



**SYMBIOSIS COLLEGE OF ARTS AND COMMERCE**  
An Empowered Autonomous College | Under Savitribai Phule Pune University  
Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | College with Potential for Excellence

# ONLINE CERTIFICATE COURSE IN MS EXCEL

ORGANIZED BY THE PLACEMENT CELL


2<sup>ND</sup> – 10<sup>TH</sup> MAY, 2025


THE PROGRAMME REPORT


**The Placement Cell**  
presents  
**Online Certificate Course in**  
**MS EXCEL**


**Master**


- Excel Fundamentals
- Enhancing Efficiency
- Real World uses
- Data Management

 **MS Teams**

 **2<sup>nd</sup> May to 10<sup>th</sup> May**

 **8 AM to 10 AM**

 **Prof. Ashwini Kothari**



**MS EXCEL**

For more details, Contact - Devaansh Goswamy | +91 7985558306



## **Day – 1 Online Certificate Course in MS Excel**

*Venue – Online (MS Teams)*

*Date – 2<sup>nd</sup> May 2025*

*Instructor – Prof. Ashwini Kothari*

On the 2nd of May 2025, the Placement Cell of Symbiosis College of Arts and Commerce inaugurated the *Online Certificate Course in MS Excel* for the placed students of the 2025 batch. Held on the MS Teams platform, this 8-day workshop aimed to equip students with job-ready skills in data handling, visualization, and analysis through Excel—a key tool in professional and analytical domains. The session commenced with an overview of the Placement Cell’s mission to bridge academia and industry through such upskilling initiatives. Followed by Dr. Nilesh Waghmare, Faculty-in-Charge of the Placement Cell, addressed the gathering. Sir spoke about the relevance of Excel in the modern workplace and commended the Cell’s ongoing efforts in supporting placed students. He encouraged students to make the most of this opportunity to develop functional competencies that would benefit them in their future roles.

The resource person for the workshop, Prof. Ashwini Kothari, a highly accomplished faculty member at Symbiosis College, she brings with her over 16 years of teaching experience in MS Office tools, Advanced Excel, Business Analytics and Data Visualization platforms such as Power BI, Tableau, and Looker Studio. As Assistant Controller of Examinations and a core faculty at the Centre for Skill Development, she has been instrumental in fostering technological awareness on campus.

Day one introduced students to Excel basics, including logical functions such as IF, IF AND, IF OR, and fundamental formulas like MAX and MIN. Prof. Kothari also demonstrated how to format data effectively using margins, alignment tools, sparklines and merge options. The session further explored how to present data in a polished and impactful manner, using beautification techniques and visual markers. Students were provided with practice data to apply these concepts in real time.



Photo Records :

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**Online Certificate Course in MS EXCEL**

**MS EXCEL**

**Master**

- Excel Fundamentals
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**MS Teams**  
**2<sup>nd</sup> May to 10<sup>th</sup> May**  
**8 AM to 10 AM**  
**Prof. Ashwini Kothari**

	Organise data	Manipulate data	Analyse Data	Present Data
What is Excel?	Formatting	Functions	Pivot Tables	Charts
	Conditional Formatting	Formulas		Dashboards
	Sorting			
	Filtering			
	Cleaning of data			
<b>Basics</b>				
File	.xlsx			
What is Spread sheet	Group of cells			
	Move, Add, Delete			
	Worksheet			
Workbook	one or more spread sheets			
	Cell			
Row	Height	Insert, Delete		
Column	Width	Insert, Delete		
<b>Interface</b>				
Name box				
	Basics of Excel	Autofill		



## Day – 2 Online Certificate Course in MS Excel

Topic – Conditional Formatting, Sorting and Filtering

Date – 3rd May 2025

The second session focused on improving data clarity through conditional formatting, sorting, and filtering. Students learned how to organize data using alphabetical and numerical sorting and how to apply filters to isolate specific records. Ma'am then introduced conditional formatting rules, demonstrating how to use color scales, icon sets, and data bars to highlight patterns and anomalies. The session covered the management of multiple rules and their priorities, equipping students with practical tools for dynamic data presentation. These features proved particularly useful in drawing attention to trends and deviations in business datasets.

Photo Record :

The screenshot displays an MS Excel spreadsheet with a table of student performance data. The table has columns for Sr. No, Name, Surname, Name, Eco, Accounts, GA 1, GA 2, Maths, Total, Average, Result, Grade, Result 2, and Result 3. The data is color-coded based on the 'Result' column, with 'Pass' in green, 'Fail' in orange, and 'FAIL' in red. A Zoom meeting interface is visible on the right side of the screen, showing a list of participants with their names and initials.

Sr. No	Name	Surname	Name	Eco	Accounts	GA 1	GA 2	Maths	Total	Average	Result	Grade	Result 2	Result 3
1	Meenal	Joshi	Meenal Joshi	64	45	80	45	54	288	57.60	Pass	C	PASS	PASS
2	Tripti	Gandhi	Tripti Gandhi	48	41	33	97	84	303	60.60	Pass	B	FAIL	PASS
3	Kavita	More	Kavita More	41	2	-6	51	30	118	23.60	Fail	FAIL	FAIL	PASS
4	Sunil	Joshi	Sunil Joshi	4	4	45	4	12	69	13.80	Fail	FAIL	FAIL	PASS
5	Mohit	Shah	Mohit Shah	86	52	16	80	87	321	64.20	Pass	B	FAIL	PASS
6	Sucheta	Shinde	Sucheta Shinde	69	41	45	45	45	245	49.00	Pass	D	PASS	PASS
7	Vihan	Kulkarni	Vihan Kulkarni	9	17	83	46	15	170	34.00	Fail	FAIL	FAIL	PASS
8	Sunil	Gore	Sunil Gore	18	38	18	76	79	229	45.80	Pass	D	FAIL	PASS
9	Meenal	Shah	Meenal Shah	31	0	48	97	51	227	45.40	Pass	D	FAIL	PASS
10	Mahesh	Kale	Mahesh Kale	35	62	40	44	7	188	37.60	Fail	FAIL	FAIL	PASS



