

Shri. Swami Vivekanand Shikshan Sanstha's Kolhapur
PADMABHUSHAN DR. VASANTRAODADA PATIL
MAHAVIDYALAYA, TASGAON
(Affiliated to Shivaji University Kolhapur)

Department of Statistics

Certificate course on "Data Analysis using MS-Excel"
for B.Sc Statistics Students.

Academic Year 2018-19

Dr. V.Y.Pawar

Head

Department of Statistics,
P D V P College, Tasgaon

To,

The Principal,

P D V P College, Tasgaon

Tal: Tasgaon, Dist.: Sangli

Sub: - Regarding Permission to commencement of Course in "Data Analysis using MS-Excel".

Respected Sir,

With reference to above subject, Department of Statistics is going to start a Course entitled "Data Analysis using MS-EXCEL "for B. Sc. PART-III in this current academic year. So, I request you to kindly give me permission to commencement above said course.

Please consider the same and oblige.

Thanking you

Yours faithfully



(Dr. V.Y.Pawar)

Head,
Department of Statistics,
Padmabhushan Dr. Vasantrodada Patti
Mahavidyalaya Tasgaon, Dist. Sangli

Swami VivekanandShikshanSanstha's
Padmabhushan Dr.VasatraodadaPatilMahavidyalay, Tasgaon.
Department of Statistics

Date: 17/07/2018

Notice

The students of B.Sc. Statistics are hereby informed that, The
Capsule course on "**Data Analysis using MS-Excel**" is organized by the department.
The lecture series for the concerned course arranged during 20/07/2018 to 27/07/2018.
All the students should attend the lectures from 28/08/2018, at 11.00.am onwards.



Dr.V.Y.Pawar

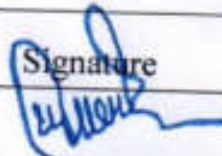



Head,

Department of Statistics,
Padmabhushan Dr. Vasatraodada Patil
Mahavidyalaya Tasgaon, Dist. Sangli

BOARD OF STUDY

Year 2018-19

The meeting of the members of BOS in Certified Course on "**Data Analysis using MS-Excel**" for **B.Sc. Statistics Students** is held on 10th July 2018 for the preparation of syllabus. The following members are present and prepared the syllabus of above course and submitted to collage authority.

Name	Position	Signature
Dr. V. Y. Pawar	Chairman	
Mr. S. D. Kamble	Member	
Mr. U. H. Pawar	Member	
Mr. U. S. Mane	Member	

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Padmabhushan Dr.VasatraodadaPatilMahavidyalay, Tasgaon.
Department of Statistics

1. TITLE: Capsule course on "Data Analysis using MS-Excel"

2. YEAR OF IMPLEMENTATION: 2018

3. PREAMBLE:

4. GENERAL OBJECTIVES OF THE COURSE:

The main objective of this course is to provide basic knowledge of MS-Excel for Statistical Techniques to the students. The purpose of this course is to teach students to identify spreadsheet terminology and concepts, create formulas and functions, use formatting features, and generate charts, graphs, and reports. At the end of the course the students are expected to be able to successfully use the program to create spreadsheets, enter data, and maintain that data, you must have more than basic knowledge. This course gives you the advanced skills you need to be able to fully use the program.

This course is design for the intermediate student who has already mastered the basic skills needed to use Excel and wants to gain Statistical Functions in MS-Excel to put to work in a business environment or for personal use.

5. DURATION: 8 Days

6. MEDIUM OF INSTRUCTION: English

7. STRUCTURE OF COURSE:

Paper No and Name	Contact hours
C *T 101:	24
C * L102:	32
Total	56

C*T 101 Name of paper

C*L 102

indicates subject
T indicates Theory
L indicates Lab work

A) LIBRARY :

Reference and Textbooks, Journals and Periodicals, Reference Books for Advanced Books for Advanced studies. -List Attached

B) SPECIFIC EQUIPMENTS :

Necessary to run the Course.

Computer, LCD, Projector, Visualizer, Smart board

c) Laboratory Equipments:

1. well-furnished computer lab with sufficient computers.
2. Each computer should has MS-Office.
3. Battery backup with UPS.
4. Internet facility.

