

**B. K. BIRLA COLLEGE OF ARTS, SCIENCE AND COMMERCE (AUTONOMOUS),
KALYAN**

CERTIFICATE COURSE



Certificate Course in Advance Excel
Syllabus
02 Credits

Module 1: Advanced Spread Sheet-I **15 lectures**

Multiple Spreadsheets

Creating and using templates, Using predefined templates, Adding protection option.

Creating and Linking Multiple Spreadsheets. Using formulas and logical operators.

Creating and using named ranges.

Creating Formulas that use reference to cells in different worksheets.

Functions

Database Functions LOOKUP, VLOOKUP, HLOOKUP

Conditional Logic functions IF, Nested IF, COUNTIF, SUMIF, AVERAGEIF. String functions LEFT, RIGHT, MID, LEN, UPPER, LOWER, PROPER, TRIM, FIXED.

Module 2: Advanced Spread Sheet-II **15 lectures**

Functions

Date functions TODAY, NOW, DATE, TIME, DAY, MONTH, YEAR, WEEKDAY, DAYS360

Statistical Functions COUNTA, COUNTBLANK, CORREL, LARGE, SMALL

Data Analysis Filter with customized condition.

The Graphical representation of data Column, Line, Pie and Bar charts.

Using Scenarios, creating and managing a scenario. Using Goal Seek, Using Solver

Department of Mathematics

Certificate course in Advance Excel 2019-20

Enrollment List

Sr. No.	Name of the student	Fees paid
1	Nidhi Singh	500
2	Soni Yadav	500
3	Jagruti Bhoir	500
4	Monica Gudhe	500
5	Divya Dhanvi	500
6	Avantika Parekar	500
7	Vrushali Mali	500
8	Leena Dhumane	500
9	Janhavi Koli	500
10	Tulsi Danve	500
11	Pranali Kokate	500
12	Jonathan Murari	500
13	Momin Umama	500
14	Gaurav Nimbalkar	500
15	Rutuja Inje	500
16	Rehanuma Shaikh	500
17	Sangeeta Vishwakarma	500
18	Nivedya Nair	500
19	Sourabh Varma	500
20	Tanmay Bhagat	500

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2019-20

Sr. No	Date	17/11/20	18/11/20	24/11/20	25/11/20	31/11/20	1/12/20	7/12/20	8/12/20	14/12/20	15/12/20
Name											
1 Nidhi Singh	P	P	P	P	P	A	A	P	P	P	P
2 Soni Yadav	P	P	P	P	P	P	A	P	P	P	P
3 Jagruti Bhoir	P	P	P	P	P	P	P	P	A	P	P
4 Monica Gudhe	P	P	P	P	A	P	P	P	P	A	P
5 Divya Dhanvi	P	P	P	P	P	P	P	P	P	P	P
6 Avantika Parekar	P	P	P	P	P	P	P	A	P	P	P
7 Vrushali Mali	P	P	P	P	P	P	P	P	P	A	P
8 Leena Dhumane	P	P	P	P	P	P	P	P	P	P	P
9 Janhavi Koli	P	P	P	P	P	P	P	P	P	P	P
10 Tulsi Danve	P	P	P	P	P	A	P	A	P	P	P
11 Pranali Kokate	P	P	P	P	P	P	P	P	P	P	P
12 Jonathan Murari	P	P	P	P	P	P	P	P	P	P	P
13 Momin Umama	P	P	P	P	P	P	P	P	P	P	P
14 Gaurav Nimbalkar	P	P	P	P	P	A	P	P	P	P	P
15 Rutuja Inje	P	P	P	P	A	A	P	A	P	P	P
16 Rehanuma Shaikh	P	P	P	P	A	P	P	P	P	P	P
17 Sangeeta Vishwakarma	P	P	P	P	P	P	P	P	P	P	P
18 Nivedya Nair	P	P	P	P	P	P	P	P	P	P	P
19 Sourabh Varma	P	P	A	P	P	P	P	P	P	P	P
20 Tanmay Bhagat	P	P	P	A	P	P	P	A	P	P	P

[Signature]



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CERTIFICATE

OF COMPLETION

THIS CERTIFICATE IS PRESENTED TO

Nidhi Singh

FOR SUCCESSFULLY COMPLETING 30 HOURS TRAINING IN '**CERTIFICATE
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Soni Yadav

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