



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

Email: 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 II NAAC Re-Accredited 'A' Grade (CGPA: 3.50)

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

Date: April 26 - May 31, 2021

Time: 9am to 10.40 am

Attendees: BAF

No. of attendees: 104

No. of participants eligible for credits/certificate: 68

No. of teachers involved: 01

Resource person: Mr. Shailesh Shanbhag

Software Developer & Proprietor of Yash Computers

Course Code: RJCUBAFCO1

Total No of Hours: 40

Total No of Credits: 02

Mode: Online (Zoom)

Invitation:



Shailesh



PRINCIPAL
RAMNIRANJAN JHUNJHUNWALA COLLEGE
OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS)
Ghatkopar (W), Mumbai-400 086, Maharashtra, INDIA

2019: Star College Status by DBT

2008: Best College by University of Mumbai 2010: IMC RBNQ Award 'Performance Excellence' for the year 2009

2011: 'Best Teacher Award' by Government of Maharashtra 2013: DST-FIST 2014: DBT STAR College

2013 & 2014: 'Jagar Jaanivancha Award' by Govt. of Maharashtra 2016: ISO 14001:2015 2016: ISO 9001:2015 2017: ISO 27001:2013

2018: Autonomous Status by University Grants Commission (No. F. 22-1/2018(AC) - 28.05.2018) & by University of Mumbai (No.Aff./ICD/18-19/440 - 08.06.2018)



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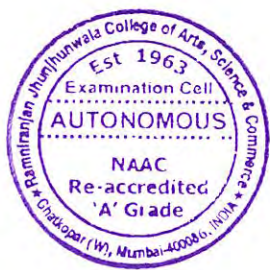
Photos:

	A	B	C	D	E
1	Sales Amount	Category	Commission Paid		
2	\$0.00	Sub Par	\$0.00		
3	\$1,000.00	Par	\$20.00		
4	\$2,500.00	Above Par	\$100.00		
5	\$7,000.00	Very Good	\$250.00		
6	\$10,000.00	Excellent	\$700.00		
7					
8					
9					
10					

Participants (15):

- BAF (Co-host, me)
- BAF (Host)
- (13) SIMRAN MANIYAR
- (48) Shahista Shaikh (FYBAF)
- 01 Anita yadav FYBAF
- 03 Shruti Chaube (FYBAF)
- 04. Kunal Chaurasiya
- 06 Anchal dubey (FYBAF)
- 12 Disha Gupta FYBAF
- 15. Tinkle Maurya
- 16 Akhil Mishra
- 16 Sarita Gupta FYBAF
- 17- Mishra janhvi
- 17 Uday Gupta
- 18 Avantika Harekar

ASK



[Signature]

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The screenshot shows a Zoom meeting in progress. The main window displays an Excel spreadsheet with the following data:

ID	Last	First	E-mail	Phone
880-10059	Coller	Kathrine	CollerK@PBY.com	206-762-2195

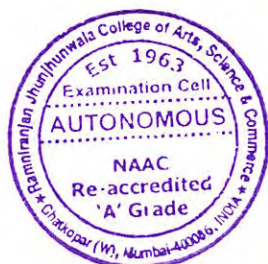
Formulas shown: `=ROWS(B22:B22)` and `=ROWS(B22:B22)`. A participant list on the right shows 16 participants, including BAF (Co-host, me), BAF (Host), and various students.

The screenshot shows a Zoom meeting displaying a PowerPoint slide. The slide contains a table of wildlife population data and two pie charts.

	Bears	Dolphins	Whales
2017	8	150	80
2018	34	77	54
2019	93	32	100
2020	116	11	76
2021	137	5	93
2022	184	1	72

Two pie charts are shown: "Wildlife Population in 2017" and "Wildlife Population in 2018". The 2018 chart shows Bears at 29%, Dolphins at 49%, and Whales at 21%.

