



**GOVERNMENT DEGREE COLLEGE-NAIDUPET**

SPSR NELLORE DIST, ANDHRA PRADESH-524126



# **Certificate Course**

**Microsoft Excel**

**Department of Computer Science**

**2021-22**



**DEPARTMENT OF COMPUTER SCIENCE**  
**GOVERNMENT DEGREE COLLEGE, Naidupet**




**NOTICE**

All the 3<sup>rd</sup> and 2<sup>nd</sup> Year B.Sc M.P.Cs and B.Com CA students are informed that department of Computer science is planning to organize a certificate programme on Microsoft Excel in this academic year.

The duration of the course is 30 hrs and this course is designed for 1<sup>st</sup> and 2<sup>nd</sup> Year students of all groups. Interested students are informed to enroll their particulars in Department of Computer Science on or before 31-10-2021. The detailed syllabus will be displayed on the notice board. The course will be conducted from 01-11-2021 to 06-12-2021.

  
Course Coordinator  
Dept of Computer Science,  
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NAIDUPET.

  
Principal  
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## DEPARTMENT OF COMPUTER SCIENCE

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### CERTIFICATE COURSE ON "MICROSOFT EXCEL"

The course provides a gentle introduction to the MS Excel environment, and is intended for both beginners and Moderate users. It is designed to give students to understand Excel functions. The course consists of interactive lectures and simple Excel problems given as assignments and discussed in class. In this course we will cover Excel basics, advanced functions.

#### Objectives of the course:

##### Course Objectives:

- Identify the different components of the Excel worksheet.
- Differentiate between an Excel workbook & worksheet.
- Open an existing workbook and create a new workbook
- Enter text and formulas in to an Excel spreadsheet
- Enhance alpha and numeric date in an Excel Worksheet
- Move & Copy alpha and numeric data
- Construct formulas to manipulate numeric data in an Excel Worksheet
- Create a spreadsheet to tabulate and record numeric values
- Change the appearance of an Excel spreadsheet
- Use the print function to create a printable copy of data stored on an Excel spreadsheet.
- Set up the chart function of Excel to represent numeric data in multiple formats.
- Differentiate between formulas and functions in Excel.
- Protecting the sheets and cells in Excel.
- Usage of mail merge

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**CERTIFICATE COURSE ON "Microsoft Excel"**



**Course out comes:**

1. Understanding the MS Excel environment
2. Being able to do simple operations like moving, copying using Paste Special.
3. Able to protect the sheet and cells
4. Learn to use functions and formulas.
5. Create and edit charts and graphics.
6. Filter and sort table data.
7. Work with pivot tables and charts.
8. Protecting the cells and sheets

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# Microsoft Excel

## Course Objectives:

- Identify the different components of the Excel worksheet.
- Differentiate between an Excel workbook & worksheet.
- Use the Office Assistant
- Open an existing workbook and create a new workbook
- Enter text and formulas in to an Excel spreadsheet
- Enhance alpha and numeric data in an Excel Worksheet
- Move & Copy alpha and numeric data
- Construct formulas to manipulate numeric data in an Excel Worksheet
- Create a spreadsheet to tabulate and record numeric values
- Change the appearance of an Excel spreadsheet
- Use the print function to create a printable copy of data stored on an Excel spreadsheet.
- Set up the chart function of Excel to represent numeric data in multiple formats.
- Differentiate between formulas and functions in Excel.
- Use at least four functions that are stored in Excel.
- Understanding of Mail Merge
- Protecting the cells and sheets in Excel

  
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## *Syllabus:*

### **Module 1:**

#### Introduction to MS Excel

- Advantages of using MS Excel & Various purpose to use Excel
- Understanding of Workbook, Worksheet, columns, rows & Cells
- Ribbon & Tabs
- Quick access bar, Formula bar, Name bar, Status bar
- Keyboard Shortcuts & Navigation while using large data
- Different Use of Mouse • Insert Comment

