

Max.Marks :50

I Conduct viva with students

10x1=10 M

1 What is a Spreadsheet?

2 Excel Rows and Columns

3 Enter Text and numbers in a cell

4 How to edit text in a cell

5 How to center text and numbers

6 Font Formatting excel

7 How to change the color of a cell

8 How to save your work in excel

9 Currency symbols in excel

10 How to Merge cells

II Objective Questions

20x1=20 M

1. How to remove borders applied in Cells?

1. Select None on the Border tab of Format cells
2. Open the list on the Border tool in the Format Cell toolbar then choose the first tool (none)
3. Both of above
4. None of above

2. ____ is not a valid data type in MS Excel.

1. Number
2. Character
3. Label
4. Date/ Time

3. What is MS Excel?

1. Spreadsheet
2. Database Management
3. Presentation
4. Workbook

4. What is the row limit of MS Excel 2019?

1. 4,81,0576
2. 1,048,576
3. 1,57,648
4. 1,63, 84

5. In Microsoft Excel spreadsheets, rows are designated as _____.

- A. 1, 2, 3,...
- B. A, B, C,...
- C. A1, B1, C1,
- D. I, II, III,...

6. ____ logical function indicates TRUE only if all arguments are assessed as TRUE, and FALSE otherwise.

- A) OR
- B) AND
- C) IF
- D) ANDIF

7. The intersection of a column and a row in a worksheet is called ____

1. Column
2. Address

3. Value
4. Cell

8. The Greater Than sign (>) exemplifies a/an ____ operator.

1. Arithmetic
2. Conditional
3. Logical
4. Greater

9. ____ is the correct syntax of IF() Function.

1. =IF (logical_test, TRUE([value_if_true]), FALSE([value_if_false]))
2. =IF (logical_test, [value_if_true], [value_if_false])
3. =IF (logical_test, {[value_if_true]}, {[value_if_false]})
4. =IF (logical_test: [value_if_true], [value_if_false])

10. ____ is the function used to match multiple values and returns the first match in Windows/ MAC (if you have Office 2019, or if you have a Microsoft 365 subscription)

- A) IF()
- B) IFS()
- C) IIF()
- D) SWITCH()

11. ____ type of chart is good for a single series of data.

1. Column chart
2. Cone chart
3. Line chart
4. Pie chart

1. What do Excel formulas start with?

- A) /
- B) f
- C) =

D).-

13. Name the keyboard shortcut to use to switch between open Excel windows.

A) CTRL + TAB

B) ALT + TAB

C) CTRL + ALT + TAB

D) None of the above

1. Name the keyboard shortcut used to copy the value from the cell above the active cell into the cell or the Formula Bar in MS Excel _____

1. CTRL + SHIFT + C

2. CTRL + SHIFT + "

3. ALT + SHIFT + "

4. CTRL + ALT + "

15. What is an Excel feature that displays only the data in column (s) according to specified criteria?

1. Filtering

2. Sorting

3. Formula

4. Pivot

16. ___ is not a function in Excel.

1. SUM

2. MIN

3. SUBTRACT

4. MAX

17. ___ Excel function returns TRUE or FALSE based on two or more conditions

1. =AVERAGEIFS

2. =CONCAT

3. =COUNTA

4. =AND

18. Why is the =COUNTIF function in Excel used?

1. Counts cells as specified

2. Counts blank cells in a range
3. Counts cells with numbers in a range
4. Returns values based on a TRUE or FALSE condition

19. What is the =NPV in Excel used for?

20. Which Excel function removes the irregular spacing, leaving one space between each value?

III Short Questions in 50 Words

5x4=20 M

1 The IF Function

2 Conditional Formatting in excel

3 CountIF, Count IFS

4 SUMIF, SUMIFS

5 Combine the Arithmetic Operators

SRI MAHAYOGI LAKSHMAMMA GOVT. DEGREE COLLEGE, YEMMIGANUR
DEPARTMENT OF COMPUTER APPLICATIONS

Final Report of the Certificate Course on **MICROSOFT EXCEL**

Under the direction and guidance of the Principal, the Department of Commerce has successfully conducted a certificate course in 2018-2019 from 07-06-2018 TO 23-10-2018. and has issued the Course Completion certificates to the students.

Sl. No.	NAME OF STUDENT	MARKS	GRADE
<i>Faculty of the Department</i>			
1.	C. Badesab	45	A
2.	Veeresh Babu	44	A
3.	CHAKALI RANDESH	43	A
4.	CHAKALI RANDESH	42	A
5.	DEVARLA RAMESH	41	A
6.	GADIDRALA MAHESH	40	A
7.	GANGULA DIVYA PRASATH	39	A
8.	GANGULA DIVYA PRASATH	38	A
9.	SONSOGGI RAJESH KUMAR	37	A
10.	GURAMPURAM VISHVA DEVI	36	A
11.	RANDE RAVI KUMAR SETTY	35	A
12.	KANKE RAMESH	34	A
13.	KANKE RAVI	33	A
14.	KANKE THIRUMAPPA	32	A
15.	KANKE SUDHAKAR	31	A
16.	KURUMI BHAKSHINI	30	A
17.	KANCHA DIVYASHI	29	A
18.	MADURAMMAL M. S. SURESH	28	A

V. S. Kumar
Principal

PRINCIPAL
SML. Govt. Degree College
YEMMIGANUR, Kurnool (Dt.)

