

**CERTIFICATE COURSE ON
MS-EXCEL**

DEPARTMENT OF COMMERCE

2018-19

Certificate course on MS-EXCEL

Date 28.12.2018

Certificate Course "**MS-EXCEL**" Organized by Department of Commerce is inaugurated by the Principal Dr.Ch.Tirupathi Rao. In This regard IQQC Co-ordinator Sri NHK Hari, HOD of Commerce Sri M.Duryodhana Rao. The Principal explained about the Importance of MS-EXCEL Course.. The Course Co-Ordinator Sri B.Hemaraju explain the importance and objectives of the MS-EXCEL Course. . The other faculty members Sri R.Ravi Sankar, Sri T. R.ajendraprasad, Sri L.Malleswara Rao, A.Pallavi, P.V Satyanarayana, Ch,Ramababu, Sri A.Ramarao involved in this programme.

Principal	Dr.Ch.Tirupathi Rao
IQAC Co-Ordinator	Sri NHK Hari
HOD of Commerce	Sri M.Duryodhana Rao, Lect in Commerce
Course Co-Ordinator	Sri B.Hemaraju, Lect in Computer Appl
Staff members	
1. Sri L.Malleswara Rao	
2. Smt A.Pallavi	
3.Sri Ch.Rambabu	
4.Sri PV Satyanarayana	
5. Sri T.Rajendraprasad	
6. Sri R.Ravisankar	
7. Sri A.Ramarao	

Name of The Certificate Course: MS-EXCEL

Objectives :

- Knowledge about Ms-Excel Environment
- Preparation of spreadsheet
- Create macro
- Preparation of charts
- Preparation of Spreadsheets, Students Marks Sheet, Employee salary report etc...
- Create templates
- Create tables

Specification of the Course

- Syllabus framing
- Class work
- Assessments
- Study material
- Feedback from the students
- Certification

Course Format

Sno	Date	Name of the Topic	Resource Person	No.of students Attended
1	28.12.2018	Interduction to Ms-Excel	B.Hemaraju	20
2	29.12.2018	Worksheet	B.Hemaraju	20
3	31.12.2018	Menubar	B.Hemaraju	19
4	02-01.2019	Create,save,open etc...	B.Hemaraju	20
5	03.01.2019	Cut,copy,paste etc..	B.Hemaraju	18
6	04.01.2019	Printing worksheet	L.Malleswara Rao	20
7	05.01.2019	Cell Refernce	L.Malleswara Rao	18
8	06.01.2019	Formulas	L.Malleswara Rao	18
9	08.01.2019	Function in Excel	B.Hemaraju	18
10	09.01.2019	Change rowheigth& Column width	B.Hemaraju	18
11	10.01.2019	Charts	B.Hemaraju	19
12	11.01.2019	Macro in Excel	B.Hemaraju	20
13	21.01.2019	Preparation of Students Marks	B.Hemaraju	20
14	22.01.2019	Preparation of Employee salary report	B.Hemaraju	18
15	23.01.2019	Charts	B.Hemaraju	20
16	24.01.2019	Autofilter	B.Hemaraju	20
17	25.01.2019	Custom Animations	L.Malleswara Rao	19
18	28.01.2019	Pivot tables	L.Malleswara Rao	19
19	29.01.2019	Insert objects,pictures etc..	B.Hemaraju	20
20	30.01.2019	Create macro	B.Hemaraju	20

Students Registration

Sno	Name of the Student	Group
1	A.Venkata Ramana	III B.Com
2	B.Govinda Rao	III B.Com
3	B.Sandya Rani	III B.Com
4	B.Kavya	III B.Com
5	B.Prasanth	III B.Com
6	Ch.Hemasankar Rao	III B.Com
7	Ch.Sailaja	III B.Com
8	G.Anitha	III B.Com
9	D.Neeraja	III B.Com
10	G.Chaitnya	III B.Com
11	K.Jagadeesh	III B.Com
12	M.Anevesh	III B.Com
13	M.Santhosh Kumar	III B.Com
14	N.Mohini	III B.Com
15	N.Uma	III B.Com
16	P.Vinodh Kumar	III B.Com
17	P.Appanna	III B.Com
18	D.Shiva Krishna	III B.Com
19	P.Naresh	III B.Com
20	S.Ajay	III B.Com