### **Module 2:**

#### Working with Tables

- Advantage of converting data into tables
- Structured formula
- Use of Slicers
- Dynamic Range

### **Module3:**

#### Understanding Cell References

- Absolute Reference
- Relative Reference
- Mixed Reference

### **Module 4:**

#### Basics Functions of Excel

- Text to Column
- Flash Fill
- Auto Fill

### **Module 5:**

#### Sorting Data

- In Ascending & Descending Order
- Sort with Text, Numbers & Date
- Sort with formatting (Cell, Color, Font Color)
- In Multiple Order
- In Custom Order

### **Module6:**

#### Filtering Data

- Applying Filters by text, numbers, or date on the Data
- Advanced Filter: Setting up Criteria to filter the data
- Applying Complex Criteria
- Clearing the existing criteria
- Use Wildcard characters in Filter Criteria

### **Module 7:**

#### Basics of Formula/Functions

- From multiple Sheets
- From multiple Files
- Understanding Syntax, Intellisense, Suggestion box & optional argument
- Basic Calculations & BODMAS Rule
- Calculate Square, cube & Raise Number to Power

### **Module 8:**

#### If Functions and text Functions

- Simple If

- Combination of If with OR, AND & NOT
- Nested If Function
- LEN, TRIM, LEFT, RIGHT, MID, FIND, SEARCH, CONCATENATE, UPPER, LOWER, PROPER
- REPLACE, SUBSTITUTE, SEARCH, FIND

#### Module 9:

Working with Dates and Countifs and Sumifs

- Date & Time Formula
- COUNTIF, COUNTIES, SUMIF, SUMIFS

#### Module 10:

Lookup and Information Functions

- Lookup Functions - VLOOKUP. HLOOKUP. LOOKUP
- Disadvantage / Limitations of Vlookup
- Reference Functions - MATCH INDEX
- Simple XLookup

- Exact Match
- Approx Match

#### Module 11:

Dynamic Array Formula

- Spilled Ranges & use of #
- Sort • Sort by
- Unique • Filter
- Sequence
- Ifs

#### Module 12:

Charts

- Selecting data

- Formatting your Chart
- Understanding Different Types of Charts
- Combo Chart
- Creating Custom chart types
- Use of Secondary Axis
- Using Trend Line in Charts

#### Module 13:

Other Topics

- Format Painter
- Freeze Pans
- Removing Duplicates
- Transposing Data
- Paste Special
- Print Settings
- Custom Formatting

#### Module 14:

Protecting and Security

- Password Protect workbook (file) for open & modify
- Password Protect Sheet
- Password protect workbook structure (Review => protect Sheet)
- Allow Edit Range with password

#### Module 15:

Mail Merge

- Understand Mail Merge

  
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CERTIFICATE COURSE ON "MS Excel"

Assignment:

Q1) prepare the following GDC Company table and perform the following operations on the table data

1. Prepare the following spreadsheet.
2. Fill in the Gross Pay column by using a formula which multiplies the Hours Worked times the Hourly Wage.
3. Fill in the Taxes column by using a formula which calculates 35% of the Gross Pay.
4. Fill in the Net Pay column with a formula which subtracts the Taxes from the Gross Pay.
5. Using the built-in function 'sum', calculate the totals of the last three columns.
6. Format the hour's column to 1 decimal place and all other numbers to currency with 2 decimal places.
7. Sort the employees into alphabetical order.
8. Format the table with a border, title shading, centered horizontally.

GDC Company					
Name	Hours	Wage	Gross	Taxes	Net
Vijay	40.5				
Sankar	39.5				
Koti	27.75				
Chandra	38				
Nikil	29				
Nani	15				
Ramesh	14.75				
		Total			

  
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9. Add your name using a header and the date and time as footer to the spreadsheet, save and print.