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Department of Statistics**

Syllabus Introduced from June, 2018

Title : Capsule course on **"Data Analysis using MS-Excel"**

Learning Objectives:

1. To provide basic knowledge of MS-Excel for Statistical Techniques to the students.
2. To identify spreadsheet terminology and concepts, create formulas and functions, use formatting features, and generate charts, graphs, and reports.
3. To analyze numerical data by using statistical tools and functions.

Unit 1: Introduction to MS Excel (08L)

Introduction, Navigating MS Excel, Cells, Rows, and Columns, Formulas, Sheet Tabs, Page Margins, Page Orientation, Page Breaks and Printing.

Worksheets and Workbooks :Definition of Worksheets and Workbooks, Naming of Worksheets, Adding and Deleting Worksheets, Hiding/ Unhiding Worksheets, Hiding Columns and Rows, Saving Workbooks, Saving an Existing File, Headers and Footers, Inserting, Deleting, copy and Renaming of Worksheets.

Unit2: Entering & Editing Information (08L)

Entering Data, Labels and Values, Copying Cells, Rows and Columns, Pasting Cells, Rows, and Columns, Paste an Item from the Clipboard, Inserting and Deleting Rows and Columns, Filling and Editing Cell Data, Find and Replace, Go To Cell Data, Locking Rows and Columns, Spell Check, AutoCorrect.

Unit 3: Formatting & Adding Elements to a Worksheet (06L)

Change Font Styles and Sizes, Adding Borders and Colors to Cells, Change a Column Width, Change a Row Height, Merge Cells, Applying Number Formats, Creating Custom Number Formats, Align Cell Contents, Cell Styles, Conditional Formatting, Freeze and Unfreeze Rows and Columns, Adding and Modifying Images, Removing A Background, Cropping and Rotating an image, Compressing a Picture, Inserting AutoShapes, Adding WordArt, Clip Art, and a Hyperlink.

Unit-4 : (02L)

Diagrammatic and Graphical representation by using MS- Excel.

Recommended Books:

1. Kumar Bittu, Microsoft Office 2010
2. Frag Curtis , Step by Step Microsoft Excel 2013
3. John Walkenbach, 101 Excel 2013 Tips , Tricks and Time savers.
4. Salkind Neil J. Statistics for people who (Think They) Hate Statistics, Using MS-Excel,

Learning Outcomes:

1. Students are able to draw diagram and graphs by using MS-Excel.
2. Students are creating data sheet.
3. Students are analyzing data by using statistical formulae and functions.

Practical - I: (09 practical)

1) A) Perform following using MS-Excel

- i) Create Worksheet
- ii) Rename the worksheet
- iii) Hide the worksheet
- iv) Add and Delete the worksheet
- v) Save the worksheet

B) Perform following using MS-Excel

- i) Insert and Delete Row and Column
- ii) Hide Row and Column
- iii) Change Column width
- iv) Change Row height

2) A) Perform following using MS-Excel

- i) Page break
- ii) Page Margin
- iii) Header and Footer
- iv) Hiding Rows and Columns

B) Perform following using MS-Excel

- i) Change Font style
- ii) Fill and Border the cell
- iii) Header and Footer
- iv) Hiding Rows and Columns

3) A) Execute the following commands

- i) Find

- ii) Replace
- iii) Go To
- iv) Spell Check
- v) Copy and Paste

B) Perform following using MS-Excel

- i) Add Border and colour to cell
- ii) Add image
- iii) Freez and Unfreez Row and Column
- iv) Merge cell

4) Basic functions using MS-Excel-I&II (e.g. SUM ,Count, arithmetic operators, etc), Sort data, Formula copy, and drag a formula.

5) Diagrammatic and Graphical representation using Ms-Excel

6) Measures of Central Tendency

7) Measures of Dispersion

8) Measures of Moments, Skewness, Kurtosis

Learning Outcomes:

After completing the practical course students are getting knowledge about the MS- Excel, Students are able to drawing diagram such as Bar Diagram, Pie Diagram and Graphs such as Histogram, Ogive curve etc by using MS-Excel .

