



Late. Mhatarba Laxman Pa. Aher Pratishthan's
SITAI ART'S, COMMERCE AND SCIENCE COLLEGE
At-Kurkundi, Post-Ghargoan Ta: Sangamner Dist: Ahmednagar (Maharashtra)



Approved by: Govt. of Maharashtra
Affiliated to Savitribai Phule Pune University

CRITERIA 1.2.1



NAAC Criteria No: - I.1.2.1 Index

1.2 Academic Flexibility

Sr. No	Particulars	List of supporting documents
1.	List of Certificates Courses	
2.	Certificate course in Basic Excel	<ul style="list-style-type: none">List of the students enrolled in the same programmersCurriculum of all CoursesAttendance sheet of StudentsAssessment proceduresModel CertificateSummary report of each program
3.	Certificate course in Spoken English	
4.	Certificate course in Soft Skill	
5.	Certificate course in Ms-office	


IQAC COORDINATOR


Principal
Sitai Art's, Commerce & Science College
At Kurkundi, Po. Ghargoan, Tal. Sangamner, Dist. A'Nagar



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1. Certificate course in Basic Excel



Late. Mhatarba Laxman Patil. Aher Pratishthan's

SITAI ART'S, COMMERCE AND SCIENCE COLLEGE

IN COLLABORATION WITH

GLOBAL RESEARCH & TRAINING FORUM, PUNE

ORGANIZES

VALUE ADDED COURSE ON

BASIC EXCEL

FROM DECEMBER 2020 TO FEBRUARY 2021

Address :

At-Kurkundi, Post-Ghargoan Ta: Sangamner Dist: Ahmednagar
02425295088 / 9404402794 Email:- sitacollege7194@gmail.com



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Notice

Date:

All the students of S.Y.B.SC. and S.Y.B. Com students are hereby informed that a certificate course in "**Basic Excel**" will be conducted from 6/12/2020 to 28/02/2021. As per instructions from the college authorities keeping in mind COVID 19 Pandemic situation, the fees for the course has been waived off. After completion of course a certificate will be given by college.

It is compulsory for all student.

Co-coordinator

Head

Principal
Principal

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Time Table

DURATION 3 MONTHS (30 hours)

Week	Day	Topic	Duration	Activity
1	Monday	Introduction to Excel	2 hour	Overview of Excel interface
	Wednesday	Basic Formulas and Functions	2 hour	Hands-on practice with SUM, AVERAGE
	Friday	Formatting Cells and Data	2 hour	Practice formatting techniques
2	Monday	Working with Tables and Lists	2 hour	Create and format tables
	Wednesday	Sorting and Filtering Data	3 hour	Hands-on exercise with filters
	Friday	Introduction to Charts	2 hour	Create basic charts
3	Monday	Advanced Functions (IF, VLOOKUP)	3 hour	Practice using conditional functions
	Wednesday	Data Validation and Conditional Formatting	2 hour	Exercises on data validation
	Friday	Introduction to PivotTables	2 hour	Create a PivotTable
4	Monday	Printing and Page Layout	2 hour	Set up print areas and layouts
	Wednesday	Collaboration Tools (Comments, Sharing)	3 hour	Practice sharing and commenting
	Friday	Final Project Review	4 hour	Present final project using Excel

Notes:

- **Duration:** Each session is approximately one hour.
- **Activities:** Include hands-on practice to reinforce learning.
- **Flexibility:** Adjust the timetable based on the group's pace and understanding.

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SYLLABUS



Lesson 1: The Excel environment

- Navigating a worksheet
- Spreadsheet terminology
- Getting help

Lesson 2: Entering and editing data

- Entering and editing text and values
- Entering and editing formulas
- Saving and updating workbooks

Lesson 3: Modifying a worksheet

- Moving and copying data
- Moving and copying formulas
- Inserting and deleting ranges, rows, and columns
- Cell comments

Lesson 4: Using functions

- Entering functions
- AutoSum
- Other common functions

Lesson 5: Formatting

- Text formatting
- Row and column formatting
- Number formatting
- Conditional formatting
- Additional formatting options

Lesson 6: Printing

- Preparing to print
- Page Setup options
- Printing worksheets

Lesson 7: Charts

- Chart basics
- Pie Chart
- Bar Chart

Lesson 8: Case Study

- Modifying existing worksheet
- Use shortcut keys
- Create and email worksheet



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Theory Content for Short-Term Advanced Excel Course:-