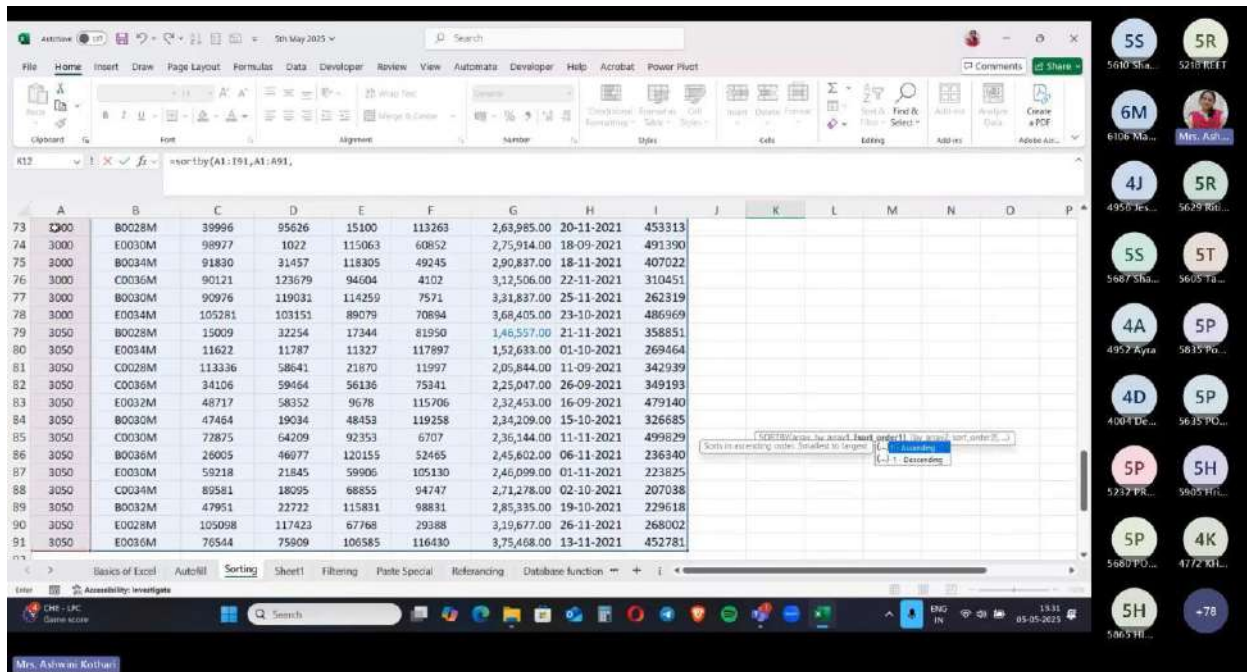
### Day – 3 Online Certificate Course in MS Excel

Topic – Advanced Filtering and SUMIF Functions

Date – 5<sup>th</sup> May 2025

On the third day, the course progressed to more advanced filtering techniques. Students learned how to implement multi-criteria filters and extract targeted data subsets from complex worksheets. Ma'am then introduced the SUMIF function, explaining how conditional summing can be used to calculate totals based on specific parameters. These functions are frequently used in financial and sales reports, and students were shown how to integrate them effectively in professional contexts. The hands-on practice session helped participants build confidence in working with moderately large datasets and derive meaningful insights.

#### Photo Record :





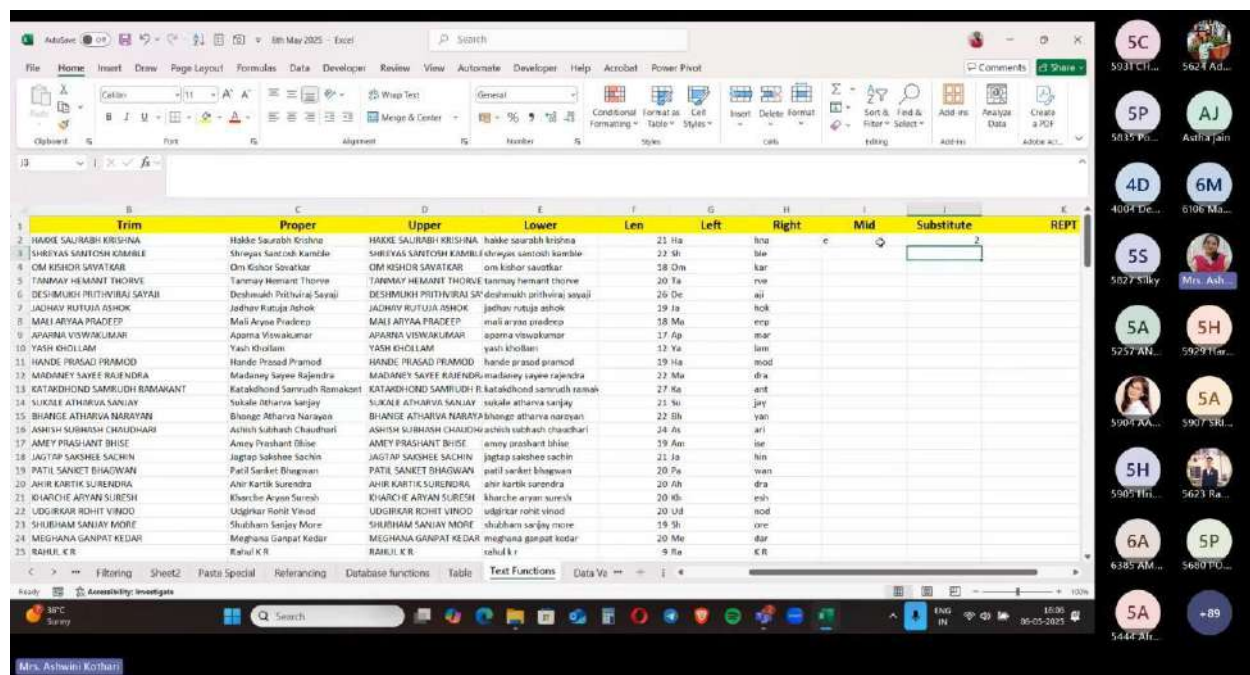
## Day – 4 Online Certificate Course in MS Excel

Topic – Pivot Tables, Slicers, and Data Validation

Date – 6th May 2025

The fourth session delved into Pivot Tables, one of Excel's most powerful tools for data summarization. Students were taught how to create Pivot Tables from raw data, rearrange fields, apply filters, and customize formats. Ma'am also demonstrated the use of slicers—an intuitive way to filter Pivot Tables with a single click—enhancing the interactivity of dashboards. The session then turned to data cleansing using the TRIM and CLEAN functions, helping students refine and prepare their datasets for accurate analysis. A detailed explanation of Data Validation followed, covering built-in options such as whole numbers, decimals, date constraints, text length, and list creation. Students were also introduced to custom formulas for data validation, empowering them to set precise and complex rules tailored to their data needs.

### Photo Record :





## Day – 5 Online Certificate Course in MS Excel

Topic – Charts, Graphs, Dashboards, and Visual Design

Date – 7th May 2025

Day five focused on enhancing the visual storytelling capabilities of Excel through chart creation and dashboard design. Students explored various types of charts, including column, line, pie, and combo charts, along with best practices for selecting the appropriate visualization. Ma'am emphasized the importance of aesthetics in professional reporting, demonstrating how to format graphs using colors, labels, trendlines, and layout adjustments. Participants also learned to integrate multiple components—such as charts, Pivot Tables, slicers, and KPIs—into a single dashboard. The session provided a foundation for presenting complex data in a simplified and impactful manner.

### Photo Record :

The screenshot displays an Excel spreadsheet with a line chart and a dashboard. The spreadsheet data is as follows:

Year	Sales
2022	100000
2023	200000
2024	300000
2025	329550
2026	321550

State	1-Jan
MP	4
UP	14
Maharashtra	16
AP	2
Telangana	20
Karnataka	23
Kerala	13
Assam	14

Qtr	Sales
Q1	₹ 3,00,000.00
Q2	₹ 2,00,000.00
Q3	₹ 1,00,000.00
Q4	₹ 6,00,000.00

The line chart, titled 'Chart Title', shows sales trends for various states from 1-Jan to 7-Jan. The dashboard, titled 'Yearwise Sales', shows a bar chart of quarterly sales and a table of quarterly sales.



