AQAR 2023 - 2024

SANTHIGIRI COLLEGE
OF COMPUTER SCIENCES
Affiliated to M.G. University, Approved by AICTE and Accredited by NAAC

CRITERION 1

1.2.2 Add-on Course

Course Name: Data Analysis using Advance Excel

Course Code: ADD-SC-08

Academic Year 2023 - 2024.

FUNDAMENTALS OF MICROSOFT OFFICE TOOLS

About the Course|

Office Tools include some Application Software that are used to create, update, manage documents, handle large data, create presentations etc. These tools if used effectively can save a large amount of time and effort. Lots of repetitive tasks can be done very easily. This training program has been designed for computer users whoare willing to learn Microsoft office tools in simple steps and they do not have much knowledge about computer usage and Microsoft applications.

SYLLABUS

PART 1: MICROSOFT WORD 2013[10 Hours]

Introduction to Microsoft Office tools, Importance of Microsoft Office, How to explore window in 2010, Backstage View, How to Enter a Text, How to Move document, Save Document, Opening a Document, Closing Document. How to enter text in Word 2010, Select Text, Spelling Check, Zoom in Out, Special symbols, Undo Changes, Delete Text, Copy & Paste, Move Text, Find & Replace, Setting Text Fonts, Text Decoration, Change Text Case, Change Text color, Alignment of Text, indent Paragraph, Create Bullets, Set Line Spacing, Borders and Shades, Set Tabs, Apply Formatting. Page Margins, Header and Footer, Add Page Numbers, Insert Page Breaks, Insert Blank Page, Cover Pages, Page Orientation. Create a Table, Rows and Columns, Move Table, Resize a Table, Merging Cells, Split a Table, Split Cells, Add Formula, Apply Quick Styles, Use Templates. Use Graphics, Auto Correction, And Auto Formatting. Table of Contents, Preview documents, printing documents, Email documents, Document Security, Set Water mark.

PART 2: MICROSOFT EXCEL 2013 [10 Hours]

MS excel Basics, Entering Values, Save Work Book, Create Work sheet, Copy work Sheet, Hiding work Sheet, Delete Work sheet, Close Work sheet, Open and Close Work Book, Insert Data, Select data, Delete data, Move Data, Rows & Columns, Copy & Paste, Find & Replace, Insert Comments, Formatting Work sheets, Sheet Options, adjust Margins, Header and Footer, Insert page Breaks,

Set Background, Freeze Panes, Conditional Format. Creating Formula, Copying formula, Formula Reference, using functions, built in Functions. Create an Excel Sheet using formula, freeze panes, etc. Data Filtering, Data Sorting, Using Ranges, Data Validation, using styles, using themes, Templates, adding graphics, printing work sheets, Email workbooks, workbook security. Data tables, Pivot tables and simple charts.

PART 3: MICROSOFT POWER POINT 2013 [10 Hours]

MS PowerPoint 2010 Basics, Create Presentation, Add New Slides, Add Text in Boxes, adding New Tex Boxes, Deleting Existing slide, Re arranging slides, adding Slide Notes, Managing sections, Working with outlines, Power point side bar, Presentation views, setting backgrounds, side orientations, saving presentations, review presentation, adding slide number, adding header and footer, running slide show, key board shortcuts. Copy & paste content, Find & Replace content, undo edited changes, spelling checks, duplicating content, special characters, slides zoom in-out. Font Management, Setting text fonts, Text decoration, change text case, change text size, change text color, text alignments, indent paragraph, set line spacing, borders and shades, apply formatting, using slide master, save design template .Add pictures to slide, edit added pictures, format added pictures, inserting a screenshot, adding shapes, edit added shapes, adding text to shapes, arrange shapes/margins. Adding audio & videos add & format Tables, charts, Add & format SmartArt, using animations and Transitions. Creating a PDF file, video File, Image files, Broadcast slide show, Packaging presentation, Setting document password, Create a PowerPoint min 12 slides and save in PDF , video and image format.

