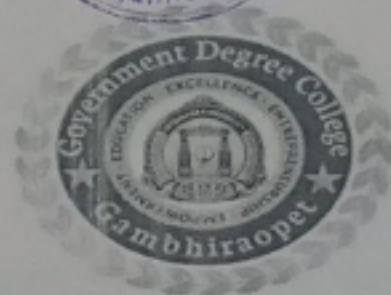
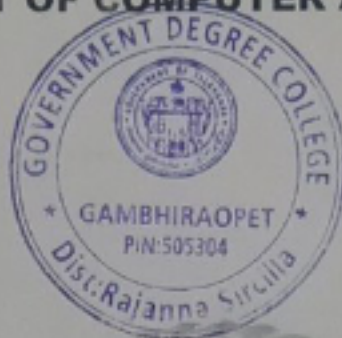


**CERTIFICATE COURSE ON  
STUDENTS  
M.S EXCEL  
ACADEMIC YEAR- 2021-2022  
[FROM 10-05-2022 TO 14-05-2022]**

**DEPARTMENT OF COMPUTER APPLICATIONS**



No. Of Participants: 50

No. Of Course Hours:30

**GOVERNMENT DEGREE COLLEGE, GAMBHIRAOPET**

**RAJANNA SIRCILLA DIST. 505 304**

GOVERNMENT DEGREE COLLEGE GAMBHIRAOPET  
RAJANNA SIRCIILLA DIST

DEPARTMENT OF COMPUTER APPLICATIONS

PERMISSION LETTER

Date: 04-05-2022

To  
The Principal,  
Government Degree College,  
Gambhiraopet,  
Rajanna Sircilla Dist.-505304

Respected Sir,

Sub: - Department of Computer Applications - Seeking Permission to start  
Certificate Course in Computer Applications in our college Request-Reg.  
-o0o-

We the Department of Computer Applications would like to start Certificate Course in  
Computer Applications in our college for the academic year 2021-2022 for the betterment of  
all Computer Applications students.

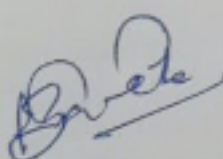
Hence, we request you to permit us to start the Certificate Course on "MS EXCEL  
FOR COMPUTER APPLCATIONS STUDENTS" for the above mentioned academic year.


Thanking you sir,

Yours faithfully

MD Fakeer Baba

Department of Computer Applications

  
Dept Incharge/Course coordinator

  
**Principal**  
GOVT. DEGREE COLLEGE  
GAMBHIRAOPET-505304  
RAJANNA SIRCIILLA DIST.

GOVERNMENT DEGREE COLLEGE, GAMBHIRAOPET  
RAJANNA SIRCILLA, DIST  
**DEPARTMENT OF COMPUTER APPLICATIONS**

MS EXCEL FOR COMPUTER APPLICATIONS STUDENTS

**Curriculum of the Certificate Course:**

Total Hours: 30  
(10 Hours)

**Unit -I**

**1. Manage Workbook Options and Settings**

1.1. Create Worksheets and Workbooks

- Create a workbook
- Import data from a delimited text file
- Add a worksheet to an existing workbook
- Copy and move a worksheet

1.2. Navigate in Worksheets and Workbooks

- Search for data within a workbook
- Insert and remove hyperlinks

1.3. Format Worksheets and Workbooks

- Change worksheet tab color
- Insert and delete columns or rows
- Change workbook themes
- Insert headers and footers

(10 Hours)

**Unit -II**

**2. Apply Custom Data Formats and Layouts**

2.1. Apply Custom Data Formats and Validation

- Create custom number formats
- Populate cells by using advanced Fill Series options
- Configure data validation

2.2. Apply Advanced Conditional Formatting and Filtering

- Create custom conditional formatting rules
- Create conditional formatting rules that use formulas
- Manage conditional formatting rules

2.3. Create and Modify Custom Workbook Elements

- Create and modify simple macros
- Insert and configure form controls

(10 Hours)

**Unit -III**

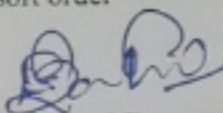
**3. Create Tables**

3.1. Create and Manage Tables

- Create an Excel table from a cell range
- Convert a table to a cell range
- Add or remove table rows and columns

3.2. Filter and Sort a Table

- Filter records
- Sort data by multiple columns
- Change sort order

  
Dept Incharge/Course coordinator

  
Principal  
GOVT. DEGREE COLLEGE  
GAMBHIRAOPET-505301  
RAJANNA SIRCILLA (DIST) T.S.

