

AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

Add-on Course
On
Microsoft Excel

Under the
Department of Computer Science

Academic Year -2022-23

Course Coordinator
Prof. Umesh Mestha
Lecturer & Head of the Department
Department of Computer Science



From
Prof. Umesh Mestha
Head of the Department
Department of Computer Science
Anjuman Arts, Science and Commerce College
Bhatkal

Date: 14-09-2022

To
The Principal
Anjuman Arts, Science and Commerce College
Bhatkal

Sub: Request to grant the permission to start the add-on course on Microsoft Excel
for the academic year 2022-23

Respected Sir,

We would like to start the add-on course on "Microsoft Excel" for the students
Please permit us to start the Microsoft Excel course for the academic year 2022-23.

Thanking You




HOD

Department of Computer Science

COMPUTER SCIENCE
ANJUMAN ARTS, SCIENCE & COMMERCE COLLEGE
BHATKAL
U.K. - 581320

rsc

MEMORANDUM

AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

**Meeting Report of Institutional Board of Studies for Add-on Course on Microsoft Excel
held on : 19-09-2022**

The Institutional Board of Studies of the Department of Computer Science for an add-on course on introduction to Excel held on: 19-09-2022 in the principal chamber at 10:30 AM.

1. **Prof. Mushtaque K Shaikh**
Principal, Chairman
2. **Prof. S.A. Indikar**
IQAC Coordinator
3. **Prof. Umesh Mestha**
Course Coordinator
4. **Prof. Damodar Naik**

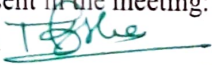
In the beginning of the meeting the Chairman of BoS Prof. Mushtaque K Shaikh welcomed all the members and briefed them about the academic activity of the Microsoft Excel course. The members expressed their appreciation and satisfaction about the activities of the department.

After that institutional BoS discussed and resolved the following points:

1. **Starting of the add-on course on the introduction to Microsoft Excel**
BoS discussed the point and resolved to start a course on Microsoft Excel in order to improve the basic knowledge of Microsoft Excel.
Approval of the syllabus for add-on course
The BoS discussed and approved the syllabus for the add-on course on Microsoft Excel
2. **Approval of admission criteria.**
The BoS discussed and approved the admission criteria and resolved that the students who did not know Microsoft Excel can enroll in this course.

The meeting of the BoS was concluded with the vote of thanks by the prof. Umesh Mestha, HOD and Lecturer in Computer Science

The following members were present in the meeting:

1. Prof. Mushtaque K Shaikh 
2. Prof. S.A. Indikar 
3. Prof. Umesh Mestha 
4. Prof. Damodar Naik 




Principal

ANJUMAN ARTS, SCIENCE & COMMERCE COLLEGE
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Department of Computer Science

NOTICE

Date: 21-09-2022

All the students are hereby informed that, the Department of Computer Science starts the add-on course on "Microsoft Excel" for the students who do not know Excel from the date 17-10-2022. Interested students can enroll their names on or before 13-10-2022 in the Department of Computer Science.


HOD

Department of Computer Science

**H.O.D. DEPARTMENT OF
COMPUTER SCIENCE
ANJUMAN ARTS, SCIENCE AND
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ANJUMANABAD, BHATKAL
U.K. - 581 320**




Principal

**ANJUMAN ARTS, SCIENCE & COMMERCE COLLEGE
& P.G. CENTRE
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Department of Computer Science

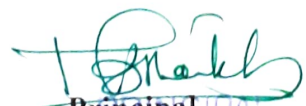
Microsoft Excel Add-on Course – 2022-23

Selection List

S.No.	Name	Class
1	Abhishek M Moger	B.A III Sem
2	Mohammed Rafique	B.A III Sem
3	Abdul Muqet	B.A III Sem
4	Raghavendra RBhandari	B.A III Sem
5	Surya Shridhar Moger	B.A III Sem
6	Prema Laxman Moger	B.A III Sem
7	Megha M Naik	B.A III Sem
8	Mohammed Ameer	B.A III Sem
9	Kiran Somayya Gond	B.A III Sem
10	Sajidabegum Makandar	B.A III Sem
11	Mohammed Sabeel	B.A I Sem
12	Safwan	B.A I Sem
13	Sudarshan V Naik	B.A I Sem
14	Mallika Mohan Naik	B.A I Sem
15	Mohammed Wahib	B.A I Sem
16	Ranjita Mahesh Naik	B.A I Sem
17	Sana Muskan	B.A I Sem
18	Vinay Ganapati Naik	B.A I Sem
19	Kiran Narayan Naik	B.A I Sem
20	Nazmeen	B.A I Sem
21	Bhuvaneshwari M Moger	B.A I Sem