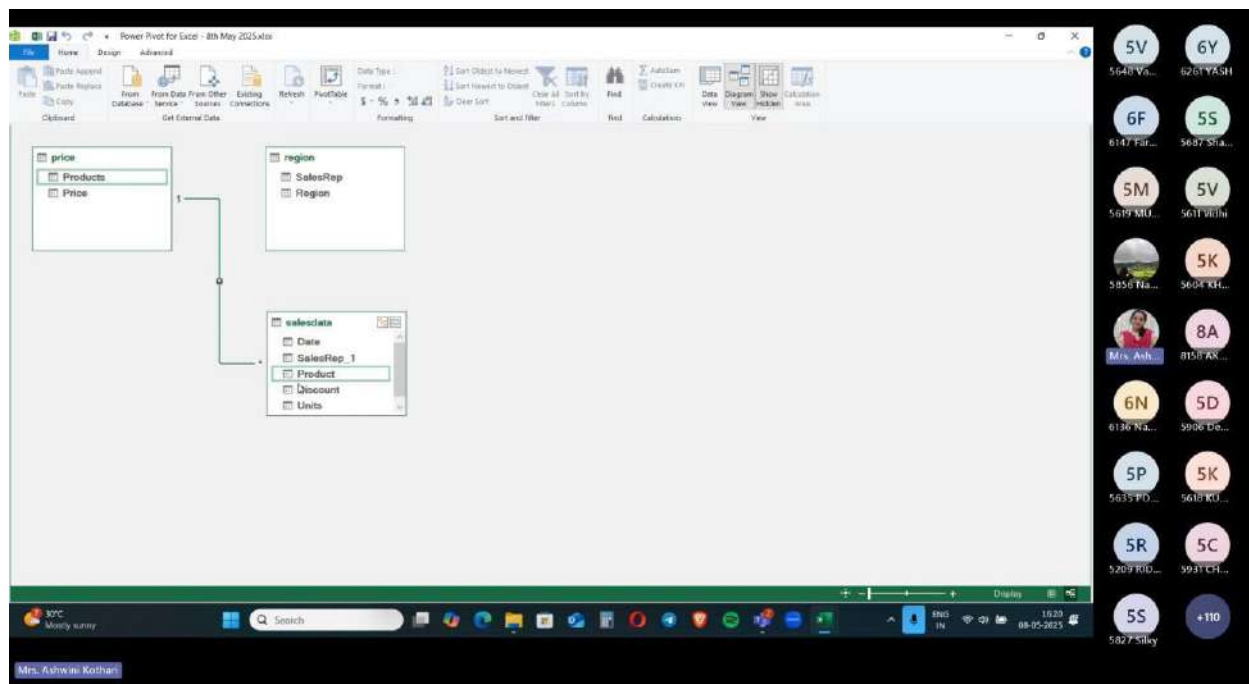
## Day 6 – Online Certificate Course in MS Excel

Topic – Power Query, Power Pivot, and Data Linking

Date – 8th May 2025

The sixth session introduced students to Excel’s advanced data tools: Power Query and Power Pivot. Ma’am explained how Power Query could be used to import, transform, and clean data from various sources efficiently. Students practiced merging queries, shaping data tables, and applying transformations to prepare datasets for further analysis. Power Pivot was then introduced as a robust modeling tool that allows users to build relationships between tables and create calculated fields using DAX formulas. The concept of data linking across worksheets and workbooks was also covered, demonstrating how to maintain consistency and automate updates across interrelated files.

### Photo Record :





## Day 7 – Online Certificate Course in MS Excel

Topic – Lookup Functions and Dashboard Integration

Date – 9th May 2025

The penultimate session provided a deeper understanding of lookup functions such as VLOOKUP and HLOOKUP. Ma'am emphasized the versatility of these functions in searching and retrieving data across large tables. In addition to technical instruction, she focused on practical application by combining lookup functions with dashboard elements. Students worked with datasets to build interconnected dashboard components using Power Query Editor, enhancing the accuracy and responsiveness of their reports. The session allowed students to refine earlier learning and engage in more advanced problem-solving scenarios.

### Photo Record :

E-mail	Phone Ext	Location	Hire Date	Rate per day	Emp ID	Name	Location	Dept
akhdev@dummymail.c	253	Building 1	16-Apr-91	787.50	1054	Sunil Sahdev	Building 3	HR
apesh@dummymail.c	226	Building 1	25-Oct-79	857.50	1056	Sarvodiya Bahri	Building 2	Purchase
lohammad@dummym	228	Building 1	20-Sep-87	1,018.50	1067	Ritin Gupta	Building 2	Dispatch
arvodiya@dummyma	231	Building 2	07-Aug-92	787.50	1075	Mohammad Aatif	Building 2	Purchase
ita@dummymail.com	206	Building 2	01-Apr-86	714.00	1078			
lohammad@dummym	223	Building 2	21-Jan-90	857.50	1152			
arjay@dummymail.c	394	Building 3	01-Apr-98	696.50	1196			
nkur@dummymail.c	229	Building 1	04-Jan-85	861.00	1284			
umit@dummymail.c	218	Building 2	03-Jan-85	927.50	1290	Sunil Sahdev		
unil@dummymail.c	310	Building 3	14-Sep-84	714.00	1293			
avee@dummymail.c	232	Building 1	21-Dec-89	854.00	1299			
atsh@dummymail.c	244	Building 1	06-Aug-84	997.50	1302			
lahender@dummymai	242	Building 1	04-Oct-86	805.00	1310			
akesh@dummymail.c	256	Building 2	22-Feb-89	724.50	1329			
iranan@dummymail.c	227	Building 3	16-Apr-90	710.50	1333			
ardeep@dummymail.c	237	Building 2	11-Mar-83	857.50	1368			



