



# R. J. COLLEGE of Arts, Science & Commerce (AUTONOMOUS)

(Hindi Vidya Prachar Samiti's) RAMNIRANJAN JHUNJHUNWALA COLLEGE of Arts, Science & Commerce)

Opposite Ghatkopar Railway Station, Ghatkopar (West), Mumbai 400086, Maharashtra, INDIA.

Website: [www.rjcollege.edu.in](http://www.rjcollege.edu.in)

Email: [rjcollege@rjcollege.edu.in](mailto:rjcollege@rjcollege.edu.in)

Tel No: +91 22 25151763

Fax No: +91 22 25150957

College is recognized under Section 2(f) & 12(B) of the UGC Act, 1956

Affiliated to UNIVERSITY OF MUMBAI || NAAC Re-Accredited 'A' Grade (CGPA: 3.50)

Date: 15 April 2022

## NOTICE

Department of BAF

Organizes

Value Added Course on Excel (Beginners to Advanced)

**Date:** April 21- May 07, 2022

**Time:** 7:30AM to 10.30AM

**Days:** Monday to Saturday

Interested students can register on <https://forms.gle/SxnFKoAkNdVnFsKg7> before April 18, 2022

**Note:** Attendance is compulsory. Students scoring more than 40% are entitled to receive a certificate of completion and 2 credit point on their grade card.

*PS Shetty*



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## Department of B.Com (Accounting & Finance) Value Added Certificate Course for UG Program

Subject Name: Microsoft Excel - Beginner to Advanced  
Total No of Hours: 40

Course Code: RJCUBAFCO1  
Total No of Credits: 02

### Course Objectives:

- To impart knowledge to students to use MS Excel for their employability and career prospects whilst also being a useful tool to analyse data in everyday life, such as when managing personal finances.
- The learners could make themselves vital to the organisation by being more efficient, better educated, and better skilled in their job functions.

### Learning Outcome:

- The learners would be familiar with the spreadsheet interface.
- The learners would be able to use various excel functions to carry out their assigned task more efficiently and productively.
- The learners would also be able to do Data Analysis on excel.

Evaluation Modes: Continuous Evaluation with projects/test/assignments at the end of the units.

Unit	Topic/Content
I	<b>Basics:</b> <ul style="list-style-type: none"><li>Ribbon: Excel selects the ribbon's Home tab when you open it. Learn how to use the ribbon.</li><li>Workbook: A workbook is another word for your Excel file. When you start Excel,</li></ul>



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	<p>click Blank workbook to create an Excel workbook from scratch.</p> <ul style="list-style-type: none"><li>• Worksheets: A worksheet is a collection of cells where you keep and manipulate the data. Each Excel workbook can contain multiple worksheets.</li><li>• Format Cells: When we format cells in Excel, we change the appearance of a number without changing the number itself.</li><li>• Find &amp; Select: Learn how to use Excel's Find, Replace and Go To Special feature.</li><li>• Templates: Instead of creating an Excel workbook from scratch, you can create a workbook based on a template. There are many free templates available, waiting to be used.</li><li>• Data Validation: Use data validation in Excel to make sure that users enter certain values into a cell.</li><li>• Keyboard Shortcuts: Keyboard shortcuts allow you to do things with your keyboard instead of your mouse to increase your speed.</li><li>• Print: This chapter teaches you how to print a worksheet and how to change some important print settings in Excel.</li><li>• Share: Learn how to share Excel data with Word documents and other files.</li><li>• Protect: Encrypt an Excel file with a password so that it requires a password to open it.</li></ul>
II	<b>Functions:</b>