Course coordinator
H.O.D. DEPARTMENT OF
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VALUE ADDED COURSE SYLLABUS

Microsoft Office Specialist-Excel 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

4. Perform Operations with Formulas and Functions

4.1. Summarize Data by using Functions

- Insert references
- Perform calculations by using the SUM function
- Perform calculations by using MIN and MAX functions
- Perform calculations by using the COUNT function
- Perform calculations by using the AVERAGE function

4.2. Perform Conditional Operations by using Functions

- Perform logical operations by using the IF function
- Perform logical operations by using the SUMIF function
- Perform logical operations by using the AVERAGEIF function
- Perform statistical operations by using the COUNTIF function

4.3.Format and Modify Text by using Functions

- Format text by using RIGHT, LEFT, and MID functions
- Format text by using UPPER, LOWER, and PROPER functions
- Format text by using the CONCATENATE function

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

5.3.Insert and Format Objects

- Insert text boxes and shapes
- Insert images
- Modify object properties
- Add alternative text to objects for accessibility

6. Manage Workbook Options and Settings

6.1.Manage Workbooks

- Save a workbook as a template
- Enable macros in a workbook
- Display hidden ribbon tabs

6.2.Manage Workbook Review Restrict editing

- Protect a worksheet
- Configure formula calculation options
- Protect workbook structure
- Manage workbook versions
- Encrypt a workbook with a password



7. Apply Custom Data Formats and Layouts

7.1.Apply Custom Data Formats and Validation

- Create custom number formats
- Populate cells by using advanced Fill Series options
- Configure data validation

7.2. Apply Advanced Conditional Formatting and Filtering

- Create custom conditional formatting rules
- Create conditional formatting rules that use formulas
- Manage conditional formatting rules

7.3. Create and Modify Custom Workbook Elements

- Create custom color formats
- Create and modify cell styles
- Create and modify custom themes
- Create and modify simple macros
- Insert and configure form controls

7.4. Prepare a Workbook for Internationalization

- Display data in multiple international formats
- Apply international currency formats
- Manage multiple options for +Body and +Heading fonts

8. Create Advanced Formulas

8.1. Apply Functions in Formulas

- Perform logical operations by using AND, OR, and NOT functions
- Perform logical operations by using nested functions
- Perform statistical operations by using SUMIFS, AVERAGEIFS, and COUNTIFS functions

8.2. Look up data by using Functions

- Look up data by using the VLOOKUP function
- Look up data by using the HLOOKUP function

8.3. Apply Advanced Date and Time Functions

- Reference the date and time by using the NOW and TODAY functions
- Serialize numbers by using date and time functions

8.4. Perform Data Analysis and Business Intelligence

- Import, transform, combine, display, and connect to data
- Consolidate data
- Perform what-if analysis by using Goal Seek and Scenario Manager
- Calculate data by using financial functions

8.5. Troubleshoot Formulas

- Trace precedence and dependence
- Monitor cells and formulas by using the Watch Window

8.6. Define Named Ranges and Objects

- Name cells
- Name data ranges
- Name tables
- Manage named ranges and objects

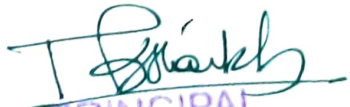
9. Create Advanced Charts and Tables

9.1. Create and Manage PivotTables

- Create PivotTables
- Modify field selections and options
- Create slicers
- Group PivotTable data
- Add calculated fields
- Format data

9.2. Create and Manage Pivot Charts

- Create PivotCharts
- Manipulate options in existing PivotCharts
- Apply styles to PivotCharts
- Drill down into PivotChart details


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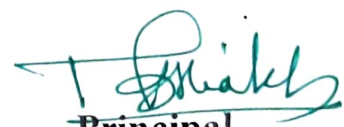
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Department of Computer Science

Add-on course on Microsoft Excel
Time Table for the academic year 2022-23

Days	Timings	Room No.
30	02:30 to 03:30	UG Computer Lab


Course Coordinator
H.O.D. DEPARTMENT OF
COMPUTER SCIENCE
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BHATKAL-581 320