## Day 8 – Online Certificate Course in MS Excel

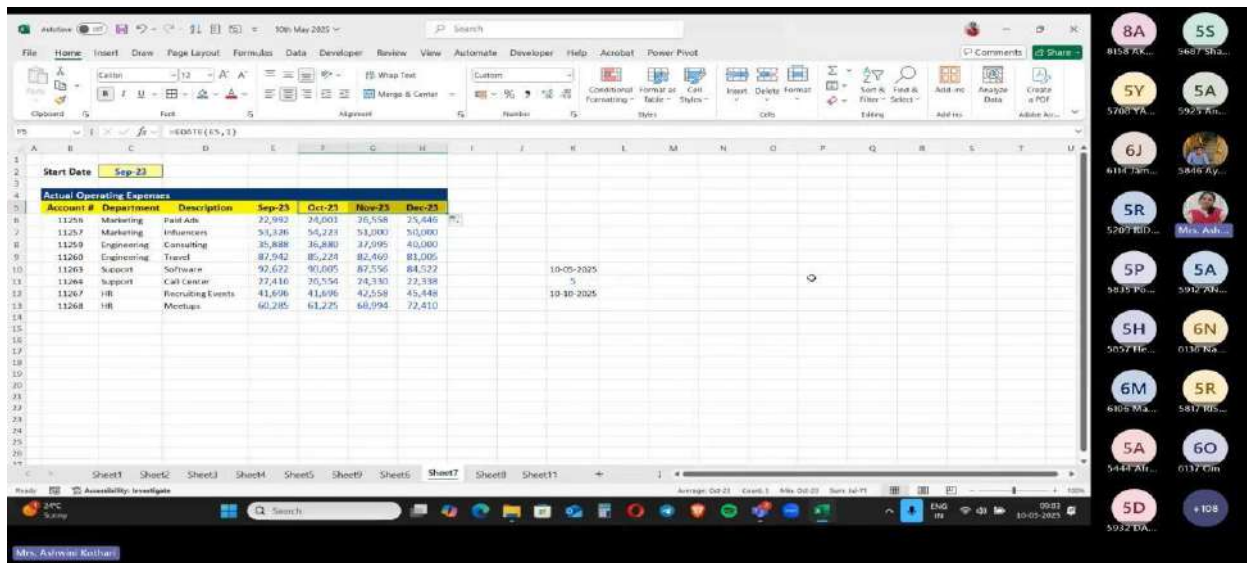
Topic – Macros and Final Evaluation

Date – 10th May 2025

The final session of the course introduced the concept of automation through Macros. Students learned to record and run simple macros to automate repetitive tasks such as formatting and data consolidation. Ma'am provided insights into assigning macros to buttons and using keyboard shortcuts for improved workflow efficiency. To conclude the workshop, a final evaluation was conducted to assess each participant's understanding and application of the topics covered. The test included practical exercises to gauge problem-solving abilities, and successful candidates qualified for certification.

The *Online Certificate Course in MS Excel*, organized by the Placement Cell and conducted by Prof. Ashwini Kothari, proved to be a highly impactful program for the placed students of the 2025 batch. Each session was thoughtfully curated, thereby equipping students with the digital competence expected in modern workplaces. The Placement Cell extends its sincere gratitude to Prof. Kothari for her dedicated efforts and commendable teaching style, which made this workshop both enlightening and engaging.

### Photo Record :





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## Attendance Sheet Records :

Full Name	User Action	Timestamp
Dr. Nilesh Waghmare	Joined	5/2/25, 7:50:33 am
Dr. Nilesh Waghmare	Left	5/2/25, 7:55:29 am
4004 Devaansh	Joined	5/2/25, 7:50:34 am
5623 Raaghav	Joined	5/2/25, 7:50:34 am
5623 Raaghav	Left	5/2/25, 9:06:22 am
5650 HARSH	Joined	5/2/25, 7:50:34 am
5805 VEDIKA	Joined	5/2/25, 7:50:34 am
5805 VEDIKA	Left	5/2/25, 9:06:29 am
5424 Pavan	Joined	5/2/25, 7:50:34 am
4718 VANSHIKA	Joined	5/2/25, 7:50:34 am
4718 VANSHIKA	Left	5/2/25, 7:56:08 am
4718 VANSHIKA	Joined	5/2/25, 7:56:58 am
8118 Asra	Joined	5/2/25, 7:50:34 am
4429 SAE	Joined	5/2/25, 7:50:34 am
5639 Bhvaya	Joined	5/2/25, 7:50:34 am
5639 Bhvaya	Left	5/2/25, 7:51:25 am
6393 DIVYANSH	Joined	5/2/25, 7:51:19 am
6393 DIVYANSH	Left	5/2/25, 9:06:24 am
6390 SOHAM	Joined	5/2/25, 7:51:20 am
6390 SOHAM	Left	5/2/25, 9:06:24 am
5209 RIDHI	Joined	5/2/25, 7:51:44 am
4819 TEJASH	Joined	5/2/25, 7:51:47 am
4819 TEJASH	Left	5/2/25, 9:06:17 am
5708 YASHASVI	Joined	5/2/25, 7:52:13 am
5617 UDEETAA	Joined	5/2/25, 7:52:21 am
6131 Shivangi	Joined	5/2/25, 7:52:24 am
5866 Narayan	Joined	5/2/25, 7:52:42 am
5697 Mansi	Joined	5/2/25, 7:52:50 am
5697 Mansi	Left	5/2/25, 8:19:02 am
8119 Nishwa	Joined	5/2/25, 7:52:54 am
4772 KHUSHI	Joined	5/2/25, 7:53:00 am
6261 YASH	Joined	5/2/25, 7:53:08 am
6261 YASH	Left	5/2/25, 7:59:12 am



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6261 YASH	Joined	5/2/25, 8:17:25 am
5670 RIDDHI	Joined	5/2/25, 7:53:15 am
4635 Khare	Joined	5/2/25, 7:53:25 am
5249 AKSHAY	Joined	5/2/25, 7:53:27 am
5249 AKSHAY	Left	5/2/25, 8:36:00 am
5249 AKSHAY	Joined	5/2/25, 9:03:52 am
5249 AKSHAY	Left	5/2/25, 9:06:25 am
5867 KOMAL	Joined	5/2/25, 7:53:56 am
5956 Vishakha	Joined	5/2/25, 7:53:57 am
5651 Madhav	Joined	5/2/25, 7:54:00 am
5651 Madhav	Left	5/2/25, 9:06:23 am
4117 ACHSAH	Joined	5/2/25, 7:54:22 am
4117 ACHSAH	Left	5/2/25, 9:06:25 am
5633 Jyotermay	Joined	5/2/25, 7:54:46 am
5633 Jyotermay	Left	5/2/25, 9:06:17 am
5687 Shagun	Joined	5/2/25, 7:55:06 am
5687 Shagun	Left	5/2/25, 8:08:41 am
5687 Shagun	Joined	5/2/25, 9:06:22 am
5687 Shagun	Left	5/2/25, 9:06:26 am
5946 Muskan	Joined	5/2/25, 7:55:50 am
5292 Vidisha	Joined	5/2/25, 7:55:50 am
5292 Vidisha	Left	5/2/25, 9:06:29 am
8103 Gauri	Joined	5/2/25, 7:55:50 am
5611 vidhi	Joined	5/2/25, 7:55:52 am
5611 vidhi	Left	5/2/25, 9:06:30 am
5629 Ritika	Joined	5/2/25, 7:56:00 am
5629 Ritika	Left	5/2/25, 8:14:58 am
5629 Ritika	Joined	5/2/25, 8:32:23 am
5835 Pooja	Joined	5/2/25, 7:56:02 am
5451 POOJA	Joined	5/2/25, 7:56:03 am
6385 AMITABH	Joined	5/2/25, 7:56:07 am
6385 AMITABH	Left	5/2/25, 9:06:21 am
5444 Afrina	Joined	5/2/25, 7:56:16 am
6040 RIKITA	Joined	5/2/25, 7:56:20 am