EVALUATION SYSTEM:

All the students will be continuously evaluated by,

- | | |
|-------------------------|-----------|
| a. Attendance | 20 M arks |
| b. Theory Exam | 30 Marks |
| c. Practical paper exam | 50 Marks |

100 Marks

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Department of Statistics

**Capsule course on "Data Analysis using MS-Excel"
for B.Sc. Statistics Students.**

Time table

Period	Time	20/7/18	21/7/18	22/7/18	23/7/18	24/7/18	25/7/18	26/7/18	27/7/18
1	08.30 - 09.30	USM	SDK	DSJ	DSJ	USM	SDK	DSJ	DSJ
2	09.30- 10.30	SDK	DSJ	USM	UHP	SDK	DSJ	USM	UHP
3	10.30- 11.30	UHP	UHP	SDK	USM	UHP	UHP	SDK	USM
4	01.30- 05.30	USM	USM	UHP	UHP	SDK	SDK	DSJ	DSJ



(Dr. V. Y. Pawar)

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Padmabhushan Dr.VasatraodadaPatilMahavidyalay, Tasgaon.
Department of Statistics

**Capsule course on "Data Analysis using Ms-Excel"
for B.Sc. Statistics Students.**

List Of Participate Students (20/07/2018 to 27/07/2018)

Sr no	Roll no.	Name of student
1	6245	BABAR LAXMI SHIVAJI
2	6246	BAKARE KRISHNA ANIL
3	6247	BHOSALE NILESH GANAPATI
4	6248	BHOSALE POOJA NAMDEV
5	6249	BIRAJDAR SHRIDHAR G.
6	6250	BORKAR DHANASHRI R.
7	6251	CHAVAN AKSHAY U. CHAVAN ASHITOSH RAMESH
8	6252	CHAVAN MINAKSHI NAMDEV
9	6253	CHAVAN VIJAY GANPATI
10	6254	DEVAKATE RAHUL P.
11	6255	DHAMANE AMRUTA M.
12	6256	GHORPADE RUPALI H.
13	6257	GIDDE SNEHAL GAJANAN
14	6258	KADAM ADARSH AMRUT
15	6259	KADAM ROHIT POPAT
16	6260	KAMBLE JYOTI TATOBA
17	6261	KAMBLE MAYUR VINAYAK
18	6262	KARANDE AJINKYA RANOBA
19	6263	KORE SAVITRI TUKARAM
20	6264	MANE MONIKA POPAT
21	6265	MORE SHITAL SUNIL
22	6266	NALAWADE SHUBHAM S. NIKAM RENUKADEVI TANAJI
23	6267	OLEKAR PRAVIN SUBHASH
24	6268	PATIL ANAGHA AJIT
25	6269	PATIL ASHWINI VILAS

Sr no	Roll no.	Name of student
28	6272	PATIL BENDE DIPALI ANIL
29	6273	PATIL DIPAK DATTATRAY
30	6274	PATIL MADHURI DINKAR
31	6275	PATIL MANJUSHRI ASHOK
32	6276	PATIL MAYURI PANDIT
33	6277	PATIL POOJA PANDURANG
34	6278	PATIL POONAM PANDURANG
35	6279	PATIL PRADNYA GANESH PATIL PRAJAKTA MAHADEV
36	6280	PATIL PRAJAKTA SUNIL
37	6281	PATIL PRANITA HARIBHAU
38	6282	PATIL RUSHIKESH VITTHAL
39	6283	PATIL RUTUJA TANAJI
40	6284	PATIL SONALI SADASHIV
41	6285	PAWAR ANURADHA ANIL
42	6286	PAWAR SHUBHANGI S.
43	6287	SATPUTE GANESH DINKAR SHENDAGE SHUBHANGI M.
44	6288	SHINDE NILAM GAJANAN
45	6289	SHINDE POOJA SHIVAJI
46	6290	SHINDE POONAM DATTATRAY
47	6291	SHINDE PRANAV ANKUSH
48	6292	SURYAWANSHI DHANASHRI B. SUTAR TANAJI MADHUKAR
49	6293	WAGHMODE VIDYA S.
50	6294	SHINDE AISHWARYA M. KALEGUDDI VIJAYALAXMI G.
51	6295	
52	6296	
53	6308	
54	6312	