  
GOVERNMENT DEGREE COLLEGE GAMBHIRAOPET  
RAJANNA SIRCILLA DIST  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
CERTIFICATE COURSE ON MS-EXCEL

**Resource Person: Sri. MD. FAKEER BABA Lecturer in Computer Applications.**

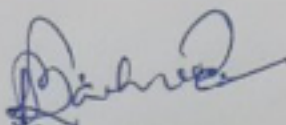
**Aims and Objectives**

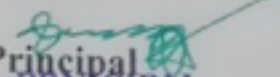
**Aims:**

1. Each student will gain the basic skills needed to operate and navigate MS Excel.
2. Identify, gather and input data into a spreadsheet.
3. Successfully create, copy and paste formulas and functions.
4. To be able to work collaboratively with peers in groups.
5. Successfully print areas of the spreadsheet.
6. Identify Excel as a tool used for manipulating data

**Objectives:**

1. Identify ways of utilizing Excel as a tool
2. Students will be able to identify and create a spreadsheet.
3. Students will successfully record data and be able to create, copy and paste formulas and functions.
4. Students will acquire information using various resources.
5. Review of standard and formatting toolbars and menus within Excel.
6. Review of worksheets, workbooks, cells, columns, rows, and Excel cursors
7. Introduction of basic use of formulas in Excel.

  
**Dept Incharge/Course coordinator**

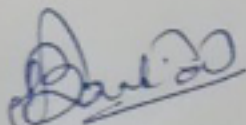
  
**Principal**  
PRINCIPAL  
GOVT. DEGREE COLLEGE  
GAMBHIRAOPET-505304  
RAJANNA SIRCILLA (DIST) T.S.

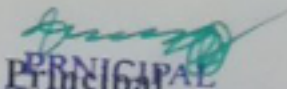
GOVERNMENT DEGREE COLLEGE, GAMBHIRAOPET  
RAJANNA SIRCILLA DIST  
DEPARTMENT OF COMPUTER APPLICATIONS  
Certificate Course on  
MS EXCEL FOR COMPUTER APPLICATIONS STUDENTS  
ACADEMIC YEAR- 2021-2022

CIRCULAR

Date: 04-05-2022 .

All the students are here by informed that we, the Department of Computer Applications planning to Start "CERTIFICATE COURSE ON MS-EXCEL FOR COMPUTER APPLICATIONS STUDENTS" for a period of 30 hours for this Academic Year 2021-2022 The classes will be conducted during Zero hours that is from 4:30 P.M to 5:30 P.M (1hours) on all working days. The Detailed scheduled will be intimated soon. Interested candidates may enrol their names with Sri.MD Fakeer Baba Lecturer in Computer Applications on or before 08-05-2022.

  
Dept Incharge/Course coordinator

  
PRINCIPAL  
GOVT. DEGREE COLLEGE  
GAMBHIRAOPET-505304  
RAJANNA SIRCILLA (DIST),S.

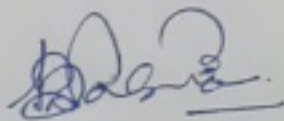
GOVERNMENT DEGREE COLLEGE, GAMBHIRAOPET  
RAJANNA SIRCILLA DIST

**DEPARTMENT OF COMPUTER APPLICATIONS**

Certificate Course on  
MS EXCEL FOR COMPUTER APPLICATIONS STUDENTS  
ACADEMIC YEAR- 2021-2022

Learning outcomes

1. Examine spreadsheet concepts and explore the Microsoft Office Excel environment.
2. Create, open and view a workbook.
3. Save and print workbooks.
4. Enter and edit data.
5. Modify a worksheet and workbook.
6. Work with cell references.
7. Learn to use functions and formulas.
8. Create and edit charts and graphics.
9. Filter and sort table data.
10. Work with pivot tables and charts.
11. Import and export data.



Dept Incharge/Course coordinator



Principal  
GOVT. DEGREE COLLEGE  
GAMBHIRAOPET-505304  
RAJANNA SIRCILLA (DIST).S.







GOVERNMENT DEGREE COLLEGE, GAMBHIRAOPET  
RAJANNA SIRCILLA DIST

DEPARTMENT OF COMPUTER APPLICATIONS

Certificate Course on  
MS EXCEL FOR COMPUTER APPLICATIONS STUDENTS  
ACADEMIC YEAR- 2021-2022

Certificate Course Summery

Name of the Course : MS EXCEL

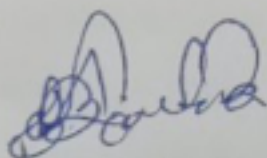
Name of the Course Coordinator : MD Fakeer Baba

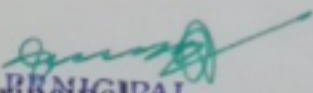
No.of Students attended Course :48

No.of Hours of the Course taken :30.Hours

Dates of the Course (from--to) :10-05-22 to 14-06-22

Name of the Department Conducted : Computer Applications

  
Dept Incharge/Course coordinator

  
Principal  
GOVT. DEGREE COLLEGE  
GAMBHIRAOPET-505304  
RAJANNA SIRCILLA (DIST) T. S.