Chapter No.	Contents	Lectures
1.	1. Advanced Formulas and Functions: • Explore complex formulas using array functions, nested IF statements, and advanced lookup techniques (VLOOKUP, INDEX, MATCH) for efficient data manipulation.	14
2.	2. Data Analysis Tools: • Learn to create and analyze data with Pivot Tables and Pivot Charts, perform What-If analysis using Goal Seek, and utilize Data Tables for scenario modeling.	16
3.	3. Data Visualization Techniques: • Master advanced charting methods, including dynamic charts, combination charts, and Sparklines, to present data visually and effectively.	12
4.	4. Automation with Macros: • Understand the basics of recording macros and editing them using VBA to automate repetitive tasks, enhancing productivity in Excel.	18
5.	5. Data Integrity and Protection: • Implement data validation techniques to maintain data accuracy, along with strategies for protecting worksheets and managing user access effectively.	10



• **Practical's:**

Sr. No.	Contents	Lectures
1.	The Excel environment	2
2.	Entering and editing data	3
3.	Modifying a worksheet	1
4.	Using functions	4
5.	Formatting	1
6.	Printing	2
7.	Charts	3
8.	Case Study	1



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"Certificate Course in Basic Excel"
Year 2021 -2022

Student Feedback form



Name of the student	
Class	
Roll No.	
Title of the Courses	
Duration	

Q1. Were objectives of the course clear to you?
Yes No

Q2. Does Course met with your expectations?
Yes No

Q3. Planning of lecture sequence was.
Exceptional Very Good Good Average

Q4. The level of the course is.
Exceptional Very Good Good Average

Q5. The course exposed you to new knowledge and practices.
Yes No

Q6 Will you recommended this course to your friends.
Yes No

Q.7 Please give overall rating of the course (1-10)

Q.8 Any other suggestions.

Students Sign



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Certificate Course in Basic Excel
List of Students



Sr.No	Name of Students
1	AMALE KISHOR BHAURAO
2	ANDHALE ADESH RAJENDRA
3	BHENDALE SHUBHAM BALASAHEB
4	CHAUDHARI PRASHANT BALU
5	CHAUDHARI THUSHAR BALASAHEB
6	DABHADE SHYAM BALU
7	DAUND PAYAL BAJIRAO
8	DHATARK AVINASH SANDIP
9	SHINDE SHRADDHA MARUTI
10	TTAR ABHISHEK KAILAS
11	UKIRADE KRUSHNA PANDURANG
12	VAIRAL HARSHAD SANJAY
13	WALEKAR Sampada SANJAY
14	WAYAL SHUBHAM TUKARAM
15	ABHALE ADINATH SUBHASH
16	AMBHORE KUNAL ATUL
17	AGLAWA AKSHAY GANPAT
18	AHER LALIT ANIL
19	AHER PRAVIN VILAS
20	AHER SHIVRAJ DHANANJAY
21	BHOJANE SUNIL VILAS
22	CHAUGULE NADIM LATIF
23	GAYKAR GIRISH BALASAHEB
24	GHOHARE PRASAD ARJUN
25	GONDHE POONAM BALKRUSHNA
26	GOPALE ARYAN SURYABHAN
27	GUND CHETAN BALASAHEB
28	KADLAG SHIVAM DEVIDAS
29	KHEMNAR CHAITALI BAJIRAO
30	KHEMNAR RAVINDRA BABAN
31	MORE SANKET RAMESH
32	MORE SUYOG NIVRUTTI
33	PARDHI BHUSHAN BHANUDAS
34	PATEL AAYAN RAFIK
35	PATEL HUJAIFA RAJMAHAMMAD
36	PAWAR NILESH SHARAD
37	BAIRAGI RUSHIKESH NARAYAN



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38	BARCADE RANGNATH KARBHARI
39	BHAGWAT ONKAR SHANKAR
40	BHALKE LALITA POPAT




IQAC Coordinator


Principal
Principal
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Student's Attended



Sr.No	Name of Students	Sign
1	AMALE KISHOR BHAURAO	
2	ANDHALE ADESH RAJENDRA	
3	BHENDALE SHUBHAM BALASAHEB	
4	CHAUDHARI PRASHANT BALU	
5	CHAUDHARI THUSHAR BALASAHEB	
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[Signature]

IQAC Coordinator

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MODEL CERTIFICATE



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Sitai Art's, Commerce and Science College

Tal. Sangamner, Dist. Ahamadnagar

A Certificate Course in Basic Excel

CERTIFICATE

This is to certify that Mr./Mrs. _____

Successfully completed a certificate course in Basic Excel
conducted during 6/12/2020 to 28/02/2021 in that period.

Course coordinator

HOD

Chudkai
Principal
Principal

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Outcome of Course:

By the end of this module, you will be able to:

- Create and format tables, to visually group and analyze data;
- Create formulas and use built-in functions to perform calculations and solve problems;
- Create PivotTables and to calculate, summarize, and analyze data for comparisons, patterns, and trends.



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