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5610 Shambhwi	Joined	5/2/25, 7:56:28 am
5715 KHUSHI	Joined	5/2/25, 7:56:34 am
5618 KUMARI	Joined	5/2/25, 7:56:36 am
5604 KHUSHI	Joined	5/2/25, 7:56:44 am
6114 Jameela	Joined	5/2/25, 7:56:48 am
5906 Deepti	Joined	5/2/25, 7:56:53 am
5906 Deepti	Left	5/2/25, 9:06:28 am
Mrs. Ashwini Kothari	Joined	5/2/25, 7:56:59 am
Mrs. Ashwini Kothari	Left	5/2/25, 9:06:28 am
6381 Srijan	Joined	5/2/25, 7:57:12 am
6381 Srijan	Left	5/2/25, 9:06:25 am
5918 ANJALI	Joined	5/2/25, 7:57:15 am
5918 ANJALI	Left	5/2/25, 8:02:02 am
6377 Neelaja	Joined	5/2/25, 7:57:16 am
6377 Neelaja	Left	5/2/25, 9:06:21 am
5438 dimple	Joined	5/2/25, 7:57:23 am
5438 dimple	Left	5/2/25, 8:02:08 am
5851 TULIKA	Joined	5/2/25, 7:57:30 am
5851 TULIKA	Left	5/2/25, 9:06:25 am
SANIYA (Unverified)	Joined	5/2/25, 7:57:30 am
SANIYA (Unverified)	Left	5/2/25, 7:58:31 am
5605 Tanisha	Joined	5/2/25, 7:57:45 am
5228 Yash	Joined	5/2/25, 7:58:12 am
4174 Riyanta	Joined	5/2/25, 7:58:13 am
4174 Riyanta	Left	5/2/25, 9:06:17 am
5481 Nishtha	Joined	5/2/25, 7:58:16 am
5481 Nishtha	Left	5/2/25, 9:06:24 am
4489 suhani	Joined	5/2/25, 7:58:20 am
5843 ARNAV	Joined	5/2/25, 7:58:26 am
5843 ARNAV	Left	5/2/25, 8:05:30 am
5843 ARNAV	Joined	5/2/25, 8:32:30 am
5865 HIMANSHU	Joined	5/2/25, 7:58:48 am
5608 Kirti	Joined	5/2/25, 7:58:50 am
5608 Kirti	Left	5/2/25, 8:07:13 am



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5461 AYUSH	Joined	5/2/25, 7:59:09 am
5461 AYUSH	Left	5/2/25, 8:17:35 am
5686 SUJAL	Joined	5/2/25, 7:59:14 am
5602 Avani	Joined	5/2/25, 7:59:24 am
5602 Avani	Left	5/2/25, 9:06:22 am
ISHWARI	Joined	5/2/25, 7:59:37 am
5465 TANISHK	Joined	5/2/25, 7:59:39 am
5905 Hriday	Joined	5/2/25, 7:59:49 am
5905 Hriday	Left	5/2/25, 9:06:28 am
Reet Saluja (Unverified)	Joined	5/2/25, 7:59:50 am
5924 Jaya	Joined	5/2/25, 7:59:54 am
5924 Jaya	Left	5/2/25, 8:11:50 am
5924 Jaya	Joined	5/2/25, 8:11:53 am
5924 Jaya	Left	5/2/25, 9:06:21 am
5868 HEMANI	Joined	5/2/25, 7:59:55 am
5868 HEMANI	Left	5/2/25, 8:29:52 am
5916 bhuvan	Joined	5/2/25, 7:59:56 am
5916 bhuvan	Left	5/2/25, 8:37:13 am
5849 Maniesh	Joined	5/2/25, 8:00:16 am
5849 Maniesh	Left	5/2/25, 9:06:21 am
4958 ASHWIN	Joined	5/2/25, 8:00:18 am
4958 ASHWIN	Left	5/2/25, 9:06:23 am
Asthajain (Unverified)	Joined	5/2/25, 8:00:18 am
5828 Arpita	Joined	5/2/25, 8:00:21 am
5828 Arpita	Left	5/2/25, 9:06:22 am
4952 Ayra	Joined	5/2/25, 8:00:30 am
4952 Ayra	Left	5/2/25, 9:06:24 am
5904 AASHIKA	Joined	5/2/25, 8:00:33 am
5904 AASHIKA	Left	5/2/25, 9:04:42 am
5662 ARPIT	Joined	5/2/25, 8:00:41 am
5662 ARPIT	Left	5/2/25, 9:06:30 am
5907 SRI ANISH	Joined	5/2/25, 8:00:41 am
5907 SRI ANISH	Left	5/2/25, 9:06:21 am
5204 chetna	Joined	5/2/25, 8:00:42 am



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6136 Nadim	Joined	5/2/25, 8:00:45 am
6136 Nadim	Left	5/2/25, 8:06:12 am
6050 VIVEK	Joined	5/2/25, 8:00:47 am
5857 Hemant	Joined	5/2/25, 8:00:51 am
6102 SRIJEET	Joined	5/2/25, 8:00:51 am
6102 SRIJEET	Left	5/2/25, 8:01:00 am
5925 Anushka	Joined	5/2/25, 8:00:52 am
5925 Anushka	Left	5/2/25, 8:14:11 am
5925 Anushka	Joined	5/2/25, 8:14:12 am
5925 Anushka	Left	5/2/25, 8:54:22 am
6036 Shreeja	Joined	5/2/25, 8:00:53 am
6036 Shreeja	Left	5/2/25, 9:06:25 am
guhasumedha0 (Unverified)	Joined	5/2/25, 8:00:54 am
5944 SANIYA	Joined	5/2/25, 8:00:57 am
5944 SANIYA	Left	5/2/25, 9:06:22 am
4717 NANDANI	Joined	5/2/25, 8:00:59 am
4717 NANDANI	Left	5/2/25, 8:02:22 am
5960 ADITI	Joined	5/2/25, 8:01:01 am
5960 ADITI	Left	5/2/25, 8:07:08 am
5711 VEDIKA	Joined	5/2/25, 8:01:07 am
5711 VEDIKA	Left	5/2/25, 9:06:30 am
6149 Saniya	Joined	5/2/25, 8:01:08 am
6149 Saniya	Left	5/2/25, 8:01:22 am
4427 NEETI	Joined	5/2/25, 8:01:09 am
4427 NEETI	Left	5/2/25, 9:06:24 am
5612 RAHUL	Joined	5/2/25, 8:01:11 am
5612 RAHUL	Left	5/2/25, 8:38:12 am
Harshit Somani (Unverified)	Joined	5/2/25, 8:01:12 am
Harshit Somani (Unverified)	Left	5/2/25, 9:06:27 am
5626 Riya	Joined	5/2/25, 8:01:19 am
5626 Riya	Left	5/2/25, 9:06:23 am
6202 Sachin	Joined	5/2/25, 8:01:21 am
6202 Sachin	Left	5/2/25, 8:46:46 am
5928 Sabaa	Joined	5/2/25, 8:01:26 am