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AY 2020 Onwards

Hindi Vidya Prachar Samiti's RAMNIRANJAN JHUNJHUNWALA COLLEGE (AUTONOMOUS)

(Also known as R. J. College of Arts, Science & Commerce as per UGC Notification)

Affiliated to UNIVERSITY OF MUMBAI II Recognized by UGC under 2f & 12B
NAAC Accredited 'A GRADE' with CGPA 3.50

Knowledge is all Ambrosia

**CERTIFICATE
COURSE IN**

**Microsoft Excel –
Beginner
to
Advanced**

A



T



S



M



C



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Opposite Railway Station, Ghatkopar (W),
Mumbai 400 086, Maharashtra, INDIA.

Hindi Vidya Prachar Samiti was incepted on the auspicious day of Shri Krishna Janmashtami, 15th August 1938. A brain child of a visionary Late Shri Nandkishore Singh Jairamji, samiti was established with the objectives of catering to the educational needs of the Hindi speaking community. Ramniranjan Jhunjhunwala College came into existence in 1963, enabling a larger section of the society to take advantage of the facilities provided for higher education.

From 1999-2000 the College has added a number of self-financing courses like B.M.S., B.B.I., B.Sc. in Computer Science, Information Technology, Biotechnology, M.Sc. in Computer Science, Biotechnology and Information Technology as well as add on courses, which further hone the special skills of the students.

The college has been reaccredited with 'A' Grade by NAAC in 2014 with a CGPA 3.50 and received the Best College Award (2007-2008) of the University of Mumbai. The College has been bestowed with IMC "Ramkrishna Bajaj Performance Excellence Trophy", 2010.

The Principal of the college was awarded "Best Teacher" by Government of Maharashtra in 2011.

Government of Maharashtra conferred the college with "JAAGAR JAANIVANCHA" (First in Mumbai Suburban- in 2013 and Second in Mumbai Suburban- in 2014) for safety of girls.

Course Code: **RJCUBAFC01**

Duration: **30** hours

Credits : **02**

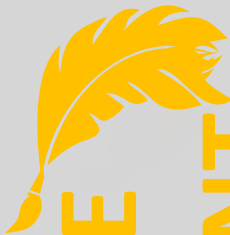
LEARNING OUTCOME

- 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 be able to do Data Analysis on excel.
- The learners would be able to perform financial functions and to undertake intense qualitative analysis.



COURSE OBJECTIVE

- To impart knowledge to students to use MS Excel for their employability and career prospects whilst also being a useful tool to analyze data in everyday life.
- To make learners vital to the organization by being more efficient, better educated, and better skilled in their job functions.



COURSE CONTENT

Unit I

Basics:
Learn essentials of Excel – using ribbons, navigating through Excel user interface, creating worksheets & workbooks from scratch as well as from templates, keyboard shortcuts, clipboard, formatting cells, creating range, formulas, using Find & Select function, data validation, page setup and print options, sharing Excel data with Word documents and other files, encryption of an excel file.

Unit I

Functions:
Learn using various popular Excel functions and techniques in your calculations and to identify and troubleshoot common errors - Count and Sum; logical & text functions; Cell References, Date & Time, Text strings, Lookup & Reference, Round functions, Formula errors

Unit I

Data Analysis:
Learn to manage data sets, - sort, filter, concatenate, remove duplicates, consolidate, validate, conditional formatting, tables & charts, pivot table; Data Tables, Goal Seek, and Solver to perform and solve "what-if" analyses.

Unit IV

Financial Tools:
Learn to implement financial calculations in Excel – FV, FVSCHEDULE, PV, NPV, XNPV, PMT, NPER, RATE, EFFECT, NOMINAL, SLN;
Solver - an add-in that allows you to get an optimum solution when there are many variables and constraints.

EVALUATION

Continuous Evaluation with test/assignments at the end of the units



100 MARKS



PASSING 40

WHO SHOULD DO

Any Student

IT?



