

**PRR& VS GOVT COLLEGE**  
**VIDAVALUR,SPSRNellore(Dt)**

**CERTIFICATE COURSE FOR STUDENTS**

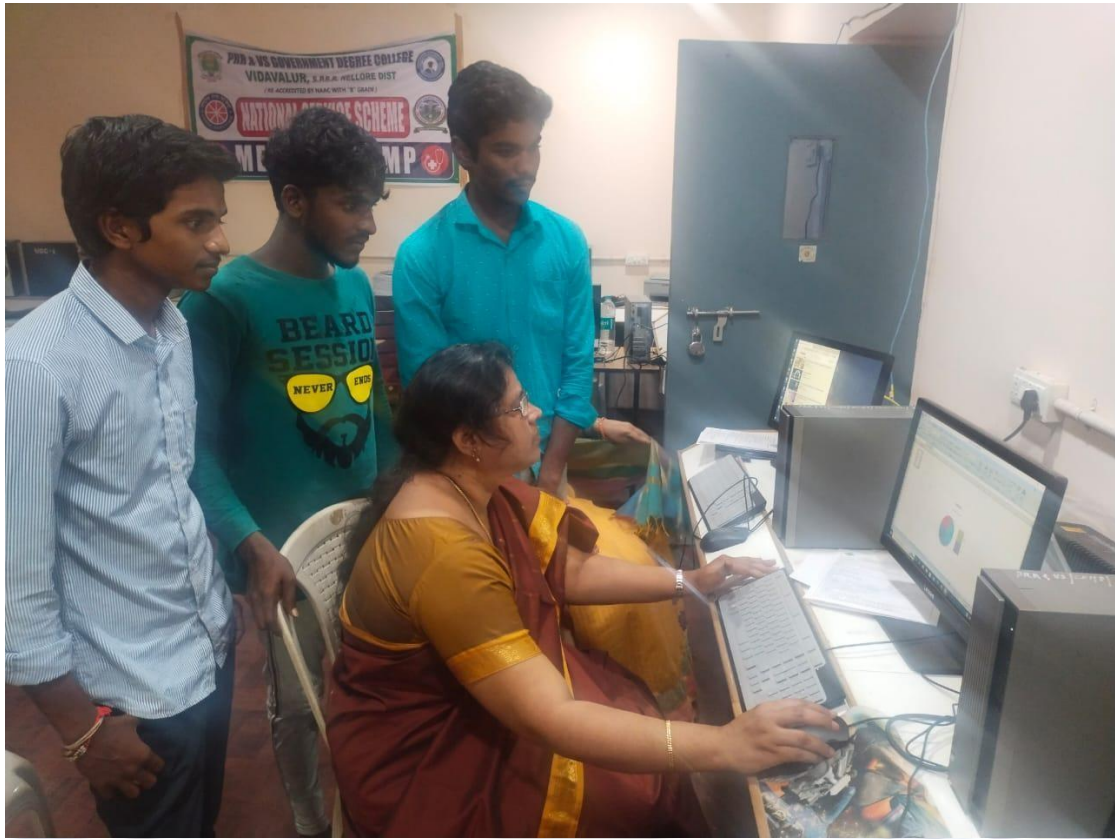
**INMS-EXCEL**



**Organized by**

**DEPARTMENT OF STATISTICS**

**2022-2023**



  
PRINCIPAL  
PRR & VS GOVT. COLLEGE  
VIDAVALUR - 524318.  
SPSR NELLORE DT.





**PRR& VS GOVT COLLEGE VIDAVALUR,SPSRNELLORE(DT)  
CERTIFICATE COURSE FOR STUDENTS IN MS-EXCEL**

**TIME TABLE  
2022-2023**

S.NO	DATES	TIME 4:00 TO 4:30 PM	TIME 4:30 TO 5:00 PM
1.	1/8//2022	Theory	Practical
2.	2/8/2022	Theory	-----
3.	3/8/2022	Theory	Practical
4.	4/8/2022	Theory	Practical
5.	5/8/2022	Theory	Practical
6.	6/8/2022	Theory	Practical
7.	8/8/2022	Theory	Practical
8.	10/8/2022	Theory	Practical
9.	12/8/2022	Theory	Practical
10.	16/8/2022	Theory	Practical
11.	17/8/2022	Theory	Practical
12.	20/8/2022	Theory	Practical
13.	22/8/2022	Theory	Practical
14.	23/8/2022	Theory	Practical
15.	24/8/2022	Theory	Practical
16.	25/8/2022	Theory	Practical
17.	26/8/2022	Theory	Practical
18.	27/8/2022	Theory	Practical
19.	29/8/2022	Theory	Practical
20.	30/8/2022	Theory	Practical
21.	1/9/2022	Theory	Practical
22	9/4/2022	Theory	Practical