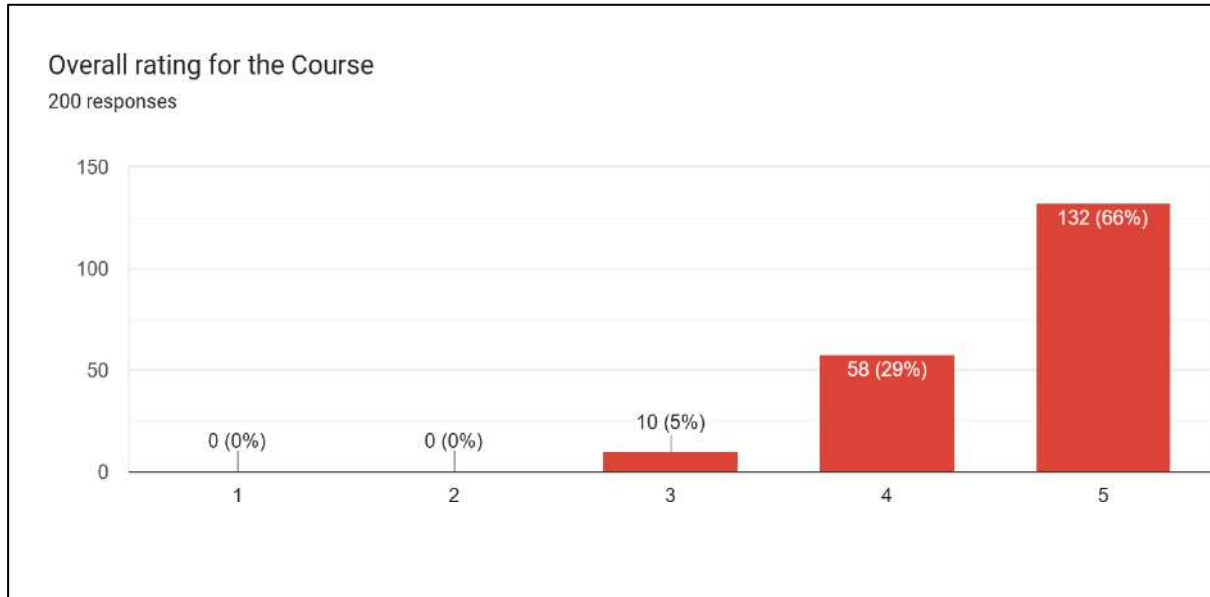
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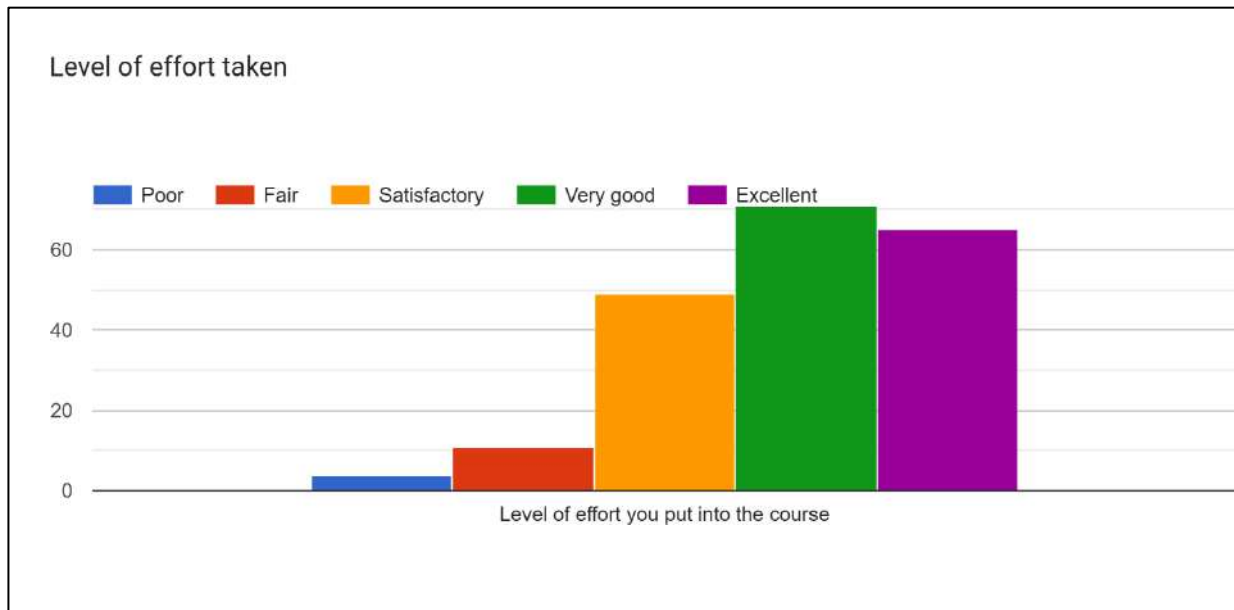
5928 Sabaa	Left	5/2/25, 8:02:05 am
5245 Aadil	Joined	5/2/25, 8:01:28 am
5846 Ayush	Joined	5/2/25, 8:01:30 am
5846 Ayush	Left	5/2/25, 9:06:28 am
Om Bhangale (Unverified)	Joined	5/2/25, 8:01:36 am
Om Bhangale (Unverified)	Left	5/2/25, 9:06:24 am
5931 CHAHEK	Joined	5/2/25, 8:01:37 am
5958 VRINDA	Joined	5/2/25, 8:01:38 am
5827 Silky	Joined	5/2/25, 8:01:56 am
4807 KHUSHI	Joined	5/2/25, 8:02:32 am
5933 MITHRA	Joined	5/2/25, 8:07:10 am
6111 SUJAL	Joined	5/2/25, 8:13:17 am
6111 SUJAL	Left	5/2/25, 9:06:20 am
4954 JENNY	Joined	5/2/25, 8:13:27 am
4954 JENNY	Left	5/2/25, 8:21:10 am
4954 JENNY	Joined	5/2/25, 8:50:14 am
4954 JENNY	Left	5/2/25, 9:06:27 am
6147 Faraaz	Joined	5/2/25, 8:14:27 am
5635 POOJA	Joined	5/2/25, 8:17:22 am
5817 RISHITA	Joined	5/2/25, 8:17:25 am
5655 SIDHANTH	Joined	5/2/25, 8:17:28 am
5655 SIDHANTH	Left	5/2/25, 8:41:26 am
5614 Sparsh	Joined	5/2/25, 8:17:28 am
Mariam K Varghese (Unverified)	Joined	5/2/25, 8:17:34 am
5439 DEV	Joined	5/2/25, 8:17:35 am
5439 DEV	Left	5/2/25, 9:06:30 am
5678 mohd	Joined	5/2/25, 8:17:42 am
4956 Jeswin	Joined	5/2/25, 9:04:27 am
4956 Jeswin	Left	5/2/25, 9:06:24 am
5807 NIKHIL	Joined	5/2/25, 9:04:27 am
5807 NIKHIL	Left	5/2/25, 9:06:24 am
5680 POONAM	Joined	5/2/25, 9:06:19 am
purvi ranka (Unverified)	Joined	5/2/25, 9:06:21 am
purvi ranka (Unverified)	Left	5/2/25, 9:06:24 am



