

“Dissemination of Education through Knowledge, Science and Culture.”

—Shikshanmaharshi Dr. Bapuji Salunkhe.

Shri Swami Vivekananda Shikshan Sanstha's

**Padmabhushan Dr. Vasantodada Patil
Mahavidyalaya, Tasgaon.**

Department of Statistics

**Certificate course on “Data Analysis Using MS-Excel” for
B.Com II Students.**

Academic Year 2019-20

Shri. Swami Vivekanand Shikshan Sanstha's Kolhapur

**Padmabhushan Dr. Vasantodada Patil
Mahavidyalaya, Tasgaon**

Department of Statistics

Date: 03/12/2019

Notice

The Students of B.Com II are hereby informed that, The Certified course on **"Data Analysis using MS-Excel"** is organized by the department. The lecture series for the concerned course arranged during 09/12/2019 to 17/12/2019. All the students should attend the lectures from 09/12/2019, at 11.00 AM onwards.



Dr. V. Y. Pawar


(Head of Department)

**Head,
Department of Statistics,
Padmabhushan Dr. Vasantodada Patil
Mahavidyalaya Tasgaon, Dist. Sangli**

BOARD OF STUDY

Year 2019-20

The meeting of the members of BOS in Certified Course on "Data Analysis using MS-Excel" for B.Com II students is held on 5th Dec 2019 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.U.S.Mane	Member	<u>Usmane</u>
Miss.S.S.Patil	Member	<u>Sspatil</u>
Miss.S.S.Bhosale	Member	<u>Bhosale</u>
Miss.P.S.Jadhav	Member	<u>PJadhav</u>
Miss.R.L.Patil	Member	<u>RLpatil</u>

Department Of Statistics

1. TITLE: Certificate Course on “Data Analysis Using MS-Excel”

2. YEAR OF IMPLEMENTATION: 2019

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 students who has already mastered the basic skills needed to use Excel and wants to gain Statistical Functions in MSeExcel to put to work in a business environment or for personal use.

5. DURATION: 8 Days

6. MEDIUM OF INTUCTION: English

7. STRUCTURE OF COURSE

Paper No. and Name	Contact Hours
C*T 101:	24
C*L 102	32
Total	56

C*T 101 Name of paper

C*L 102

Indicates subject

T – Theory work

L- Lab Work

A) LIBRARY:

Reference and Textbooks, Journals and Periodicals, Reference Book 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.

**Shri Swami Vivekanand Shikshan Sanstha's
Padmabhushan Dr.Vasatraodada Patil Mahavidyalaya, Tasgaon.
Department Of Statistics**

Title: Certificate 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 feature, and generate charts, graphs, and reports.
3. To analyze numerical data by using statistical tools and functions.

Unit 1: Introduction to MS Excel (06 L)

Introduction, Navigating MS Excel, Cells, Rows, and Columns, Formulas, Sheet Tabs, Pa 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.

Unit 2: Entering & Editing Information (06 L)

Entering data, Labels and Values, Copying Cells, Rows and Columns, Pasting Cells, Rows, and Columns, Paste and 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, Auto Correct.

Unit 3: Formatting & Adding Elements to a Worksheet (04 L)

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

Unit 4: Graphs

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 servers.
4. Salkind Neli 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 (08 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
- v) 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 color to cell
- ii) Add image
- iii) Freeze and Unfreeze Row and Column
- iv) Merge cell

4) Basic function 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 Marks |
| b. Theory Exam | 30 Marks |
| c. Practical paper exam | 50 Marks |

100 Marks

Time Table

Period	Time	09/12/19	10/12/19	11/12/19	12/12/19	13/12/19	14/12/19	16/12/19	17/12/19
1	11.00-12.00	USM	SSB	USM	PSJ	SSP	USM	RLP	PSJ
2	12.00-1.00	SSP	RLP	SSP	SSB	RLP	SSB	USM	SSB
3	2:00-5:00	PSJ	USM	PSJ	RLP	SSB	SSP	PSJ	RLP



(Dr. V. Y. Pawar)

Head,

Department of Statistics,

Padmabhushan Dr. Vasantaoada Patil
Mahavidyalaya, Tasgaon, Dist. Sangli

List of participate Students (09/12/2019 to 17/12/2019)

