



D. P. Bhosale College, Koregaon

Department of Commerce



Certificate Course in MS Excel 2018-19

INDEX

Sr. No.	Year	Particulars	Page No.
Certificate Course in MS Excel 2018-19			
1	2018-19	Report	
		Structure and Syllabus of the Course	
		Time Table	
		Roll Call	
		Attendance	
		Examination Notification/Question-Paper	
		Mark-List	





D. P. Bhosale College, Koregaon

Department of Commerce




Certificate Course in MS Excel 2018-19

Report

Department of Commerce conducted Certificate Course in MS Excel in the year 2018-19. In this course 63 students were admitted for this year. The Course was conducted with the aim to introduce and enhance skills in MS Excel. Excel is useful for Data Analysis in research. Every student must be able to handle difficult task by using MS Excel. This course was conducted successfully where lectures were conducted as per the timetable. The examination was conducted where 100% students were present. The certificates were distributed to the successful students.


Head
Department of commerce,
D.P.Bhosale College, Koregaon




Principal,
D. P. Bhosale College,
Koregaon.



D. P. Bhosale College, Koregaon

Department of Commerce



Certificate Course in MS Excel 2018-19

1. Eligibility : XII std. Pass.
2. Duration of Course : 3 Months (6th Dec. 2018 to 28th Feb. .2019)
3. No. of Students : 26
4. Examination : Theory (50 marks)
: Practical (50 marks)
: Total 100 marks.
5. Faculty : Mr. D. D. Patil

Mane S.M.
6. Co-Ordinator : Mr. D. D. Patil
Dept. of Commerce,
D.P. Bhosale College, Koregaon


Head
Department of commerce,
D.P.Bhosale College, Koregaon





D. P. Bhosale College, Koregaon

Department of Commerce



Certificate Course in MS Excel 2018-19

Syllabus

Unit I Introduction to Excel

About excel, the Excel Environment, Different Tool Bars

Unit II Creating Basic Workbooks

Creating, Saving, Closing, Openings of workbooks, Entering Text and Numbers into cells, Ranged Data Entry.

Unit III Creating Copying and Pasting of Formulas

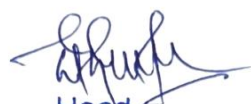
Ranged Formula Syntax, Simple Formula Syntax, Writing formulas, Using Auto sum, Inserting Functions, Auto Calculate, Cutting Copying and Pasting of Data.

Unit IV Formatting Worksheets, Editing and Formatting Charts, Graphs

Formatting Cells- Moving between Worksheets, Selecting, Inserting Renaming Coloring Worksheets, Preparation of Graphs, Charts, Creating Graphical Presentation through Excel.

Hours:

No	TITLE	HOURS
Unit I	Introduction to Excel	5 Hrs.
Unit No II	Creating Basic Workbooks	5Hrs.
Unit No III	Creating Copying and Pasting of Formulas	8 Hrs.
Unit No IV	Formatting Worksheets, Editing and Formatting Charts, Graphs	12 Hrs.
	TOTAL	30 Hrs.


Head

Department of commerce,
D.P.Bhosale College, Koregaon





D. P. Bhosale College, Koregaon

Department of Commerce



Certificate Course in MS Excel 2018-19

Duration: - From 6 Dec. 2018 to 28 Feb. 2019

TIME TABLE:

Sr.No	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	11.30 to 12.30	Theory D. D. Patil	Practical D. D. Patil	Practical S. M. Mane	---	----	--

A handwritten signature in blue ink, appearing to read 'D. D. Patil'.