23.	2/9/2022	Theory	Practical
24.	3/9/2022	Theory	Practical
25.	5/9/2022	Theory	Practical
26.	6/9/2022	Theory	Practical
27.	7/9/2022	Theory	Practical
28.	9/9/2022	Theory	Practical
29.	12/9/2022	Theory	Practical
30.	13/9/2022	Theory	Practical

SL.NO	NAME OF THE STUDENT With Hall Ticket Number	GROUP
1	M Gotham Kumar	B.COM.(IVsem)
2	MVamsi Krishna	B.COM.(IVsem)
3	Manchala Merylatha	B.COM.(IVsem)
4	Sodam Jyothish	B.COM.(IVsem)
5	Animeti Lahari	B.SC..(IVsem) (BZC)
6	Sadepalli Vindhya	B.SC..(IVsem) (BZC)
7	Gollapalli Meghana	B.SC..(IVsem) (BZC)
8	Sadepalli Vindhya	BSc..(IVsem) (BZC)
9	T Rakesh	B.A.(IVsem)
10	Thandra Indraja	B.A.(IVsem)
11	Eega Praveena	B.A.(IVsem)
12	Udayagiri Rajesh	B.A.(IVsem)
13	Chemukula Haritha	BSc. .(IV sem)(MPCS)
14	Talapala Kulavardhan	BSc. .(IV sem)(MPCS)
15	Makkena Hemalatha	BSc. .(IV sem)(MPCS)

SL.NO	NAME OF THE STUDENT With Hall Ticket Number	GROUP
16	Ch.Swapna	B.COM.(IVsem)
17	Daka Penchala Klyan	B.COM.(IVsem)
18	Dasari Prasad	B.COM.(IVsem)
19	Paleti Sai Kumar	B.COM.(IVsem)
20	Rameistty Bhavani Prasad	B.COM.(IVsem)
21	Ptluru Saritha	B.COM.(IVsem)
22	Aralingam Saiteja	B.A.(IVsem)
23	Cherukuru Vamsi Krishna	B.A.(IVsem)
24	Konduru Shivaji	B.A.(IVsem)
25	Pidugu akesh	B.A.(IVsem)
27	Potluru Chakri	B.A.(IVsem)
28	Chappidi Jgan	B.A.(IVsem)
29	Sangala Siddardha	B.A.(IV sem)

30	SodamSireesha	BSc..(IV sem)(MPCS)
31	Gangapatnam Simhadri	BSc..(IV sem)(MPCS)
32	Chappidi Devakumar	BSc. .(IV sem)(MPCS)
33	Kani Jshveer	BSc..(IV sem)(MPCS)
34	SangalaSiddardha	BSc. .(IV sem)(MPCS)
35	Esha Parvez	BSc..(IV sem)(BZc)

## CERTIFICATE COURSE IN MS-EXCEL

- Objective of this course: By the end of the course students will be able to
- To use MS-Excel
- Analyze the data using MS-Excel
- To assist in field based results.
- The Certificate holder will acquire the required skills over a period of time. The teaching will be divided into a 80% practical component and 20% theory component. Mentors should note that the Certificate programme is to lay full stress on practical aspects as reflected in the ratio mentioned above. The primary purpose of the programme is to enable the students to focus on a particular set of working IN Softskills which should lead to a vocation or employment

### SYLLABUS

#### **UNIT-I: Introduction to MS-Excel**

**15Hours**

Introducing Microsoft Excel: Starting Excel, Worksheets and Workbook, Understanding the User Interface, Quick Access Toolbar, Formula Bar, Worksheet Area, Status Bar, Creating New Excel Workbook, saving excel work book and Opening Existing Excel Workbook. Entering and formatting data, Organizing Data in Excel Tables, Inserting Cut or Copied Cells. Creating Excel formulas and functions.