Dr.V.Y.Pawar

List Of Participate Students B.Sc I

Sr. No.	Roll.No.	Name Of Students
1	5001	Burle Monika Mahadev
2	5002	Dabhade Rani Pandharinath
3	5004	Dhisale Vinod Balaso
4	5005	Gaikwad Raturaj Rajendra
5	5006	Hajare Vaishnavi Arjun
6	5007	Jadhav Aditi Sadashiv
7	5008	Jadhav Akshay Govind
8	5009	Jadhav Jyoti Sampat
9	5010	Jadhav Omkar Suresh
10	5011	Kadam Gautam Husheni
11	5012	Kamble Ashutosh Rajendra
12	5013	Kamble Vrushali Pradip
13	5014	Khedkar Suraj Hanmant
14	5015	Koli Priyanka Popat
15	5017	Koli Tushar Chandrakant
16	5018	Kumbhar Kedar Shivaji
17	5019	Kumbhar Vrushali Bharat
18	5020	Mali Pranjali Pramod
19	5021	Mali Rushikesh Ganpati
20	5022	Malkar Aishwarya Pravin
21	5024	Mane Sourabh Chandrakant
22	5025	Mohite Dipti Dinkar
23	5026	Mohite Shweta Machindra
24	5027	Mulla Misbah Jamirahmad
25	5028	Nadaf Tarannum Suraj
26	5029	Patil Akshada Ganapati
27	5030	Patil Arya Suresh
28	5031	Patil Avinash Ashok
29	5032	Patil Snehal Prakash
30	5033	Patil Sourabh Rajendra
31	5034	Patil Swaranjali Popat
32	5035	Patil Vitthal Jaysing
33	5036	Pawar Avadhut Shashikant
34	5037	Pawar Pranav Pandurang
35	5038	Pawar Prasad Chandrakant
36	5039	Pawase Nutan Sambhaji
37	5040	Sabale Sagar Aaba
38	5041	Sabale Swapnali Rajendra
39	5042	Sapkal Sourabh Dattatray
40	5043	Shendage Prachi Rajendra
41	5044	Suryawanshi Pradnya Anil
42	5045	Wadkar Sahil Ashok

43	5046	Watharkar Elias Mali Aditi Suresh
44	5047	Zarekar Snehal Mahadev
45	5048	Zende Rohit Bharat
46	5121	Awate Pravin Tanaji
47	5122	Babar Tejas Kundlik
48	5123	Bargule Omkar Shankar
49	5124	Birane Vishvjit Gajanan
50	5125	Bobade Smita Shashikant
51	5126	Budhavale Sagar Ashok
52	5127	Chavan Rohan Suryakant
53	5128	Chavan Sanket Rajendra
54	5129	Chavan Swapnil Sunil
55	5130	Chavan Tejashree Shreekant
56	5131	Desai Prathamesh Sanjay
57	5132	Dhabugade Rushikesh Dilip
58	5133	Gadave Sanket Sidhaling
59	5134	Gaikwad Indrajeet Rajkamal
60	5135	Gaikwad Prajakta Nagesh
61	5136	Gaikwad Pratiksha Tanaji
62	5137	Ghatage Pratiksha Satish
63	5138	Ghodake Omkar Anandrao
64	5139	Gole Sourabh Dinkar
65	5144	Jadhav Aniket Amitkumar
66	5145	Jadhav Ankush Gajanan
67	5146	Jadhav Dipak Dattajirao
68	5147	Jadhav Divya Ravindra
69	5148	Jadhav Jeevan Balaso
70	5149	Jadhav Madhavi Krushnat
71	5151	Jadhav Pratik Vishnu
72	5152	Jadhav Rushikesh Ankush
73	5153	Jamadade Onkar Madhukar
74	5155	Jamdade Rutuja Vijay
75	5157	Kadam Yogesh Laxman
76	5158	Kale Akash Vitthal
77	5159	Kulkarni Shreyas Narendrakumar
78	5160	Lokhande Subhash Vishwanath

Swami VivekanandShikshanSanstha's
Padmabhushan Dr.VasatraodadaPatilMahavidyalay, Tasgaon.
Department of Statistics

NOTICE

All the students are informed that the Capsule course on
"Data Analysis using MS-Excel" for B.Sc. Theory and practical
Examination will be held on 1st Aug, 2018 from However, everyone should
be present on time.