ASSESSMENT

Sno	Name of the Student	Group	Assessment1	Assessment 2	Average	Grade
1	A.Venkata Ramana	III B.Com	24	24	24	A
2	B.Govinda Rao	III B.Com	25	23	24	A
3	B.Sandya Rani	III B.Com	20	21	20.5	B
4	B.Kavya	III B.Com	18	22	20	B
5	B.Prasanth	III B.Com	24	24	24	A
6	Ch.Hemasankar Rao	III B.Com	24	22	23	A
7	Ch.Sailaja	III B.Com	20	21	20.5	B
8	G.Anitha	III B.Com	18	22	20	B
9	D.Neeraja	III B.Com	24	24	24	A
10	G.Chaitnya	III B.Com	24	22	23	A
11	K.Jagadeesh	III B.Com	24	24	24	A
12	M.Anevesh	III B.Com	24	22	23	A
13	M.Santhosh Kumar	III B.Com	16	16	16	C
14	N.Mohini	III B.Com	17	17	17	C
15	N.Uma	III B.Com	18	19	18.5	B
16	P.Vinodh Kumar	III B.Com	24	23	23.5	A
17	P.Appanna	III B.Com	25	25	25	A
18	D.Shiva Krishna	III B.Com	24	24	24	A
19	P.Naresh	III B.Com	22	22	22	B
20	S.Ajay	III B.Com	24	22	23	B

Certificate Ceremony

Venue :	Principal Chamber Government Degree College, Tekkali
Chaired By :	Dr Ch.Tirupath Rao, Principal
Organised by :	Department of Commerce
IQAC Coordinator :	Sri NHK Hari, Lect in Zoology
Course Coordinator :	Sri B.Hemaraju, Lect in Computer Applications
HOD, Commerce :	Sri M.Duryodhana Rao. Lect in Commerce

Members Attended :

1. Sri L.Malleswara Rao
2. Smt A.Pallavi
3. Sri Ch.Rambabu
4. Sri PV Satyanarayana



ACCREDITED 'B' GRADE BY NAAC

GOVERNMENT DEGREE COLLEGE- TEKKALI

DEPARTMENT OF COMMERCE

CERTIFICATE

This is Certify Mr/Miss Anga Venkata Ramana Government Degree college, Tekkali has Participated in the Certificate course On " MS-EXCEL", sponsored by Govt.Degree College Tekkali and Organized by Department of Commerce, Tekkali On 28-12-2018 to 30-01-2019.

Sri B. Hemaraju
Course Coordinator

Sri M. Duryodhana Rao
HOD of Commerce

Sri NHK Hari
IQAC Coordinator

Dr. Ch. Tirupathi Rao
Principal

Certificate Course on
MS-EXCEL

2018-2019

CERTIFICATE COURSE ON "MS-EXCEL"

Date: 28/12/2018

Certificate Course on 'MS Excel' Organised by Department of Commerce is inaugurated by the Principal Dr. Ch. Tirupathi Rao in this regard IQAC co-ordinator Sri N.H.K. Ho HOD of Commerce, Sri M. Duryadhana Rao. The Principal explained about the importance of 'MS Excel' course. Sri B. Hema Raju course co-ordinator explain the importance and objectives of Microsoft Excel course. The other faculty members, Sri L. Malleswam Rao, Sri A. Pallavi, K. Naga Raju, A. Ravi Shankar, R. Raja-Rao, P.V. Satyanarayana involved in this program.

1. Dr. Ch. Tirupathi
Principal

2. Sri M. Duryadhana Rao
HOD. Commerce

3. B. Hema Raju
course-co-ordinator

4. A. Pallavi
Lect. in Commerce

5. P.V. Satyanarayana
Lect. in Chemistry

1. Name of the Certificate Course : MS-Excel
 Course Code :

2. Objectives

- (i) Knowledge about MS-Excel Environment
- (ii) Create, open and view spreadsheets
- (iii) Save and print worksheets
- (iv) Enter and Edit Data
- (v) Learn using Functions
- (vi) Create Charts
- (vii) Preparation students marks
- (viii) Preparation of Employee Payroll System
- (ix) Creation of Macros
- (x) Filter and Sort table Data
- (xi) Import and Export Data

3. Specifications of the Course :

- (i) Syllabus Framing
- (ii) Classwork
- (iii) Assessment / Evaluation
- (iv) Study material
- (v) Feedback
- (vi) Certification