DATA ANALYSIS USING ADVANCE EXCEL MS EXCEL

**Date**: 20-11-2023

Time: 25 Minutes

1. What is the shortcut key to open the 'Find and Replace' dialog box in Excel?
2. What is the default file extension of an Excel workbook?
3. Which function is used to find the largest value in a range of cells?
4. What is the purpose of the VLOOKUP function in Excel?
5. Which feature allows you to automatically fill data in adjacent cells?
6. What is the keyboard shortcut to insert a new worksheet in a workbook?
7. Which Excel function is used to calculate the average of a range of numbers?
8. What does the '$' symbol in a cell reference indicate in Excel?
9. Name the feature that is used to visually analyze data in Excel.
10. Which function combines text from two or more cells?
11. What does the "Pivot Table" feature in Excel help with?
12. Which chart is best for showing proportions of a whole?
13. What is the name of the tool that predicts trends based on historical data in Excel?
14. Which function is used to count only numeric values in a range?
15. Which Excel feature allows you to hide rows that do not meet a certain condition?
16. What is the use of the IF function in Excel?
17. Which formula is used to calculate the sum of a range of cells?
18. What is the purpose of the Data Validation feature in Excel?
19. Which chart type is most suitable for showing trends over time?
20. Which Excel function can be used to remove extra spaces from text?

SANTHISOFT TECHNOLOGIES - ADD ON MARKSHEET

Bcom F & T - Ms Office Date 12/01/2024

Roll No.	Name	Q1	Q2	Q3	FileSubmision	Total (50)	Grade
1	Abhinav Jayan	7	3	10	20	40	A
2	Adhith Anil	10	2	9	20	41	A
3	Ajil Abraham	8	3	10	10	31	A
4	Aleena Francis	5	3	8	20	36	A
5	Aleena Gigi	6	6	8	20	40	A
6	Alfin Jose James	10	3	8		21	B+
7	Amit Geo	10	5	10	20	45	A+
8	Anandhakrishnan K.K	9.5	5	10	18	42.5	A+
9	Anisha Ann Saji	9.5	10	10	20	49.5	A+
10	Anjana H	10	2	9	20	41	A+
11	Anugragh T.Rajesh					48	A+
12	Bibin Shan	10	-	10		20	B+
13	Bony Pronson	10	3	10	20	43	A+
14	Calwin Simethi	10	7	10	20	47	A+
15	Cijil Thobiyas	9	9	10	20	48	A+
16	Ciril Biju	8	3	9	20	40	A
17	Devajith P Binu	7	5	10	20	42	A+
18	Jibin Joby	8	5	9	20	42	A+
19	Joice Joby	10	3	10	20	43	A+
20	Joseph George	5	5	10		20	B+
21	Josekutty George				20	20	B+
22	Mukundadal K T	5	2	9	20	36	A
23	Nayana Santhosh	7	5	9	20	41	A+
24	Nayana Shyjan	6	5	5	20	36	A
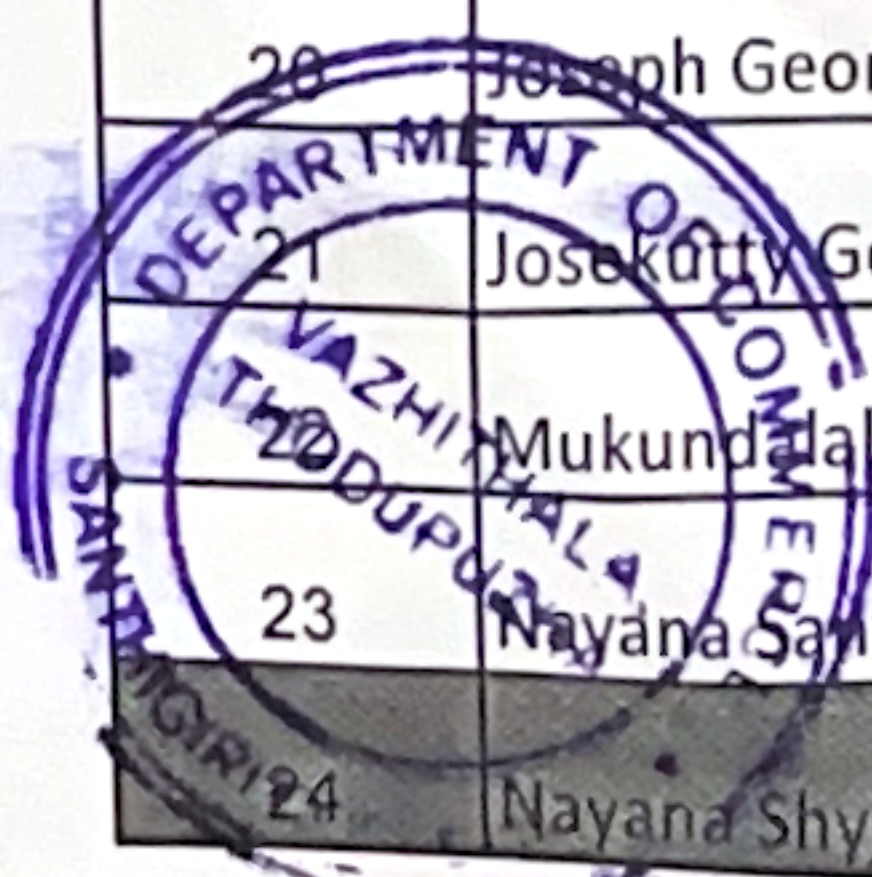
24	Neema	6	5	5	20	36	A
25	Neha Areeckal	6	3	8	20	37	A
26	Parvathy Shaji	10	5	9	20	24	B+
27	Renish Xavier	5	5	5	20	35	A
28	Rijo Reji					38	A
29	Sharon Benny	5	6	7	20	38	A
30	Sheba Moncy	9	5	10	20	44	A+
31	Sona Sivi	7	3	10	20	40	A
32	Sreelakshmi Suresh	8	7	10	20	45	A+
33	Sreya M S				20	20	B+
34	Sufine P S	10	3	10	20	43	A+
35	Temy Tomy	10	6	9	20	45	A+
36	Vishnupriya CC	9	3	9	20	41	A+
37	Adhitya Krishnan B	8	3	7	20	18	B+
38	Ajay P Manoj	8	3	7	20	38	A
39	Alan Sali	5	2	10	20	37	A
40	James Sunny	5	10	10	20	45	A+
41	Jerin Jaison	8		10	20	38	A
42	Midhun Joshi	8	5	5	20	38	A
43	Nakul Pratap						
44	Punchiri Suresh	10	3	8	20	41	A
45	Rohan R Nair	10	10	10	20	50	A+

