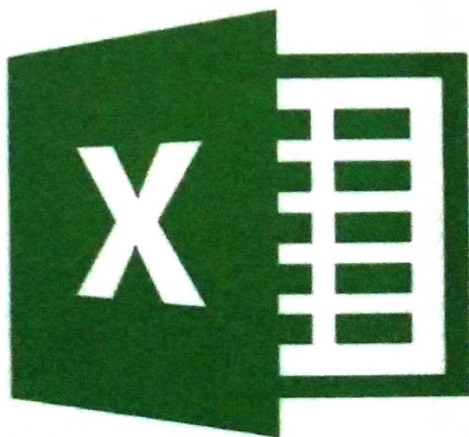# GOVERNMENT DEGREE COLLEGE

TEKKALI

DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE

ON

MS EXCEl

Govt. Degree College

Tekkali , Srikakulam

Certificate Course on MS EXCEL

1. Department : Computer Science
2. Title of Certificate course : MS EXCEL
3. Course code : CS-02
4. Name of the course coordinator : Sri V.Santanakumar
5. Objective of the Course :

   ➤ To inculcate basic concepts of various types Of the Ms Excel among the Students.

   ➤ To create various types of Tables Designs in Ms Excel.
   ➤ Learn to Calculate Number Systems for ADD,SUB,MUL,DIV and etc

6. Outcomes of the Course :

   ➤ This course will be helpful for the students to prepare Google sheet, Google Forms.
   ➤ Overview on Google sites.
   ➤ Ms Excel offers you some of the best tools for communication, collaboration, security, and organization, and these tools are needed by almost all businesses and Education.

7. Duration of the Course : 30 days

8. Date of Commencement : 22-01-2024

9. Course fee : Nil

N. Santanakumar.
Signature of the Course Coordinator

C.
Signature of the Department In charge

Principal
PRINCIPAL
Govt. Degree College
TEKKALI 532 203

Govt. Degree College

Tekkali , Srikakulam

Certificate Course on MS EXCEL

OBJECTIVES & OUTCOMES

The Department of Computer Science has decided to offer a Certificate course on **"MS EXCEL"** for the students to enhance their Skills which are essential for their Professional development.

Objectives:

➢ To inculcate basic concepts of various types Of the Ms Excel among the Students.

➢ To create various types of Tables Designs in Ms Excel.

➢ Learn to Calculate Number Systems for ADD,SUB,MUL,DIV and etc.

Course Outcomes:

Introduction to the Work Area:
1.A look at the various types of spreadsheets creation and
Tables creation and Designing a Smart art and Chats that you will use in Ms Excel.

2.The Application object contains the Document, Selection, Bookmark, and Range objects.

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Certificate Course on MS EXCEL

SYLLABUS:

- ➢ INTRODUCTION TO MS EXCEL

- ➢ MENUS

- ➢ SUB MENUS

- ➢ TOOLS

Govt. Degree College

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Certificate Course on MS EXCEL

LIST OF ADMITTED STUDENTS

S.No	Name of the Student	Class
1.	BADDA PRAVALLIKA	MPCs
2.	POLAKI JYOTHISH	MPCs
3.	BALAGA JYOTHSNA	MPCs
4.	BAMMIDI DILEEP KUMAR	MPCs
5.	BATTULA UMADEVI	MPCs
6.	BEHARA NEERAJA	MPCs
7.	POTNURU LAKSHMI	MPCs
8.	BOLLA SRAVANI	MPCs
9.	BONELA SRAVANI	MPCs
10.	CHALLA HARIKA	MPCs
11.	CHIGURUVALASA MADHAVI	MPCs
12.	DASARI SANKARA RAO	MPCs
13.	DAVALA RADHA	MPCs
14.	DIVVALA SATISH	MPCs
15.	GARUDACHALAM GOPALARAO	MPCs
16.	SHEIK SHYNAJ BEGAM	MPCs
17.	GOWDA GOUTAMI	MPCs
18.	GUNNA BHAVANI	MPCs
19.	GUVVADA SRAVANI	MPCs
20.	SIGILIPELLI MOUNIKA	MPCs
21.	JEERU RAJU	MPCs
22.	KADURI MEGHANA	MPCs
23.	KANCHARANA KARISHMA	MPCs
24.	KILAMSETTI GAYATHRI	MPCs
25.	KOTA THRINADH	MPCs
26.	MUDIDANA JANARDHANA	MPCs
27.	SAVARA VENKAT	MPCs

Govt. Degree College

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Certificate Course on MS EXCEL