Sr. No.	Roll No.	Name
1	4621	Abdar Suraj Prakash
2	4622	Baraskar Rizwan Salim
3	4623	Bhagat Swapnil Sanjay
4	4624	Bhat Pravin Rajendra
5	4625	Bhikavade Vishwajit Ashok
6	4626	Bhosale Shital Prakash
7	4627	Chavan Ankitosh Sanjay
8	4628	Chavan Ashwini Balaso
9	4629	Chavan Babaso Vasant
10	4630	Chavan Omkar Ankush
11	4631	Chavan Rohini Ganesh
12	4632	Chavan Rohit Prakash
13	4633	Chavan Sonam Sambhaji
14	4634	Chorage Sneha Bhagwan
15	4635	Daingade Ketan Shankar
16	4636	Deshmukh Snehalata Balaso
17	4637	Disale Akshay Jambuwant
18	4638	Ghodake Amol Shivaji
19	4639	Ghodake Pooja Shashikant
20	4640	Gupta Vivekkumar Ashokkumar
21	4641	Hingmire Omkar Shrikant
22	4642	Jadhav Aniket Kisan
23	4643	Jadhav Ashwini Balasaheb
24	4644	Jadhav Harshada Tanaji
25	4645	Jadhav Maheshwari Prakash
26	4646	Jadhav Mamata Mahadev
27	4647	Jadhav Mayuri Mahadev
28	4648	Jadhav Pradnya Dnyaneshwar
29	4649	Jadhav Pratiksha Dinkar
30	4650	Jadhav Pritee Harish
31	4651	Jadhav Rutuja Rajendra
32	4652	Jadhav Santosh Dadaso
33	4653	Jadhav Vedika Dasharath
34	4654	Jadhav Vishal Mahadev

35	4655	Jadhav Vishwajit Balasaheb
36	4656	Jagetap Prajakta Shantaram
37	4657	Jagtap Pranali Haridas
38	4658	Jamadade Akash Anil
39	4659	Jamadade Pratik Mansing
40	4660	Jamadade Rushikesh Suresh
41	4661	Javalekar Akshada Vikas
42	4662	Kalase Pallavi Dilip
43	4663	Kale Pratiksha Pandurang
44	4664	Kamble Ajay Rajendra
45	4665	Katkar Vishal Uttam
46	4666	Kesarkhane Shraddha Satish
47	4667	Kharade Laxmi Shivaji
48	4668	Landage Omkar Subhash
49	4669	Malavade Radhika Vishwas
50	4670	Mane Akshata Pandharinath
51	4671	Mane Jyotsna Hindurao
52	4672	Mane Pritam Vikas
53	4673	Maske Komal Suresh
54	4674	Modagekar Vishal Shivaji
55	4675	Mohite Akshay Anandrao
56	4676	Mohite Digambar Vinayak
57	4677	More Madhuri Nandkumar
58	4678	More Pournima Mahadev
59	4679	More Pranali Madhukar
60	4680	Mujawar Sohel Bashir
61	4681	Nimbalkar Nitin Sambhaji
62	4682	Patil Aishwarya Bharat
63	4683	Patil Akash Shivaji
64	4684	Patil Amruta Mahadev
65	4685	Patil Aniket Maruti
66	4686	Patil Arati Sanjay
67	4687	Patil Dhanashri Pundlik
68	4688	Patil Gaurangee Laxman
69	4689	Patil Harshada Bhanudas
70	4690	Patil Indrajit Girish