BS Chitly

Principal

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	<ul style="list-style-type: none"><li>• Count and Sum: The most used functions in Excel are the functions that count and sum. You can count and sum based on one criteria or multiple criteria.</li><li>• Logical: Learn how to use Excel's logical functions, such as IF, AND, OR and NOT.</li><li>• Cell References: Cell references in Excel are very important. Understand the difference between relative, absolute and mixed reference, and you are on your way to success.</li><li>• Date &amp; Time: To enter a date in Excel, use the "/" or "-" characters. To enter a time, use the ":" (colon). You can also enter a date and a time in one cell.</li><li>• Text: Excel has many functions to offer when it comes to manipulating text strings.</li><li>• Lookup &amp; Reference: Learn all about Excel's lookup &amp; reference functions, such as VLOOKUP, HLOOKUP, MATCH, INDEX and CHOOSE.</li><li>• Financial: This chapter illustrates Excel's most popular financial functions.</li><li>• Round: This chapter illustrates three functions to round numbers in Excel. ROUND, ROUNDUP and ROUNDDOWN.</li><li>• Formula Errors: This chapter teaches you how to deal with some common formula errors in Excel.</li></ul>
III	Data Analysis:



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- Sort: You can sort your Excel data on one column or multiple columns. You can sort in ascending or descending order.
- Filter: Filter your Excel data if you only want to display records that meet certain criteria.
- Conditional Formatting: Conditional formatting in Excel enables you to highlight cells with a certain color, depending on the cell's value.
- Charts: A simple Excel chart can say more than a sheet full of numbers. As you'll see, creating charts is very easy.
- Pivot Tables: Pivot tables are one of Excel's most powerful features. A pivot table allows you to extract the significance from a large, detailed data set.
- Tables: Tables allow you to analyze your data in Excel quickly and easily.
- What-If Analysis: What-If Analysis in Excel allows you to try out different values (scenarios) for formulas.
- Solver: Excel includes a tool called solver that uses techniques from the operations research to find optimal solutions for all kind of decision problems

*R. Shetty*



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## REPORT

### Value Added Course on Excel (Beginners to Advanced) BAF Department

Date: April 21 - May 07, 2022

Time: 07:30 AM - 10:00 AM

Attendees: SYBAF

No. of registration: 33

No. of participants eligible for credits/certificate: 28

No. of teachers involved: 01

Resource person: Ms. Shraddha Ayare

Course Code: RJCUBAFCO1

Total No of Hours: 36

Total No of Credits: 02

Mode: Offline

Venue: Computer lab - 6th Floor

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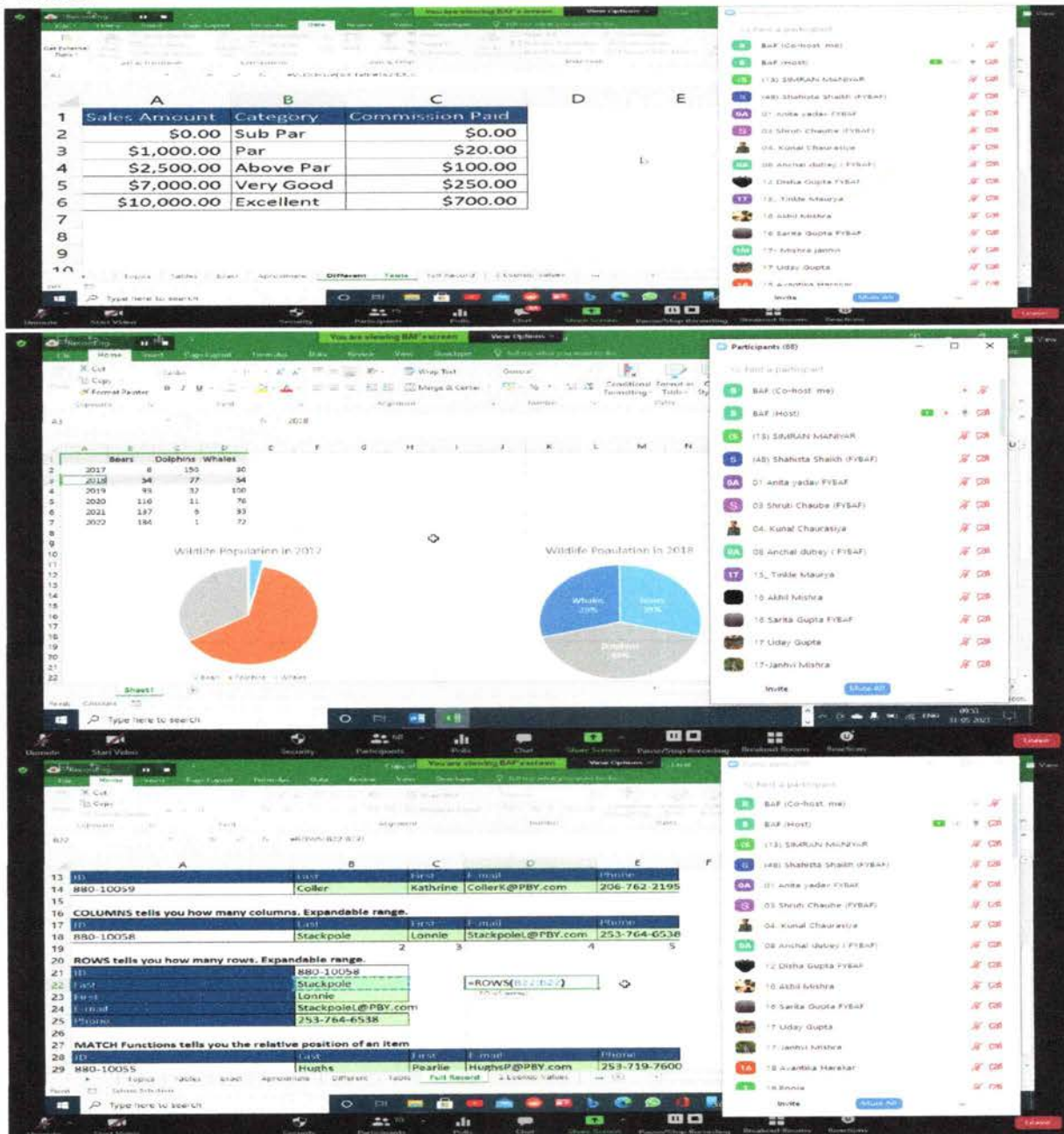
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## Photos:



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## List of students eligible for credit:

Sr. No.	LAST NAME	FIRST NAME	CLASS
1	Behera	Jyoti	SYBAF
2	Harekar	Avantika	SYBAF
3	KANNAUJIYA	PAYAL	SYBAF
4	Kanoujiya	Raju	SYBAF
5	Kumbhar	Shivkumar	SYBAF
6	Pandey	Mansi	SYBAF
7	SAROJ	NEHA	SYBAF
8	Shaikh	Shahista	SYBAF
9	Sonar	Nandini	SYBAF
10	Talkar	Shravani	SYBAF
11	Thakur	Sneha	SYBAF
12	Yadav	Soni	SYBAF
13	Yadav	Nidhi	SYBAF
14	Yadav	Ankita	SYBAF
15	CHAUHAN	SUMEET	SYBAF
16	Mishra	Riyashri	SYBAF
17	Nahak	Priya	SYBAF
18	Tiwari	Anurag	SYBAF
19	Shaikh	Muskan	SYBAF
20	Prajapati	Janavi	SYBAF
21	Gupta	Disha	SYBAF
22	Shaikh	Muskan	SYBAF
23	Shukla	Khushi	SYBAF



*R. Shukla*

*[Signature]*

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24 Yadav	Poonam	SYBAF
25 Chaube	Shruti	SYBAF
26 Chauhan	Abhishek	SYBAF
27 Gupta	Sarita	SYBAF
28 Gupta	Uday	SYBAF

*PShekh*



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## Copy of certificate

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<h3>Certificate of Completion</h3>	
This is to certify that <b>BEHERA JYOTI NIRANJAN ANU</b> of Class SYBAF Roll No. 1 has successfully completed the Value-Added Course in MS Excel - Beginner to Advanced organized by Department of BAF and conducted from 21 April 2022 to 7 May 2022	
<b>COURSE CODE</b> <b>RJCUBAFCO1</b>	 Issue Date: 24 June, 2022
 Dr. Himanshu Dawda In-charge Principal	
<b>CERTIFICATE ID: RJC-VAC-202122-0256</b>	

*P. S. Kulkarni*



  
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