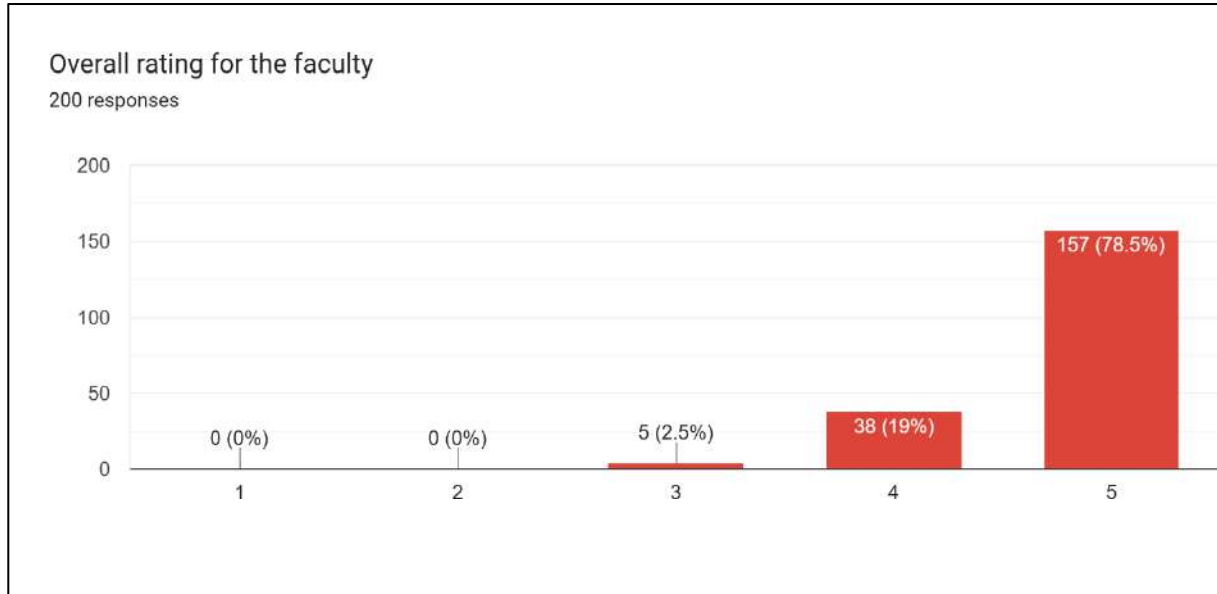
**Feedback Analysis :**



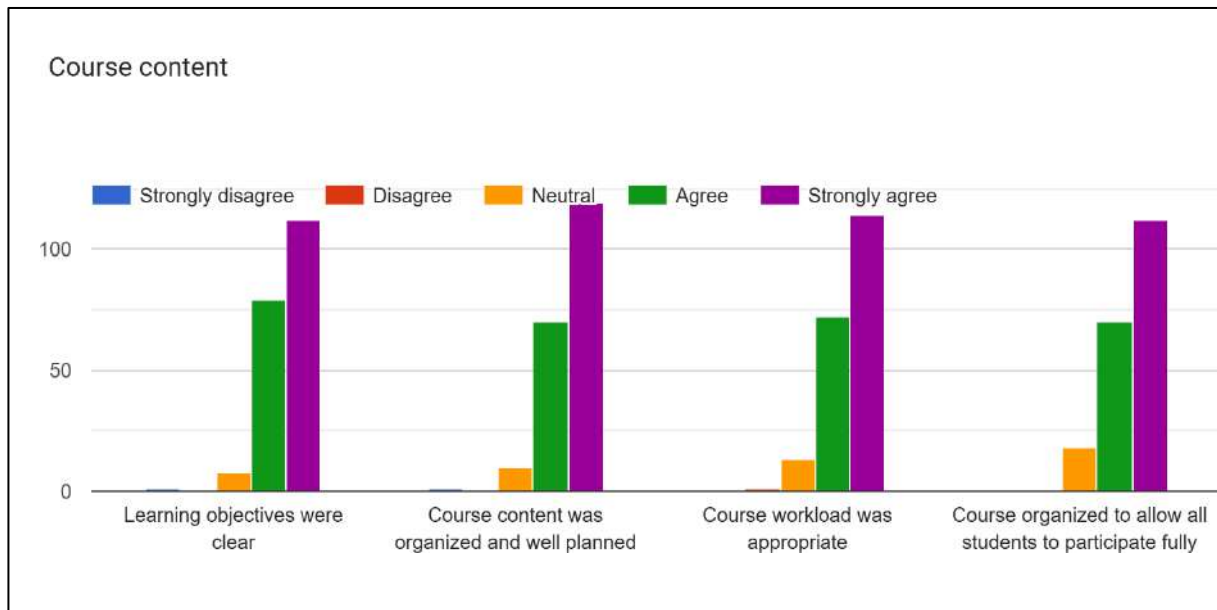
The course received an overwhelmingly positive response, with 95% of participants rating it 4 or 5 out of 5.



The majority of students rated their level of effort as 'Very Good' or 'Excellent,' indicating strong engagement and commitment to the course.



The faculty received exceptional ratings, with 97.5% of students giving a score of 4 or 5, reflecting high satisfaction with their performance.



The course content was highly appreciated, with most students strongly agreeing that it was clear, well-organized, appropriately paced, and inclusive. Overall, the course received a very positive response.



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The Following Link Comprises :

1. Attendance Sheet Records
2. Recordings
3. Feedback Form and Assessment Submissions

➤ Link : [MS Excel Course](#)

Certificate of the Course :





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## Syllabus of the Course:



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## UG/PG (Revised Curriculum under NEP w.e.f. June 2023)

Program	BA	BA(Hon)	B.Com	B.Com (Hon)	M.Com	MA - Eng	MA- Eco	MA- Psy	
Tick	✓	✓	✓	✓	✓	✓	✓	✓	
Semester	1	2	3	4	5	6	7	8	
Tick				✓		✓			
SPECIALIZATIONS									
BA	Eco	Eng	Psy	Gen					
Tick	✓	✓	✓	✓					
B.Com	Costing	Banking	Entrep	MKT	Fin & A/C	Mgt. A/C	HRM	Bus Analytics	Gen
Tick	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Name of Board of Studies</b>				Department of Accountancy and Costing					
<b>Name of the Department</b>				Placement Cell					
<b>Name of Head of Department</b>				Dr. Nilesh Waghmare					
<b>Title of the Course</b>				Online Certificate Course in MS Excel					
<b>Course Code</b>									
<b>Type of Course (New / Revised)</b>				New					
<b>Nature of Course (Maj/Min/AEC/SEC/VEC/VSC)</b>				SEC					
<b>Number of Credits</b>				1					
<b>Name of the Faculty</b>				Dr. Nilesh Waghmare					
<b>Date of Approval by BoS</b>				13 <sup>th</sup> September, 2024					
<b>Date of Implementation</b>				Academic Year: 2024-25					
<b>Course Outcomes:</b> After the completion of the course, the student will have									
1. Understood the basic functions and features of Excel.									
2. Acquired skills in data management, lookup functions and error-handling techniques.									
3. Understood integrating Pivot Tables with Pivot Charts for comprehensive data presentation.									
4. Explored automation possibilities through Macros and VBA programming.									
5. Understood the importance of data analysis in driving business decisions.									