71	4691	Patil Pratik Vikas
72	4692	Patil Pratiksha Rajendra
73	4693	Patil Priti Maruti
74	4694	Patil Priyanka Shahaji
75	4695	Patil Rushikesh Tanaji
76	4696	Patil Rutuja Dnyaneshwar
77	4697	Patil Rutuja Ravindra
78	4698	Patil Shubhangi Dattatray
79	4699	Patil Shweta Satish
80	4700	Patil Shweta Subhash
81	4701	Patil Snehal Govind
82	4702	Patil Snehal Shashikant
83	4703	Patil Suraj Ashok
84	4704	Patil Urmila Uttam
85	4705	Pawar Nilesh Namdev
86	4706	Pol Rushiraj Sunil
87	4707	Rajmane Priyanka Dadaso
88	4708	Rendalkar Vijay Yuvraj
89	4709	Salunkhe Abhishek Balu
90	4710	Salunkhe Aishwarya Avinash
91	4711	Salunkhe Rutuja Akaram
92	4712	Sapkal Tejas Sunil
93	4713	Sawant Rutika Sanjay
94	4714	Shinde Aviraj Vilas
95	4715	Shinde Pratiksha Adhikrao
96	4716	Shinde Snehal Pradip
97	4717	Shinde Vaishnav Uday
98	4718	Shintre Chandrakant Arun
99	4719	Shintre Priyanka Nilkanth
100	4720	Shirtode Suraj Ashok
101	4721	Suryawanshi Akash Vitthal
102	4722	Suryawanshi Dhanashri Mohan
103	4723	Suryawanshi Digambar Vinayak
104	4724	Suryawanshi Sakshi Vishwajit
105	4725	Thite Anjali Dipak
106	4726	Thite Sanket Shankar
107	4727	Wagh Indrajit Sudhakar

108	4728	Yadav Nikita Kumar
109	4729	Yadav Pallavi Ramesh
110	4730	Yadav Sonali Shivaji
111	4731	Yenape Prajakta Kumar

Shri. Swami Vivekanand Shikshan Sanstha's Kolhapur
PADMABHUSHAN DR. VASANTRAODADA PATIL
MAHAVIDYALAYA, TASGAON

Certificate course on **"Data Analysis using MS-Excel"**
for **B.Com II** Students.

Report

The department of Statistics organized a special course entitled **"Data Analysis using MS-Excel"** during 09/12/2019 to 17/12/2019. The objective behind conducting the special course is that students familiarizes statistical tools with software's, which will be helpful to the students to get jobs in various sectors. While analyzing data we need complicated calculations which are more time consuming. The software MS-Excel is very useful data analysis software, requires less time.

All the students of the department participated in such a special course. The total 8 day's course carried in two sessions. The faculty member of the department Mr.U.S.Mane, Miss.S.S.Patil, Miss.S.S.Bhosale, Miss.P.S.Jadhav and Miss.R.L.Patil taught the various commands.

As a result of the course the students got very much information regarding data analysis using software's in very less time.

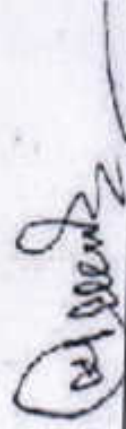


Dr. V. Y. Pawar
Head,
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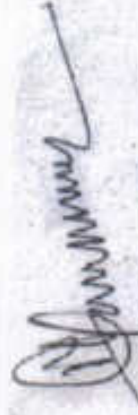
*Shri Swami Vivekanand Shikshan Sanstha Kolhapur
Padmabhushan Dr. Vasantraodada Patil Mahavidyalaya, Tasgaon
Department of Statistics
Certificate Course in Data Analysis using MS-Excel
(B.Com II)*

*This is Certify that Mr./Miss Chavan Sonam Sambhaji has completed
successfully " Certificate Course in Data Analysis using MS-Excel"
Conducted by Department of Statistics Padmabhushan Dr. Vasantraodada
Patil Mahavidyalaya, Tasgaon Academic year 2019-20*



Dr. V.Y. Pawar

HEAD



Dr. M.S. Hujare

PRINCIPAL

*"Dissemination of Education for Knowledge, Science and Culture"-
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*Shri Swami Vivekanand Shikshan Sanstha Kolhapur
Padmabhushan Dr. Vasanthaodada Patil Mahavidyalaya, Tasgaon
Department of Statistics
Certificate Course in Data Analysis using MS-Excel*

(B.Com II)

*This is Certify that Mr./Miss Patil Akash Shivaji has completed
successfully " Certificate Course in Data Analysis using MS-Excel"
Conducted by Department of Statistics Padmabhushan Dr. Vasanthaodada
Patil Mahavidyalaya, Tasgaon Academic year 2019-20*



Dr. V.Y. Pawar
HEAD



Dr.M.S.Hujare
PRINCIPAL