Sri Maha Yogi Lakshamma Govt. Degree College Yemmiganur
Department of Computer Applications

Certificate Course on *Microsoft Excel*

AWARD LIST-2018-2019

Date: 23-10-2018

S.No.	Regd. No.	Name of the Student	Marks Secured(Max. 50)	Grade
1.	18231049001	BARIKI RAMANNA		
2.	18231049002	BOYA RADHA	45	A
3.	18231049003	BOYA RAJU	44	A
4.	18231049004	BUTTA SOMASEKHAR	43	A
5.	18231049005	CHAKALI RANGANATH	42	A
6.	18231049006	DEVARLA RAMESH	38	C
7.	18231049007	GANDHALAM LOKAIAH	24	C
8.	18231049008	GANGULA DIVYA BHARATHI	38	A
9.	18231049009	GONEPOGU PRAVEEN KUMAR	28	B
10.	18231049010	GURAMPURAM VIJAYAKUMAR		
11.	18231049011	KANDE RAVI KUMAR SETTY	31	B
12.	18231049012	KANIKE RAMESH	23	C
13.	18231049013	KANIKE RAVI	30	B
14.	18231049014	KANIKE THIMMAPPA	24	C
15.	18231049015	KANIPOGU RAJU	23	C
16.	18231049016	KURUVA RANGANNA	26	B
17.	18231049017	MADIGA DINAKAR	32	B
18.	18231049018	MADUGUNDU MURALIKRISHNA	38	A

19.	18231049019	MALA SIVA	30	B
20.	18231049020	MALLEPOGU SUSANTHA	40	A
21.	18231049021	MANDLA NARAYANA	35	B
22.	18231049022	POLANKI RAGHAVENDRA	38	A
23.	18231049023	PULACHINTHA NAGARAJU	41	A
24.	18231049024	SHAIK BASHEER	23	C
25.	18231049025	SHAIK CHAND BASHA	41	A
26.	18231049026	SHAIK MAHAMMAD SULEMAN	33	B
27.	18231049027	TAGARAM SUREKHA	24	C
28.	18231049028	VADDE HARIPRASAD	28	C

A Grade >75%, B Grade >50%, C Grade <50%

Vrs Kumari
PRINCIPAL
SML. Govt. Degree Col
EMMIGANUR, Kurnool

Feed back on Certificate course

S.No.	Regd. No.	Name of the Student	Satisfactory	Good	Very good	Signature of the Student
1.	18231049001	BARIKI RAMANNA			✓	B. Ramanna
2.	18231049002	BOYA RADHA			✓	B. Radha
3.	18231049003	BOYA RAJU		✓		B. Raju
4.	18231049004	BUTTA SOMASEKHAR			✓	B. Somasekhara
5.	18231049005	CHAKALI RANGANATH		✓		C. Ranganath
6.	18231049006	DEVARLA RAMESH		✓		D. Ramesh
7.	18231049007	GANDHALAM LOKAIAH			✓	G. Lokaiiah
8.	18231049008	GANGULA DIVYA BHARATHI		✓		G. Divya Bharathi
9.	18231049009	GONEPOGU PRAVEEN KUMAR			✓	G. Praveen Kumar
10.	18231049010	GURAMPURAM VIJAYAKUMAR		✓		G. Vijayakumar
11.	18231049011	KANDE RAVI KUMAR SETTY			✓	K. Ravi Kumar Setty
12.	18231049012	KANIKE RAMESH		✓		K. Ramesh
13.	18231049013	KANIKE RAVI			✓	K. Ravi
14.	18231049014	KANIKE THIMMAPPA				K. Thimmappa
15.	18231049015	KANIPOGU RAJU		✓		K. Raju
16.	18231049016	KURUVA RANGANNA		✓		K. Rangananna
17.	18231049017	MADIGA DINA KAR			✓	M. Dinakar
18.	18231049018	MADUGUNDU MURALIKRISHNA			✓	M. Muralikrishna
19.	18231049019	MALA SIVA		✓		M. Shiva
20.	18231049020	MALLEPOGU SUSANTHA			✓	M. Susantha

21.	18231049021	MANDLA NARAYANA			✓	M. Narayana
22.	18231049022	POLANKI RAGHAVENDRA			✓	Po Raghavendra
23.	18231049023	PULACHINTHA NAGARAJU		✓		Po Nagaraju
24.	18231049024	SHAIK BASHEER		✓		S. Basheer
25.	18231049025	SHAIK CHAND BASHA				So Chand basha
26.	18231049026	SHAIK MAHAMMAD SULEMAN		✓		S. Suleman
27.	18231049027	TAGARAM SUREKHA			✓	T. Suresha
28.	18231049028	VADDE HARIPRASAD			✓	Vo Hariprasad



Incharge
 Dept. of Computer Applications
 Sri Mahayogi Lakshamma
 Govt. Degree College
 Yemmiganur - 518 360,

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518360**

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Department of computer Applications

CERTIFICATE COURSE

This is to certify that B Radha Studying I BCOM CA has successfully completed Certificate Course on "Microsoft Excel" organized by the Department of Computer Application, Sri Mahayogi Lakshamma Govt. Degree College, Yemmiganur, Held from **07-06-2018 to 23-07-2018.**



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Dept. of Computer Applications
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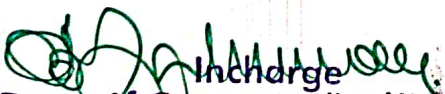
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