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S.No	Date	Name of the Topic	Resource Person Name	Sign	No. of Student Attended	Remarks
1	28-12-2018	Introduction to ms Excel Features of ms Excel	B. Hemaraju Lect. in. Computer Appl	B. Hemaraju	20	
2	29-12-2018	Worksheet Window Parts of Excel	B. Hemaraju Lect. in. Computer Appl	B. Hemaraju	20	
3	31-12-2018	Menu Bar / Standard Toolbox etc.	B. Hemaraju Lect. in. Computer Appl	B. Hemaraju	18	
04	02-01-2019	New, open, save, view and Print	B. Hemaraju Lect. in. Computer Appl	B. Hemaraju	17	
05	03-01-2019	Cut, copy, paste, Select, Select all etc.	B. Hemaraju Lect. in. Computer Appl	B. Hemaraju	16	
06	04-01-2019	Printing Worksheets	L. Malleshwara Rao Lect. in. Commerce	L. Malleshwara Rao	18	
07	05-01-2019	Cell Reference Absolute & Relative Reference	L. Malleshwara Rao Lect. in. Commerce	L. Malleshwara Rao	18	
08	06-01-2019	Formula Wizard	L. Malleshwara Rao Lect. in. Commerce	L. Malleshwara Rao	16	
09	08-01-2019	Functions in ms Excel	B. Hemaraju Lect. in. Computer Appl	B. Hemaraju	18	
10	09-01-2019	Autofill Command	B. Hemaraju	B. Hemaraju		
11	10-01-2019	Sort Command	B. Hemaraju	B. Hemaraju		

48 Assessment			49				
S.No	Name of the Student	Group	Assessment -1	Assessment -2	Average	Grade	Remarks
1	A. Venkataramana	III B. Com (voc)	24	24	24	A	
2	B. Govinda Rao	III B. Com (voc)	25	23	24	A	
3	B. Sandhya Rani	III B. Com (voc)	20	21	20.5	B	
4	B. Kavya	III B. Com (voc)	18	22	20	B	
5	B. Prasanth	III B. Com (voc)	24	24	24	A	
6	Ch. Hemashankara Rao	III B. Com (voc)	24	22	23	B	
7	Ch. Sailaja	III B. Com (voc)	23	23	23	B	
8	D. Neeraja	III B. Com (voc)	25	25	25	A	
9	G. Anitha	III B. Com (voc)	24	22	23	B	
10	G. Chaitanya	III B. Com (voc)	24	24	24	A	
11	K. Jagadheesh	III B. Com (voc)	22	24	23	B	
12	M. Anvesh	III B. Com (voc)	20	20	20	B	
13	M. Santosh Kumar	III B. Com (voc)	20	18	19	C	
14	N. Mohini	III B. Com (voc)	16	18	17	C	
15	N. Uma	III B. Com (voc)	18	20	19	C	
16	P. Vinod Kumar	III B. Com (voc)	24	23	23.5	B	
17	P. Appana	III B. Com (voc)	25	24	24.5	A	
18	P. Sivakrishna	III B. Com (voc)	24	24	24	A	
19	P. Naresh	III B. Com (voc)	22	22	22	B	
20	S. Ajay	III B. Com (voc)	24	22	23	B	

Certificate Distribution Ceremony

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Venue : Principal Chamber
Govt. Degree college, Tekkali

Chaired by : Dr. Ch. Tirupathi Rao
Principal

Organized by : Department of Commerce

Cowx Co-ordinator : Sri B. Hemalaya
Lect. in Computer Appl

TOAC Co-ordinator : Sri NHR. Hari
Lect. in Zoology

HOD, Commerce : Sri M. Durgadharma Rao
Lect. in Commerce

Members Attended

1. T. Neelakantham, Lect. in Commerce
2. Ch. Rambabu, Lect. in Physics
3. P.V. Sityanarayana, Lect. in Chemistry
4. A. L. Mallikarjuna Rao, Lect. in Commerce
5. T. Chandrasekhar, Lect. in Chemistry

Government Degree College-Tekkali

Requisition for the approval of Certificate Course

1. Department : Commerce
2. Title of Certificate Course: MS-EXCEL
3. Name of the Course Co-Ordinator: Sri B.Hemaraju,
Lect. in Computer Application
4. Course Code:03-COM-2019
5. Objective of the Course:
 - ✓ To Know how to use the most common Ms-Excel Programs.
 - ✓ To be able to create Spread sheets.
 - ✓ View, save, Print Worksheets.
 - ✓ Preparation of Employee Payroll system, students marks , Time table etc..
 - ✓ Creation of Macro
 - ✓ Create Charts and Graphs.
6. Duration of the Course : 30 Days
7. Date of Commencement of the Course:28-Dec-2022
8. Course fee: Free

B. Hemaraju
Signature of the Course Co-ordinator

M. Duryashubero
Signature of the Dept.In-Charge

Principal Remarks

[Signature]
Signature of the Principal
Govt. Degree College
Tekkal - 532 009

THANK YOU