#### **UNIT-II: Managing Data with MS-Excel**

**15Hours**

Sorting and Filtering Worksheet Data. Data Analysis Using Spread Sheets: Data Analysis Pak in Excel, Descriptive Statistics, T-Test, ANOVA, Correlation and Regression, Random number Generation From Different Distributions, Binomial, Poisson, Uniform and Normal Distributions. Diagrammatic Presentation of data and Graphical presentation of data.

The Course Of “**COURSE FOR STUDENTS IN MS-EXCEL**” is an effort to develop soft skills in an individual which would not only help one generate excel sheet forms but also would provide a guiding a skilled person to work in excel charts

This certificate course was organized by **Department of statistics**. This course has a 30 days duration period conducted from 1/8/2022 to 13/09/2022 between 4 to 5 pm. It was launched by college principal Dr. B.Sujaatha garu. This course is an effort to develop soft skills in individuals

  
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## PARTICIPANTS WITH SIGNATURE

SL.NO	NAME OF THE STUDENT	GROUP	Signature
1	M Gotham Kumar	B.COM.(IV sem)	M. Gotham Kumar
2	M Vamsi Krishna	B.COM.(IV sem)	M. Vamsi Krishna
3	Manchala Merylatha	B.COM.(IV sem)	M. Merylatha
4	Sodam Jyothish	B.COM.(IV sem)	S. Jyothish
5	Animeti Lahari	B.SC. (IV sem) (BZC)	A. Lahari
6	Sadepalli Vindhya	B.SC. (IV sem) (BZC)	S. Vindhya
7	Gollapalli Meghana	B.SC. (IV sem) (BZC)	G. Meghana
8	Sadepalli Vindhya	BSc. (IV sem) (BZC)	S. Vindhya
9	T Rakesh	B.A.(IV sem)	T. Rakesh
10	Thandra Indrāja	B.A.(IV sem)	T. Indrāja
11	Eega Praveena	B.A.(IV sem)	E. Praveena
12	Udayagiri Rajesh	B.A.(IV sem)	U. Rajesh
13	Chemukula Haritha	BSc. (IV sem)(MPCS)	C.H. Haritha
14	Talapala Kulavardhan	BSc. (IV sem)(MPCS)	T. Kulavardhan
15	Makkena Hemalatha	BSc. (IV sem)(MPCS)	M. Hemalatha

Ganesh

B. Jeyaraj 14/9/22  
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## PARTICIPANTS WITH SIGNATURE

SL.NO	NAME OF THE STUDENT	GROUP	Signature
16	Ch.Swapna	B.COM.(IV sem)	Ch. Swapna
17	Daka Penchala Klyan	B.COM.(IV sem)	D. penchala kalyan
18	Dasari Prasad	B.COM.(IV sem)	D. prasad
19	Paleti Sai Kumar	B.COM.(IV sem)	P. Sai Kumar
20	Rameistty Bhavani Prasad	B.COM.(IV sem)	R. Bhavani Prasad
21	Ptluru Saritha	B.COM.(IV sem)	P. saritha
22	Aralingam Saiteja	B.A.(IV sem)	A. Saiteja
23	Cherukuru Vamsi Krishna	B.A.(IV sem)	Ch. vamsi krishna
24	Konduru Shivaji	B.A.(IV sem)	K. Shivaji
25	Pidugu akesb	B.A.(IV sem)	P. Rakesh
27	Potluru Chakri	B.A.(IV sem)	P. Chakri
28	Chappidi Jgan	B.A.(IV sem)	Ch. Jagann
29	Sangala Siddardha	B.A.(IV sem)	S. Siddardha
30	Sodam Sireesha	BSc. (IV sem)(MPCS)	S. Sireesha
31	Gangapatnam Simhadri	BSc. (IV sem)(MPCS)	G. Simhadri
32	Chappidi Devakumar	BSc. (IV sem)(MPCS)	Ch. Devakumar
33	Kani Jshveer	BSc. (IV sem)(MPCS)	K. Jesveer
34	Sangala Siddardha	BSc. (IV sem)(MPCS)	S. Siddardha
35	Esha Parvez	BSc. (IV sem)(BZc)	Esha parvez

*G. Sankar*

B. Sankar 14/9/22  
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