## Details of Syllabus

Unit	Contents of the syllabus	Number of Lectures
1.	<b>1 Excel Fundamentals</b> <b>1.1 Spreadsheet Fundamentals</b> 1.1.1 Understanding the Excel Interface 1.1.2 Navigating workbooks and worksheets 1.1.3 Using Ribbon Commands and Menus <b>1.2 Basic Functions and Formulas</b> 1.2.1 Entering data into cells 1.2.2 Performing basic calculations (SUM, AVERAGE, MAX, MIN) 1.2.3 Introduction to cell referencing (absolute and relative)	4



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	<p>1.2.4 Writing simple formulas for calculations</p> <p><b>1.3 IF Statements and Logical Functions</b></p> <p>1.3.1 Understanding logical tests (EQUAL, NOT EQUAL, GREATER THAN, LESS THAN)</p> <p>1.3.2 Using IF function for conditional calculations</p> <p>1.3.3 Exploring nested IF statements for complex conditions</p> <p><b>1.4 Lookup Functions</b></p> <p>1.4.1 Mastering VLOOKUP for data retrieval</p> <p>1.4.2 Exploring XLOOKUP as a modern alternative</p> <p>1.4.3 Understanding INDEX and MATCH for more flexible lookups</p> <p><b>1.5 Error Handling</b></p> <p>1.5.1 Identifying common Errors in formulas</p> <p>1.5.2 Implementing error handling with IFERROR</p> <p>Troubleshooting formula errors using error-checking tools</p>	
2.	<p><b>2 Data Management</b></p> <p><b>2.1 Sorting and Filtering Data</b></p> <p>2.1.1 Sorting data alphabetically and numerically</p> <p>2.1.2 Applying multiple-level sorts for complex data sets</p> <p>2.1.3 Filtering Data to Display Specific Records</p> <p><b>2.2 Conditional Formatting</b></p> <p>2.2.1 Highlight cells based on conditions</p> <p>2.2.2 Creating Custom Formatting Rules</p> <p>2.2.3 Managing conditional formatting rules and priorities</p> <p><b>2.3 Data Validation</b></p> <p>2.3.1 Setting up dropdown lists for data entry</p> <p>2.3.2 Implementing custom validation rules</p> <p>2.3.3 Ensuring data integrity with validation criteria</p> <p><b>2.4 Pivot Table Basics</b></p> <p>2.4.1 Creating Pivot Tables from Raw Data</p> <p>2.4.2 Rearranging fields to analyze data in different ways</p> <p>2.4.3 Customizing Pivot Table layouts and formats</p> <p><b>2.5 Advanced Pivot Table Techniques</b></p> <p>2.5.1 Grouping data by date, time, or custom intervals</p> <p>2.5.2 Calculating additional fields with calculated fields and Items</p> <p>2.5.3 Filtering and Sorting Pivot Table Results</p> <p><b>2.6 Pivot Charts</b></p> <p>2.6.1 Creating dynamic charts linked to Pivot Table data</p> <p>2.6.2 Customizing chart types and styles</p> <p>Using Pivot Charts for Interactive Data Exploration</p>	5
3.	<p><b>3 Enhancing Efficiency</b></p>	2



	<p><b>3.1 Keyboard Shortcuts</b></p> <p>3.1.1 Mastering essential keyboard shortcuts for navigation and operations</p> <p>3.1.2 Customizing keyboard shortcuts for personalized workflows</p> <p><b>3.2 Paste Special Options</b></p> <p>3.2.1 Exploring Paste Special Options</p> <p>3.2.2 Using Paste Special Shortcuts for Quick Access</p> <p><b>3.3 Advanced Formatting</b></p> <p>3.3.1 Applying advanced formatting techniques (cell styles, conditional formats, etc.)</p> <p>3.3.2 Formatting data for professional presentation and printing</p> <p><b>3.4 Macros and Automation</b></p> <p>3.4.1 Recording and editing macros for repetitive tasks</p> <p>3.4.2 Running macros with button controls and keyboard shortcuts</p> <p>3.4.3 Exploring automation possibilities with VBA programming</p>	
4.	<p><b>4 Real World Applications</b></p> <p><b>4.1 Advanced Chart Creation</b></p> <p>4.1.1 Creating Combination Charts with Multiple Series</p> <p>4.1.2 Adding trendlines and error bars to charts</p> <p>4.1.3 Customizing chart elements for clarity and aesthetics</p> <p><b>4.2 Financial Functions</b></p> <p>4.2.1 Using financial functions for investment analysis (NPV, IRR, etc.)</p> <p>4.2.2 Performing loan calculations with PMT, RATE, and related functions</p> <p>4.2.3 Analyzing financial data with functions like PV, FV and NPER</p> <p><b>4.3 Data Analysis Techniques</b></p> <p>4.3.1 Using Excel functions for business analysis (profitability, growth, etc.)</p> <p>4.3.2 Performing scenario analysis with What-If analysis tools</p> <p><b>4.4 Report and Dashboard Creation</b></p> <p>4.4.1 Designing dynamic reports with linked charts and tables</p> <p>4.4.2 Building interactive dashboard for data visualization and analysis</p> <p><b>4.5 Business Decision-Making</b></p> <p>4.5.1 Applying Excel skills to make an informed business decision</p> <p>4.5.2 Communicating insights effectively through data-driven presentations</p>	4



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Total Number of Lectures	15
<b>Books</b> <ul style="list-style-type: none"><li>▪ “Advanced Excel Essentials” by Jordan Goldmeier and John Michaloudis</li><li>▪ YouTube Channels – ‘ExcelsFun’, ‘MyOnlineTrainingHub’, ‘Excel Campus’</li><li>▪ Websites - Microsoft Excel Official Support and Learning Center, Chandoo.org Excel Tips &amp; Tutorials</li></ul>	
<b>Dr. Nilesh Waghmare,</b> Head, Placement Cell	



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### **Team Placement Cell:**

- Dr. Tessy Thadathil, Officiating Principal
- Dr. Nilesh Waghmare, Head, The Placement Cell
- Mr. Nazir Syed, IT Network Administrator
- Mr. Nitin Bhise, IT Network Administrator

### **Student Co-ordinators:**

- Aum Patnaik
- Avni Sant
- Riya Kharayat
- Shashank Pandey
- Devaansh Goswamy
- Vanshika Pathak
- Khare Swetha
- Mohak Vaya
- Saeer Rane