ANJUMAN ARTS, SCIENCE & COMMERCE COLLEGE, BHATKAL

Value Added Course On Microsoft Excel

Held on : 17/11/2022

Sl. No.	Name of Students		17 10	18 10	19 10	20 10	22 10	23 10	27 10	28 10	29 10	30 10	31 10	2 11	3 11	5 11	6 11	7 11	8 11	9 11	10 11	12 11	13 11	14 11	15 11	16 11	17 11	19 11	20 11	21 11	22 11	23 11	
1	Abhishek M Moger	B.A III Sem	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
2	Mohammed Rafique	B.A III Sem	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
3	Abdul Muqeet	B.A III Sem	M	M	M	M	M	M	M	M	M	M	M	M	M	AB	AB	M	M	M	AB	M	A	M	A	M	A	M	M	M	M	M	M
4	Raghavendra RBhandari	B.A III Sem	R	A	A	R	R	R	R	R	R	A	R	R	A	R	R	A	R	A	R	A	A	A	A	A	A	A	A	A	A	A	A
5	Surya Shridhar Moger	B.A III Sem	S	S	S	S	S	AB	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	AB	S	AB	S	S	S	S	S
6	Prema Laxman Moger	B.A III Sem	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	Megha M Naik	B.A III Sem	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
8	Mohammed Ameer	B.A III Sem	M	M	M	M	M	AB	M	M	AB	M	M	M	AB	AB	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
9	Kiran Somayya Gond	B.A III Sem	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K
10	Sajidabegum Makandar	B.A III Sem	S	S	S	S	S	S	S	S	AB	AB	S	S	S	S	AB	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
11	Mohammed Sabeel	B.A I Sem	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	AB	S	S	S	S	S	S	S	S	S	AB	S	S
12	Safwan	B.A I Sem	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
13	Sudarshan V Naik	B.A I Sem	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
14	Mallika Mohan Naik	B.A I Sem	M	M	M	M	M	AB	M	M	M	M	M	AB	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
15	Mohammed Wahib	B.A I Sem	M	M	M	M	M	AB	M	M	M	M	M	AB	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
16	Ranjita Mahesh Naik	B.A I Sem	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	AB	R	AB	R	R	R	R	R	R	R	R	R	R	R
17	Sana Muskan	B.A I Sem	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	AB	AB	S	S	S	S	S	S	S	S	S	S	S	S
18	Vinay Ganapati Naik	B.A I Sem	V	V	V	V	V	V	V	V	V	V	V	V	V	AB	V	V	V	AB	AB	V	V	V	V	V	V	V	V	V	V	V	V
19	Kiran Narayan Naik	B.A I Sem	K	K	K	K	K	K	K	K	K	K	K	AB	K	K	K	K	K	AB	K	K	K	K	K	K	K	K	K	K	K	K	K
20	Nazmeen	B.A I Sem	N	N	N	N	N	N	N	N	N	N	N	N	AB	N	N	N	N	AB	N	N	N	N	N	N	N	N	N	N	N	N	N
21	Bhuvaneshwari	B.A I Sem	B	B	B	B	B	B	B	B	AB	AB	B	AB	B	AB	B	AB	B	AB	B	B	B	B	B	B	B	B	B	B	B	B	B

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COMPUTER SCIENCE
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ANJUMANABAD, BHATKAL



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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of Computer Science

Add-on course on Excel Kali
Exam Time Table for the academic year 2022-23

Date	Timings	Room No.
25-10-2022	3:00 P.M. to 5:00 P.M. (2 hrs)	7



Course Coordinator
H.O.D. DEPARTMENT OF
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1. How to remove borders applied in Cells?

1. Select None on Border tab of Format cells
2. Open the list on Border tool in Format Cell toolbar then choose 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

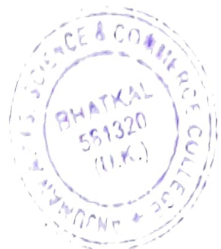
5. In Microsoft Excel spreadsheets, rows are designated as ____.

- 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

12. 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



14. 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. ____ is the programming language used to write a Macro in MS Excel.