10. Submit your spreadsheet and formulas stapled together.

Q2) Calculate the grades of student using if else

Marks	Grade
>50	D
>60	C
>70	B
>80	A
>90	O
<0 and >100	Invalid

Marks	Result
35	
45	
50	
65	
75	
85	
110	
-10	

Q3) Conditional formatting

Student Name	Percentage
Vijay	35
Sankar	45
Koti	50
Chandra	65
Nikil	75
Nani	85
Ramesh	50

1. Highlight the rows whose average is greater than 50 with Blue color
2. Highlight the rows whose average is below 40 with red Color

3. High light the Maximum percentage with Yellow Color
4. Highlight the Minimum percentage with Green Color
5. Convert the column headings to rows headings.

Q4) Using the mathematical functions and if else condition, print the even or odd based on input.


Input	Result
3	
5	
2	
4	
0	
123	
321	

Q5) create the following table and show only the MPCS students details in descending order using filter

S.No	Name	Group
1	ARAVA NAVEEN	HEP
2	AVULA SREENIVASULU	CA
3	BAATA YOHONA	MBC
4	DEGALA POLAMMA	MPC
5	ERUGU SUNEETHA	MPCS
6	INDLA SUBRAHMANYAM	HEP
7	ADDANKI UDAYAKUMARI	CA
8	ASA CHENGAMMA	MBC
9	BURRA LEKHYA	MPC
10	CHENJI RISHITHAPRIYA	MPCS
11	DASARI KARTHIK TEJA	HEP
12	ABAKA HEMANTH KUMAR	CA
13	ANJURU THANOJKUMAR	MBC
14	BALI NAGENDRA	MPC
15	BANDI KEERTHI	MPCS
16	CHEJARLA SAMBA	MPCS
17	CHITTIBOYINA VAMSI	MBC
18	BALLI LAVANYA	CA
19	BANDI HEMALATHA	HEP

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20	BANDI VIJAYA VASAVI	MPC
21	DEVARAPALLI SUPRAJA	MPCS
22	DODDAGA JYOTHI	MBC
23	DUVVURU DEVENDRA	CA
24	GADDAM MUNESH	HEP
25	GALI KUMARI	MPC
26	BALLI LAVANYA	CA
27	BANDI HEMALATHA	MBC
28	MONDEM CHENCHAMMA	MPC
29	NALAJAM LAKSHMI	MPCS
30	NARAKATLA PRASAD	HEP

  
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### Microsoft Excel

Answer all the Questions:

- Q1) Filter the Students list based on their Group and Location.
- Q2) Highlight the student names that are belonging to MPCS Group.
- Q3) Display the Group of the student for the given name using VLookup.
- Q4) Generate the offer letter for the 5 students using Mail Merge.
- Q5) Remove the duplicates from the given data.

S.No	Name	Group
1	ARAVA NAVEEN	HEP
2	AVULA SREENIVASULU	CA
3	BAATA YOHONA	MBC
4	DEGALA POLAMMA	MPC
5	ERUGU SUNEETHA	MPCS
6	INDLA SUBRAHMANYAM	HEP
7	ADDANKI UDAYAKUMARI	CA
8	ASA CHENGAMMA	MBC
9	BURRA LEKHYA	MPC
10	CHENJI RISHITHAPRIYA	MPCS
11	DASARI KARTHIK TEJA	HEP
12	ABAKA HEMANTH KUMAR	CA
13	ANJURU THANOJKUMAR	MBC
14	BALI NAGENDRA	MPC
15	BANDI KEERTHI	MPCS
16	CHEJARLA SAMBA	MPCS
17	CHITTIBOYINA VAMSI	MBC
18	BALLI LAVANYA	CA
19	BANDI HEMALATHA	HEP
20	BANDI VIJAYA VASAVI	MPC
21	DEVARAPALLI SUPRAJA	MPCS
22	DODDAGA JYOTHI	MBC
23	DUVVURU DEVENDRA	CA

  
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### CERTIFICATE COURSE ON "MS EXCEL"