HEAD OF THE DEPARTMENT
DEPT. OF COMMERCE
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VAZHITHALA P.O, THODUPUZHA
IDUKKI, KERALA - 685 583

SANTHISOFT TECHNOLOGIES

Bcom Excel Add on-Score Sheet-Computer Application

Roll No	Register No	Student Name	Q1	Q2	File Subm	Total	Grade
1	21002I049354	ABHIJITH BIJU			20	20	C+
2	21002I049355	ABHIJITH V U	5	20	20	45	A+
3	21002I049356	ABI THOMAS		8	20	28	C+
4	21002I049357	ABIN GIGI	2	8		10	C+
5	21002I049358	ALAN JO	10		20	30	B+
6	21002I049359	ALBIN ELDHOSE	10		20	30	B+
7	21002I049360	ALBIN JILSON		15	20	35	B+
8	21002I049361	ALEESHA JOSHY	10	20	20	50	A+
9	21002I049362	AMAL JAIMON			20	20	C+
10	21002I049363	ANANDHU SAJI			20	20	C+
11	21002I049364	ANGELIN SANU				0	C+
12	21002I049365	ANIT JOHNSON		20	20	40	A
13	21002I049366	ARCHANA PRABHAKARAN VAZHACKAL	10	20	20	50	A+
14	21002I049367	ASHMIYA MOLK.S				0	B
15	21002I049368	ASIF MUHAMMED	10	20	20	50	A+
16	21002I049369	BIBIN BINOY	10	20	20	50	A+
17	21002I049370	D C RENJITH RAJ			20	20	C+
18	21002I049371	ELISHWA MANOJ	5	10	20	35	B+
19	21002I049372	FEBINS SHINS				0	C+
20	21002I049373	GOPIKA RAVI	10	15	20	45	A+
21	21002I049374	JEEVAN BIJU	10	20		30	B+
22	21002I049375	JOEL JIMMY	5	5	20	30	B+
23	21002I049376	KARTHIK JIJI				0	
24	21002I049377	KEVIN ANIL	10	20	20	50	A+
25	21002I049378	KRISHNAPRIYA				0	B
26	21002I049379	MUHAMMED			20	20	C+
27	21002I049380	MUMINA MOHAMO	10	20	20	50	A+
28	21002I049381	RIYAZ SIYAD		20	20	40	A
29	21002I049382	SNEHA SABU	10	20	20	50	A+
30	21002I049383	SREELAKSHMI BIJU	10	20	20	50	A+
31	21002I049384	VANI K S	10		20	30	B+
32	21002I049385	VISHNU				0	
33	21002I049386	GEORGE NELSON	10	20		30	B
34	21002I049387	AKSHAY MOHANAN			20	20	C+