1. Visual basic
2. C+
3. Java
4. C++

20. In MS Excel, the keyboard shortcut "Ctrl+S" can be used to____

1. Save As
2. Save
3. Start new workbook
4. Switch between opened tab



T. Shankar
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Department of Computer Science

M.S. Excel Add-on Course - 2022-23

Marks List

S.No.	Name	Class	Marks Obtained
1	Abhishek M Moger	B.A III Sem	A
2	Mohammed Rafique	B.A III Sem	B
3	Abdul Muqet	B.A III Sem	B
4	Raghavendra RBhandari	B.A III Sem	B
5	Surya Shridhar Moger	B.A III Sem	B
6	Prema Laxman Moger	B.A III Sem	A
7	Megha M Naik	B.A III Sem	A
8	Mohammed Ameer	B.A III Sem	A
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11	Mohammed Sabeel	B.A I Sem	A
12	Safwan	B.A I Sem	A
13	Sudarshan V Naik	B.A I Sem	B
14	Mallika Mohan Naik	B.A I Sem	C
15	Mohammed Wahib	B.A I Sem	A
16	Ranjita Mahesh Naik	B.A I Sem	A
17	Sana Muskan	B.A I Sem	A
18	Vinay Ganapati Naik	B.A I Sem	B
19	Kiran Narayan Naik	B.A I Sem	B
20	Nazmeen	B.A I Sem	A
21	Bhuvaneshwari M Moger	B.A I Sem	A


Course coordinator
H.O.D. DEPARTMENT OF
COMPUTER SCIENCE
ANJUMAN ARTS, SCIENCE AND
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ANJUMANABAD, BHATKAL
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Principal
ANJUMAN ARTS, SCIENCE & COMMERCE COLLEGE
& P.G. Centre
BHATKAL - 581 320

CERTIFICATE



A.H.M.s

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE

Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka

Accredited at 'B' Level by NAAC

This is to certify that Mr/Miss Mohammed Rafique with
register No. U02JK21A0005 has successfully completed Add-On Course on Microsoft Excel during
17-10-2022 to 23-11-2022 and secured B grade.




Prof. Umesh Mestha
Course Co-Ordinator


Prof. S.A. Indikar
IQAC Co-Ordinator
IQAC & NAAC CO-ORDINATOR
Anjuman Arts, Science & Commerce
College & P.G. Centre


Prof. Mushtaque K. Shaikh
Principal
PRINCIPAL
Anjuman Arts, Science & Commerce
& P.G. Centre

CERTIFICATE

A.H.M.s

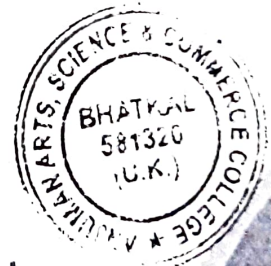
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE

Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka

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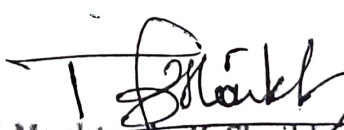


This is to certify that Mr/Miss Abhishek M. Mager with
register No. U02JK21A0004 has successfully completed Add-On Course on Microsoft Excel during
17-10-2022 to 23-11-2022 and secured A grade.




Prof. Umesh Mestha
Course Co-Ordinator


Prof. S.A. Indikar
IQAC Co-Ordinator


Prof. Mushtaque K. Shaikh

Principal
PRINCIPAL

IQAC & NAAC CO-ORDINATOR
Anjuman Arts, Science & Commerce
& P.G. Centre

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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of Computer Science
Report and Outcome Analysis

Name of the Course: M.S. Excel
Name of the Department: Computer Science
Number of students enrolled : 21
BoS meeting Date: 19-09-2022
Start Date of the Course: 17-10-2022
End Date of the Course: 23-11-2022

Department of Computer Science have conducted add-on course on Kannad Kali for the Students of who do not know Excel from 17-10-2022 to 23-11-2022

The course was about the "To enable the students to communicate and improve the talking, reading and writing skills in Excel.

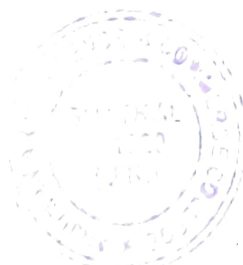
The Total 21 students were enrolled in this course and they benefited with the fundamental knowledge for communication in Excel. Students also applied these skills and concepts during the assignments.

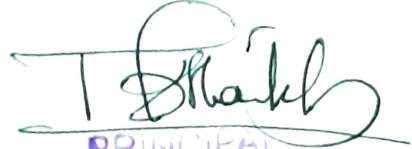
Concourse concluded with final examination and certificate distribution.

Outcomes of the Course:

- The Course was about the Development of communication skills in Excel
- Involve students in practical activity oriented class rather than traditional study method
- To identify the letters, words and sign boards in Excel
- To write Excel application to government offices
- To improve the interest in Excel language


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