SRI CHITTEM NARSI REDDY MEMORIAL DFEGREE COLLEGE
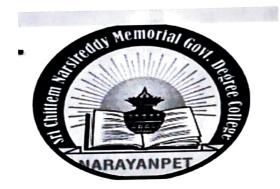
NARAYANPET

AFFLIATED TO PALAMURU UNIVERSITY

MAHABUB NAGAR

DEPARTMENT OF STATISTICS

CERTIFICATE COURSE IN

HANDLING STATISTICAL DATA USING MS-EXCEL

NAME OF THE COURSE CONVINOR: G. RANGAREDDY

NAME OF THE RESOURCE PERSON : SUREKHA

SRI CHITTEM NARSI REDDY MEMORIAL GOVT DEGREE COLLEGE   NARAYAN PET-509210

Circular

Date: 11-2-2022

All the students are hereby informed that the Department of STATISTICS is going to commence a certificate course in 'Handling statistical data using ms Excel'in the 15th feb 2022in the afternoon session i.e. from 4 pm to 5 pm duration of the course one month only.

Further details for contact

SUREKHA , lecturer in STATISTICS,

Head of the Department   PRINCIPAL

SRI CHITTEM NARSI REDDY MEMORIAL GOVT DEGREE COLLEGE   NARAYAN PET-509210

Course duration :: 30 days

(18-11-2021 to 19 -12-2021)

Department of statistics

Minutes of meeting

Date: 15-11-2021

All the members of Department STATISTICS AND MATHEMATICS assembled in the department on 16-11-2019 and resolved to start a certificate course title "**HANDLING STATISTICAL DATA USING MS-EXCEL**". The duration of the course is fixed as 28 day .it also decided to take permission to start the course from the principal.

1. G. RANGA REDDY – HOD of mathematics
2. SUREKHA (lecturer in statistics) – course coordinator.

PRINCIPAL

SRI CHITTEM NARSIREDDY MEMORIAL GOVT DEGREE COLLEGE

NARAYANPET-509210. DIST: NARAYANPET

DEPARTMENT OF STATISTICS

This is to certify that Mr./Miss: _G. Rajeshwari_

Studying _II year(mscs)_ Degree course has completed **Certificate** course in **HANDLING DATA WITH MS EXCEL** "during the academic year _2021_ conducted by the Department of **STATISTICS**

Head of the Department

Principal

PRINCIPAL
Sri Chittem Narsireddy
Memorial Govt Degree College
Narayanpet-509210
NARAYANPET

Handling Statistical data using MS-Excel:

1. Basics of excel := Data entry, editing and saving establishing and copying formulae, Built in Functions - copy and paste, Find and Replace, Sorting.

2. Built in Functions, Filtering Conditional formatting and creating Hyperlinks, Exporting to MS word document.

3. Computation of descriptive Statistics using Pivot table - univariate.

4. Data visualisation through diagrams

5. Computation of central tendency and dispersion measures, co-eff of variation of grouped and ungrouped data.

6. Computation of co-eff Skewness, kurtosis

7. Pivot tables - Bivariate.

8. Fitting of Binomial distribution.

9. Fitting of Poisson distribution.

10. Normal and exponential distribution

students attendance:-

NO.	Name		1	2	3	4
1033056967102١	Rasuru Navitha	Qil	✓	✓	✓	✓
1001	Afshan Ansari	Af	✓	✓	✓	✓
002	Sangetha	Sangetta	✓	✓	✓	✓
003	Samreen	Samreen	✓	✗	✓	✓
004	Sirisha	Sirisha	✓	✓	✓	✗
005	Rajeshwari	Rajelva	✓	✓	✓	✓
006	G. Kavya	Kavya	✓	✓	✓	✓
007	Jagadish	Jagadish	✓	✓	✓	✗
008	Swathi	Swathi	✓	✓	✓	✗
009	k Swathi	Su	✓	✓	✓	✓
010	k. Bhavani	Bhavi	✓	✓	✓	✓
011	charan Tej	Tej	✓	✓	✓	✓
012	K. Sneha	Sneha	✓	✓	✓	✗
013	k. Kavesh	Kavesh	✓	✗	✓	✓
014	k. Akhila	Akhila	✓	✓	✓	✗
015	Muskan.	Mush	✓	✓	✗	✓
016	Neha Sultana	Suolt	✓	✓	✓	✓
017	Posham Nagesh	Nagesh	✓	✓	✓	✗
018	P. Sony	Sony	✓	✓	✓	✓
020	Pravalika	Prau	✓	✗	✗	✓
022	N. Sandhya	Sandhya.	✓	✓	✗	✗
023	Sri Vani.	Sri	✓	✓	✓	✓

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Lecturer signature.

Principal's Signature

HANDLING STATISTICAL DATA USING MS-EXCEL
QUESTION PAPER

1. How do you display current date only in MS Excel?   {   }
   A. Date ()
   B. Today ()
   C. Now ()
   D. Time ()
2. What does COUNTA () function do?   {   }
   A. Counts cells having alphabets
   B. Counts empty cells
   C. Counts cells having number
   D. Counts non-empty cells
3. You can convert existing excel worksheet data an charts to an HTML document
   by using   {   }
   A. FTP wizard
   B. Internet assistant wizard
   C. Intranet wizard
   D. Import wizard
4. Which of the following is invalid statement?   {   }
   A. Sheet tabs can be colored
   B. Some picture can be applied as a background of a sheet
   C. You can set the column width automatically fit the amount of text
   D. The width of a row and be specified manually or fit automatically
5. Where can you change automatic or manual calculation mode in Excel?{   }
   A. Double CAL indicator on status bar
   B. Go to File > Options > Formulas > Calculation Option – and mark the
   corresponding radio button
   C. Both of above
   D. None of above
6. **VISUALIZE BELOW DATA USNG BAR GRAPH**
   Consumers were polled about their favourite ice cream flavours in a survey. Draw a bar graph
   for the following data:

Flavour of Icecream	Frequency
Vanilla	16
Strawberry	5
Chocolate	12

Mint Chocolate	3
Others	6

7 .**A shopkeeper wants to know the size of the shoes which are sold more often than others. The following is the shoes that are sold recently. 5, 2, 5, 6, 7, 9, 11, 5, 5, 8. Calculate mode using given information on excel sheet.**

8. *A study of salaries of graduates from a University shows their income as follows:*

Salary Range	Count
$7,200 - $18,860	130
$18,860 - $30,520	698
$30,520 - $42,180	254
$42,180 - $53,840	16
$53,840 - $65,500	2

Estimate the average incoming. Hint: you may use the following table (of course together with Excel) to get organize