SUMMARY REPORT

Data Analysis using Advance Model has been provided for S5 B.Com students of
2023-2024 Academic Year . The course was for 60 hrs.

Total number of students registered   : 79

Total number of students passed   : 79

Grade Secured

A+ 29

A   20

B   17

C   13

This program was useful to the students to equip knowledge regarding Data
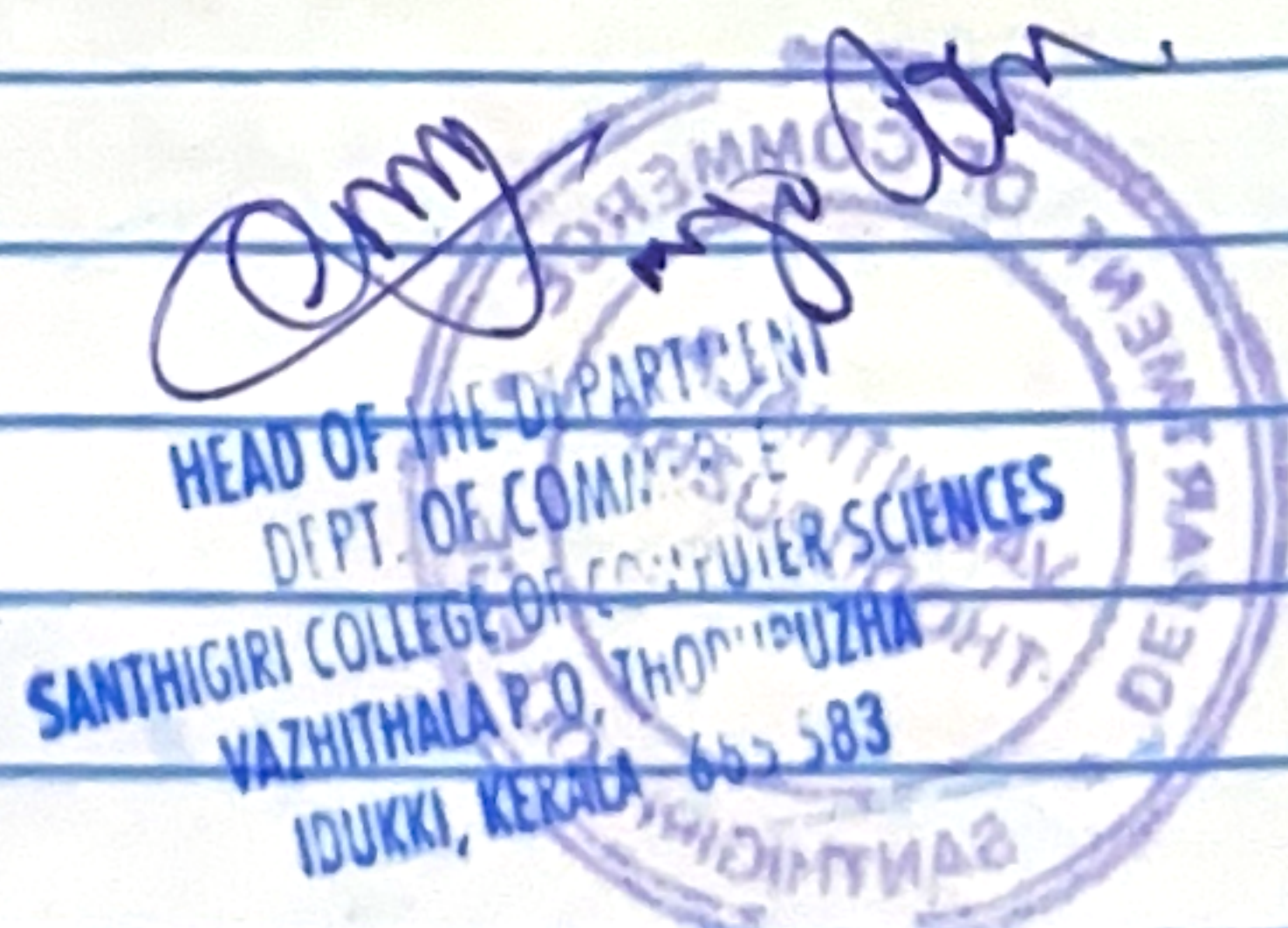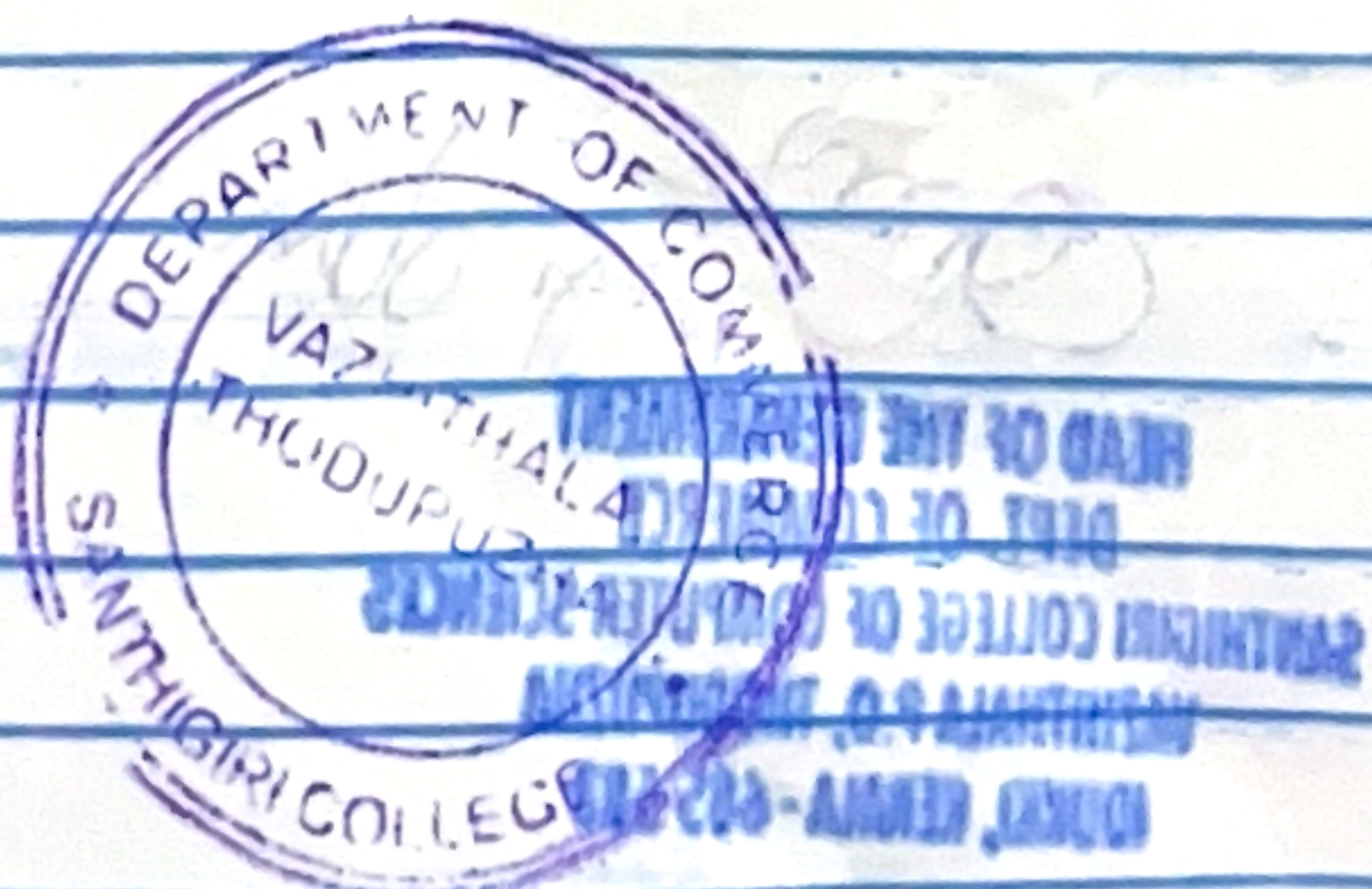Analysis using Advance Model