#### Registered Participants:

S.No	Name of the student	Class	Signature of the student
1	E. veerendra	III MPCs	E. veerendra
2	M. Viswanath	III MPCs	M. Viswanath
3	T.Chengaiyah	III MPCs	T. Chengaiyah
4	G.Munesh	II MPCs	G. Munesh
5	K.Murali	II MPCs	K. Murali
6	T chenchu Pavan	II MPCs	T. Chenchu Pavan
7	V.Mahidhar	II MPCs	V. Mahidhar
8	T.Kesava	III MPCs	T. Kesava
9	K. Sai Ram	III MPCs	K. Sai Ram
10	K.Aruna	III MPCs	K. Aruna
11	T.Ravali	III MPCs	T. Ravali
12	B.Sravani	III MPCs	B. Sravani
13	B.Mahitha	III MPCs	B. Mahitha
14	P.MuniRatnam	III B.Com	P. MuniRatnam
15	M.Tharun	III B.com	M. Tharun

  
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## Evaluation

The Course syllabus and evaluation pattern are decided by the department and approved by the principal. The evaluation is done by the department itself. That is internal evaluation. Examinations are conducted and the final evaluation is done by awarding grades. Each qualified student is awarded with a certificate. The awarding of grades is in the following pattern,

Grade A-more than 75%

Grade B- from 60% to 75%

Grade C- from 50% to 60%

Grade D-from 40% to 50%

Grade F- not qualified



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Grade sheet for the Certificate Course on "MS Excel"

S.No	Name of the Student	Class	Grade
1	E.Veerendra	III MPCS	F
2	M.Viswanath	III MPCS	F
3	T.Chengaiyah	III MPCS	F
4	G.Munesh	II MPCS	D
5	K.Murali	II MPCS	F
6	T.Chenchupavan	II MPCS	A
7	V.Mahidhar	II MPCS	F
8	T.Kesava	III MPCS	A
9	K.Sai Ram	III MPCS	B
10	K.Aruna	III MPCS	A
11	T.Ravali	III MPCS	A
12	B.Sravani	III MPCS	A
13	B.Mahitha	III MPCS	B
14	P.Muniratnam	III BCOMCA	A
15	M.Tharun	III BCOM CA	A

E.Veerendra  
M.Viswanath  
T.Chengaiyah  
G.Munesh  
K.Murali  
T.Chenchupavan  
V.Mahidhar  
T.Kesava  
K.Sai ram  
K.Aruna  
T.Ravali  
B.Sravani  
B.Mahitha  
P.Muniratnam  
M.Tharun

*Prasad*

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# GOVT. DEGREE COLLEGE, NAIDUPET

(Re accredited with 'B' Grade by NAAC)

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## CERTIFICATE

This is to Certify that Mr/Kum.....*B. Mahitha*.....  
of.....*III Bsc. (MPCS)*.....has attended the Add on programme on  
.....*MS Excel*.....Conducted by the Dept. of.....*Computer Science*.....  
during the academic year *2021 - 2022* and Qualified with Grade.....*B*.....

*Praveen*  
Convener  
LECTURER

Dept. of Computer Science,  
GOVT. DEGREE COLLEGE  
NAIDUPET,

*[Signature]*  
Principal

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NAIDUPET, SPSR Nellore Dt

# GOVT. DEGREE COLLEGE, NAIDUPET

(Re accredited with 'B' Grade by NAAC)

SPSR Nellore Dist., A.P.



## CERTIFICATE

This is to Certify that Mr/Kum.....*M. Tharun*.....  
of.....*III B.com (C.A)*.....has attended the Add on programme on  
.....*MS. Excel*.....Conducted by the Dept. of....*Computer Science*.....  
during the academic year *2021 - 2022* and Qualified with Grade.....*A*.....

*Phanish*  
**Convener**  
LECTURER  
Dept. of Computer Science,  
~~GOVT. DEGREE COLLEGE,~~  
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*[Signature]*  
**Principal**  
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