Dr.V.Y.Pawar

head,
Department of Statistics,
Padmabhushan Dr. Vasatraodada Patil
Mahavidyalaya Tasgaon, Dist. Sangli

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Department of Statistics

Capsule course on "Data Analysis using MS-Excel"

Theory Question Paper

Marks-30

Q.A. Attempt all questions.

(02*10=20)

- Q. 1. Which of the following is true?
- Excel is case sensitive.
 - R software is case sensitive.
 - Combine function is used to input matrix.
 - Var(x) gives the value of sample variance.
- Q. 2. The function used for inputting vector is.....
- scan()
 - ()
 - seq()
 - All of the above.
- Q. 3. To find density function of normal distribution, which of the following functions is useful?
- pnorm
 - dnorm
 - rnorm
 - qnorm
- Q. 4. Which of the following statements is false?
- Random numbers generated by computers are true random numbers.
 - Simulation is used for modelling the situation.
 - The abline() command can be used to add lines to charts
 - Vector objects need to be of equal length before they can be made into a data frame or matrix.
- Q. 5. Which of the following is the property of random number generator?
- eplication
 - Independence
 - Both a & b
 - None of these.
- Q. 6. Scatter plot is given by function
- Scatter()
 - Plot()
 - Pie()
 - Boxplot()

Q. 7. In `t.test()` for two independent samples, if `var.equal` argument is not specified then by default `var.equal=`.....

- a. TRUE
- b. FALSE
- c. NULL
- d. Inf

Q. 8. Output of `prop.test()` in R is.....

- a. z test
- b. t test
- c. Chi- square test
- d. F test

Q. 9. Discrete Uniform random numbers are generated by

- a. Congruential random numbers
- b. `runif(1)`
- c. `sample()`
- d. None of the above

Q. 10. For repeating the arguments, loop is used.

- a. `repeat()`
- b. `for()`
- c. both a. & b.
- d. None of these.

Q.B. Attempt any two questions.

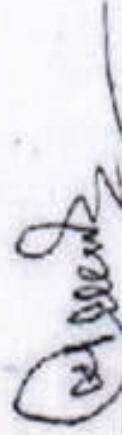
(02*05=10)

- i) Write note on Applications of MS-Excel.
- ii) Write all types of functions of MS-Excel.
- iii) Write diagrammatical tools in MS-Excel.

*"Dissemination of Education for Knowledge, Science and Culture" -
Shikshanmaharashi Dr. Bapuji Salunkhe*

*Shri Swami Vivekanand Shikshan Sanstha Kolhapur
Padmabhushan Dr. Vasanthaodada Patil Mahavidyalaya, Tasgaon
Department of Statistics
Certificate Course in Data Analysis using MS-Excel*

*This is Certify that Mr./Miss Chavan Ashitosh Ramesh has completed
successfully " Certificate Course in Data Analysis using MS-Excel"
Conducted by Department of Statistics Padmabhushan Dr. Vasanthaodada
Patil Mahavidyalaya, Tasgaon Academic year 2018-19*



Dr. V.Y. Pawar
HEAD

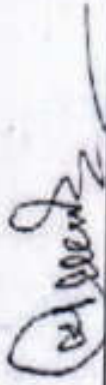


Dr. R.R. Kumbhar
PRINCIPAL

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*Shri Swami Vivekanand Shikshan Sanstha Kolhapur
Padmabhushan Dr. Vasantraodada Patil Mahavidyalaya, Tasgaon
Department of Statistics
Certificate Course in Data Analysis using MS-Excel*

*This is Certify that Mr./Miss Bakare Krishana Anil has completed
successfully " Certificate Course in Data Analysis using MS-Excel"
Conducted by Department of Statistics Padmabhushan Dr. Vasantraodada
Patil Mahavidyalaya, Tasgaon Academic year 2018-19*



Dr. V.Y. Pawar
HEAD



Dr. R.R. Kumbhar
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