Hindi Vidya Prachar Samiti's

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Certificate of Completion

This is to certify that

SHARMA HARSH OMPRAKASH URMILA

of Class SYBAF Roll No. 26

has successfully completed the Value-Added Course in MICROSOFT EXCEL - BEGINNER TO ADVANCED organized by Department of BAF and conducted from 26/04/21 To 31/05/2021.



**COURSE CODE
RJCUBAFC01**

Issue Date: 13 July, 2021

Dr. Himanshu Dawda
In-charge Principal

CERTIFICATE ID: RJC-VAC-202021-01649

STUDENT COMPLETED Certificate Course in Microsoft Excel - Beginner to Advanced YEAR 20-21

SR NO	NAME	ROLL NO	CLASS
1	ANITA RAMSAJAN YADAV PREMA DEVI	1	BAF
2	CHAUBEY SHRUTI SANJAY GEETA	3	BAF
3	CHAUHAN ABHISHEK SUBHASH SHAKUNTALA	4	BAF
4	DALVI MRUNALI SUNIL SUCHITA	6	BAF
5	DHADHI MEHUL LADHA KAMI	7	BAF
6	DUBEY ANCHAL DHYANCHAND PUSHPA	8	BAF
7	GUPTA AMAN RAJESH LATA	11	BAF
8	GUPTA DISHA RAJESH GUPTA RENU	12	BAF
9	GUPTA SARITA BRAHMAPRASAD MEERA	16	BAF
10	GUPTA UDAY RUPESH SUNITA	17	BAF
11	HAREKAR AVANTIKA VIJAY VIDYA	18	BAF
12	JAIWAR ANJALI INDRAJEET INDU	22	BAF
13	JYOTI NIRANJAN BEHERA ANU	23	BAF
14	KANNAUJIYA PAYAL TRILOKINATH CHAMELI	24	BAF
15	KANOUJIYA RAJU MITHAILAL URMILA	25	BAF
16	MAHARANA AMBIKA ARUN ANJALI	27	BAF
17	MISHRA RIYASHRI RAJENDRA SHAKUN	28	BAF
18	NAHAK PRIYA ABHIMANYU RINA	30	BAF
19	NAYAK JAYA GURU GAYATRI	31	BAF
20	NAYAK SANJANA PRABHAKAR SAVITA	32	BAF
21	PAL JYOTI SHIVSHYAM PHOOLPATI	35	BAF
22	PANDEY MANSI RAJKISHOR RENU	36	BAF
23	PRAJAPATI JANAVI NAGENDRA PRAMILA	40	BAF
24	RAWAL JANVI BHARAT URMILA	41	BAF
25	SAIF HUSAIN ARIF HUSAIN FIRDOUS JAHAN	42	BAF
26	SAROJ NEHA RAMLAKHAN SARASWATI	43	BAF
27	SHAIKH SHAHISTA SHAKIR REHANA	48	BAF
28	SHARMA SANDHYA RAMBHARAN AASHA	51	BAF
29	SHEWALE OMKAR PANDURANG AARTI	52	BAF
30	SHUKLA KHUSHI RAJESH SADHANA	54	BAF
31	SINGH AMRITA DINESH PUSHPA	56	BAF
32	SINGH RITIKA RAKESH BABY	57	BAF




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33	SONAR NANDINI NAGENDRA ANITA	58	BAF
34	TALKAR SHRAVANI ANAND VIDYA	59	BAF
35	THAKUR SNEHA RAKESH SUNITA	60	BAF
36	YADAV ANKITA OMPRAKASH SUNITA	63	BAF
37	YADAV ARCHANA KOMAL REETA	64	BAF
38	YADAV NIDHI SIDDHNATH SARITA	65	BAF
39	YADAV POONAMDEVI BRIJKUMAR KAMALADEVI	66	BAF
40	YADAV SONI SHANKAR POONAM	68	BAF
41	YADAV UJALA DILEEP GEETA	69	BAF




I/c PRINCIPAL
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