SANTHISOFT TECHNOLOGIES
DATA ANALYSIS USING ADVANCED EXCEL
Second Year B.COM

Session #	Topics	Theory Hours	Practical Hours
1	Orientaion Class, Introduction About MS Excel 2013	1 Hour	
2	How to start MS Excel 2013, Explore window, Back Stage View, Entering Values, Save Work Book, Create work Book, Copy Work Book, Hiding Work Book, Delete Work Book, close Work Book, Open Work Book. Insert data, Select Data, Delete data, Move Data, Rows & Columns, Copy & Paste, find & replace, inserting	1 Hour	1 Hour
3	Setting fonts, rotate cells, Merging & Wrap, Borders and Wrap and Formatting Protecting Excel work Book. Freeze Panes, Creating Formula, copying Formula, Formula Reference, using functions,	1 Hour	2 Hours
4	Conditional Format, Built in Functions.	1 Hour	2 Hours
5	Data Filtering, Sorting of Data, Using ranges, Data validation, Using Styles, using Themes & Styles, Sorting Data by Color, Excel Slicers.	1 Hour	1 Hour
6	Create a PivotTable to analyze external data,	1 Hour	2 Hours
7	Explore data using Pivot table, Create relationship between Tables, Data Model using Calculated Columns, Create Relationship between Tables.	1 Hour	2 Hours
8	Excel – External Data Connection, Update the Data Connections, Automatically Refresh Data, Automatically refresh data at regular intervals.	1 Hour	2 Hours
9	Excel – Pivot Table Tools, Source Data for a PivotTable, Change to a Different External Data Source. Delete a PivotTable, Using the Timeline, Use a Timeline to Filter by Time Period. Create a Standalone PivotChart.	2 Hours	2 Hours
10	Create a Power View Sheet, Excel – Visualizations Create Charts and other Visualizations, Visualization – Matrix, Visualization – Card, Visualization – Charts.	1 Hour	2 Hours
	Doing Assignment		
	Evaluation and Feedback		2 Hours
		30 Minutes	

Total Hours : 3

SANTHIGIRI
COLLEGE OF COMPUTER SCIENCES

Affliated to MG University and Approved by AICTE

CERTIFICATE

This is to certify that Mr/Ms................Jibin Joby...

student of **B.Com Finance and Taxation** Programme has successfully

completed **30** hours Add-on course on *"FUNDAMENTALS OF MS OFFICE"*

from13ᵗʰ December 2023 to12ᵗʰ January 2024 for the academic year

2023 - 2024 with....A⁺......grade.

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Principal

Date : 18-03-2024

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.....

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This is to certify that Mr/Ms..............Abin...Gigi..

student of **B.Com Computer Application** Programme has successfully

completed **30** hours Add-on course on *"DATA ANALYSIS USING ADVANCED*

EXCEL" from 13th December 2023 to 12th January 2024 for the academic

year 2023 - 2024 with....C+.......grade.

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