EVALUATION

S.No	Name of the Student	Class	MARKS
1.	BADDA PRAVALLIKA	MPCs	24
2.	POLAKI JYOTHISH	MPCs	26
3.	BALAGA JYOTHSNA	MPCs	26
4.	BAMMIDI DILEEP KUMAR	MPCs	24
5.	BATTULA UMADEVI	MPCs	24
6.	BEHARA NEERAJA	MPCs	26
7.	POTNURU LAKSHMI	MPCs	26
8.	BOLLA SRAVANI	MPCs	24
9.	BONELA SRAVANI	MPCs	26
10.	CHALLA HARIKA	MPCs	24
11.	CHIGURUVALASA MADHAVI	MPCs	26
12.	DASARI SANKARA RAO	MPCs	24
13.	DAVALA RADHA	MPCs	26
14.	DIVVALA SATISH	MPCs	28

15.	GARUDACHALAM GOPALARAO	MPCs	26
16.	SHEIK SHYNAJ BEGAM	MPCs	26
17.	GOWDA GOUTAMI	MPCs	26
18.	GUNNA BHAVANI	MPCs	26
19.	GUVVADA SRAVANI	MPCs	26
20.	SIGILIPELLI MOUNIKA	MPCs	28
21.	JEERU RAJU	MPCs	26
22.	KADURI MEGHANA	MPCs	26
23.	KANCHARANA KARISHMA	MPCs	28
24.	KILAMSETTI GAYATHRI	MPCs	26
25.	KOTA THRINADH	MPCs	24
26.	MUDIDANA JANARDHANA	MPCs	24
27.	SAVARA VENKAT	MPCs	24

2023-2024

2023-2024
GOVT.DEGREE COLLEGE, TEKKALI
Certificate Course On MS EXCEL
MODEL QUESTION PAPER

MARKS: 30   TIME: 30 MIN

Each Question Carries 2 Marks

Name of the Student :

Marks :

1. To create a new paragraph in MS Word document, which of the following keyboard keys can be used? [ ]
A)Tab B)Enter   C)Alt D)alt+@   E)Shift

2. Which of the following is not a version of MS Office? [ ]
A)Microsoft Office 3.0 B)Microsoft Office XP C)Microsoft Office 2007 D)Microsoft Office 1995 E)Microsoft Office 2009

3. What is the name of the file created on MS Excel to manage data in tabular form by managing them into various cells? [ ]
A)Document B)Docsheet C)Workspace D)Worksheet E)Spreadsheet

4. Which of these is the file extension for Microsoft PowerPoint presentation? [ ]
A).ppp B).ppt C).mpp D).mp3 E).mpt

5. Which of the given type of software is similar to that of an Accountant's worksheet? [ ]
A)Spreadsheet B)Database C)Graphics D)Document E)PowerPoint Presentation

6. Which keyboard keys can be used to align the text to the left side of the document in MS Word? [ ]
A)Alt+L B)Alt+Spacebar C)Ctrl+L D)Ctrl+Spacebar E)Tab+L

7. The block in an MS Excel spreadsheet where a column and row intersects each other is called _____. What shall come in place of the blank? [ ]
A)Key block   B)Cell C)Square D)Box E)None of the above

8. Which of the given combinations of keyboard keys can be used as a shortcut to paste the text without removing its formatting? [ ]
A)Ctrl+C B)Ctrl+Alt+V C)Alt+Shift+V D)Shift+Enter+V E)Shift+Ctrl+V

9. Which of the given combinations of File type and its extension is incorrect? [ ]
A)MS Word – .doc B)MS Excel – .xls C)MS PowerPoint – .ppt D)MS Outlook – .out E)All of the above are correct

10. The cell reference for a range of cells that starts in cell D2 and goes over to column F and down to row 12 is? [ ]
A)D2:F12 B)D-2:F-12 C)F12:D2 D)F-12:D-2 E)None of the above

1 1. The address that is obtained by the combination of the Row number and the Column alphabet is called _____. [ ]
A)Worksheet B)Cell C)Workbox D)Cell Address E)Column Address

12. Where is the option for page border given in the MS Excel spreadsheet? [ ]
A)Home B)Insert C)Format D)View   E)Page Border cannot be added in excel worksheet

13. Excel workbook is a collection of _____ and _____. [ ]
A)Worksheet and charts B)Graphs and images C)Sheets and images D)Video and audio E)None of the above

14. What type of chart is useful for comparing values over categories? [ ]
A)Bar Graph B)Column Chart C)Pie Chart D)Line Graph E)Such charts cannot be created in Excel

15. There is an option to add comments in an Excel worksheet, what are the cells called in which comments can be added? [ ]
A)Cell Tip B)Comment Tip C)Smart Tip D)Point Tip   E)Query Tip

Dr. B.R. AMBEDKAR UNIVERSITY, SRIKAKULAM

GOVERNMENT DEGREE COLLEGE
TEKKALI, 532203

Certificate

This is to Certify ___KADHURI MEGHANA___

has successfully Completed Microsoft Excel in the year

of ___2023-2024___ Under the Guidence of Kavitha.C.

Principal
Govt.Degree.College.Tekkali

IQAC Co-Ordinator
Govt.Degree.College.Tekkali

HOD Of
Computer Science