Head

Department of commerce,
D.P.Bhosale College, Koregaon





D. P. Bhosale College, Koregaon

Department of Commerce



Certificate Course in MS Excel 2018-19

List of Participants

Sr.No	Name of the Student	Class
1	Ambekar Vaibhavi Vijay	B.Com III
2	Bankar Komal Shashikant	B.Com III
3	Barashe Shailesh Ramesh	B.Com III
4	Barge Sayali Rajendra	B.Com III
5	Bhosale Anita Balwant	B.Com III
6	Bhosale Sonal Popat	B.Com III
7	Bodhe Sudesh Sandesh	B.Com III
8	Chavan Archana Kisan	B.Com III
9	Ghorpade Megha Ravindra	B.Com III
10	Jadhav Aniket Kiran	B.Com III
11	Jadhav Gauri Deepak	B.Com III
12	Jadhav Kajal Yurraj	B.Com III
13	Jadhav Shivraj Vinod	B.Com III
14	Jadhav Vaishali Vitthal	B.Com III
15	Jagadale Trunali Balkrushna	B.Com III
16	Jain Pravinkumar Jayantilal	B.Com III
17	Kadam Ravindra Dhondiram	B.Com III
18	Karale Rahul Tanaji	B.Com III
19	Khandait Shital Sanjay	B.Com III
20	Londhe Pooja Subhash	B.Com III
21	Mane Mayur Jalindhar	B.Com III
22	Mane Shubhangi Bhagyawan	B.Com III
23	Mohite Shubham Shankar	B.Com III
24	More Dhanashri Madhukar	B.Com III
25	Pawar Komal Shantaram	B.Com III
26	Salunkhe Swapnali Satish	B.Com III


Head

Department of commerce,
D.P.Bhosale College, Koregaon





D. P. Bhosale College, Koregaon

Department of Commerce



Certificate Course in MS Excel 2018-19

Date: 4th December, 2018

Notice

All the students of B. Com. III are hereby informed that Department of Commerce is going to organize Certificate Course in MS Excel from 6th December, 2018 at 11.30. a.m. Students Should remain present at given time in Lecture Hall.


Head
Department of commerce,
D.P.Bhosale College, Koregaon




Principal,
D. P. Bhosale College,
Koregaon.



D. P. Bhosale College, Koregaon

Department of Commerce



Certificate Course in MS Excel 2018-19

Date: 2nd March 2019

Notice

All the students of Certificate Course in MS Excel are hereby informed that Examination of the Course will be conducted on 8th March 2018 at 11.30 a.m. to 1 .30 p.m. Students Should remain present at 11.15 a.m. in H-0-3 (Near Indoor Stadium)

Examination will be of Theory 50 Marks and Practical 50 Marks.


Head
Department of commerce,
D.P.Bhosale College, Koregaon




Principal,
D. P. Bhosale College,
Koregaon.



D. P. Bhosale College, Koregaon


Department of Commerce



Certificate Course in MS Excel 2018-19

Result Sheet

Sr.No.	Name of the Student	Theory	Practical	Total
1	Ambekar Vaibhavi Vijay	34	44	78
2	Bankar Komal Shashikant	37	42	79
3	Barashe Shailesh Ramesh	37	39	76
4	Barge Sayali Rajendra	39	40	79
5	Bhosale Anita Balwant	33	38	71
6	Bhosale Sonal Popat	36	37	73
7	Bodhe Sudesh Sandesh	32	43	75
8	Chavan Archana Kisan	31	42	73
9	Ghorpade Megha Ravindra	39	45	84
10	Jadhav Aniket Kiran	38	39	77
11	Jadhav Gauri Deepak	37	36	73
12	Jadhav Kajal Yurraj	39	38	77
13	Jadhav Shivraj Vinod	36	40	76
14	Jadhav Vaishali Vitthal	34	43	77
15	Jagadale Trunali Balkrushna	30	41	71
16	Jain Pravinkumar Jayantilal	35	38	74
17	Kadam Ravindra Dhondiram	37	39	76
18	Karale Rahul Tanaji	32	37	69
19	Khandait Shital Sanjay	29	40	69
20	Londhe Pooja Subhash	35	42	77
21	Mane Mayur Jalindhar	34	41	75
22	Mane Shubhangi Bhagyawan	38	37	75
23	Mohite Shubham Shankar	36	39	75
24	More Dhanashri Madhukar	32	36	68
25	Pawar Komal Shantaram	37	39	76
26	Salunkhe Swapnali Satish	38	36	74


Head

Department of commerce,
D.P.Bhosale College, Koregaon





D. P. Bhosale College, Koregaon

Department of Commerce



Certificate Course in MS Excel 2018-19

6th Dec. 2018 to 28th Feb. 2019



Koregaon, Maharashtra, India
M5QF+85Q, Koregaon, Maharashtra 415501, India
Lat 17.688373°
Long 74.172988°
28/02/19 01:07 PM

GPS Map Camera



Koregaon, Maharashtra, India
M5QF+85Q, Koregaon, Maharashtra 415501, India
Lat 17.688373°
Long 74.172988°
28/02/19 01:08 PM

GPS Map Camera