

JanataShikshanSanstha's





**Certificate Course Report** 

## Supportive Documents for Certificate Course Annual Report

**Certificate Course Annual Report includes-**

- 1. Short Report of the Particular Academic Year
- 2. Notice regarding the Introduction date of the course
- 3. Syllabus of the Course
- 4. Course Objectives and Outcomes
- 5. List of enrolled students.
- 6. One Sample Certificate
- 7. Result



## **KISAN VEER MAHAVIDYALAY, WAI Department of Statistics**



### Certificate course in Ms-Excel in Statistics

Classes offered: B.Sc. I (A group) Duration: 36 Clock Hours

#### **Course Description:**

The simple spreadsheet is one of the most powerful data analysis tools that exists, and it's available to almost anyone. An Excel Expert is a person who collects, organizes, and analyses data. There are various techniques of data analysis, which excel expert must understand in order to perform efficiently the ability to analyse data is a powerful skill that helps you make better decisions. This course will help to get practical with data analysis. This course is designed to give an introduction to basic spreadsheet tools and formulas so that we know the power of spreadsheets to analyse the data.

#### **Course Objectives:**

- Open an existing workbook and create a new workbook 0
- Enter text and formulas in to an Excel spreadsheet
- Enhance alpha and numeric date in an Excel Worksheet
- Move & Copy alpha and numeric data
- Onstruct formulas to manipulate numeric data in an Excel Worksheet
- Create a spreadsheet to tabulate and record numeric values
- Change the appearance of an Excel spreadsheet
- Use the print function to create a printable copy of data stored on an Excel Spreadsheet.
- Set up the chart function of Excel to represent numeric data in multiple formats.
- Differentiate between formulas and functions in Excel.
- Use at least four functions that are stored in Excel.
- Access and manipulate data using the database functions of Excel.

#### **Course Content:**

- Create a spreadsheet
- Enter data into a spreadsheet
- Using sort and filter
- Format cells, rows, columns, and entire worksheets
- Organizing and formatting worksheets
- Use formulas and functions for Statistics.
- Data analysis Using formulas and functions
- Previewing and printing worksheets
- Oreate charts and diagrams for your data

#### **Course Outcome:**

- 1. To create and design a spreadsheet for general office use.
- 2. To demonstrate the use of basic functions
- 3. To draw different charts for visualization of data
- 4. To use built functions of statistics

#### **Examination System:**

Exam is conducted along with Shivaji University practical exam. The exam is conducted in a practical manner.

Course Co-ordinator Prof. B. B. Patkure H.O.D. Dept. of Statistics



JanataShikshanSanstha's

KISAN VEER MAHAVIDYALAYA, WAI

**Department of Statistics** 



## "Certificate course in Ms-Excel in Statistics"

## **Course Report 2021-22**



Janata Shikshan Sanstha's KISAN VEER MAHAVIDYALAYA,WAI



**Department of Statistics** 

## "Certificate course in MS- Excel In Statistics"

## Course Report 2021-22

From 2003-04 the Department of Statistics conducted 01 certificate course. The title of the course for B.Sc. I is a "Certificate course in MS-Excel in Statistics". Notification and advertisement were made through our college website. The course was started on 1 Dec. 202**1**. The timetable was displayed on the department's notice board.

26 students were admitted for the said course. Examination of the said course was conducted along with practical exam of B.Sc. I. Students gained new knowledge about the use of MS-Excel for statistical computation. The supportive staff and the administration of the College and especially Hon. Principal supported a lot in conducting the course.

Course Coordinator Department of Statistics

Principal KisanVeer Mahavidyalay,Wai

## **2. Notice of the Course**

Department of Statistics, Kisan Veer Mahavidyalaya, Wai. Date: 27/11/2021

## NOTICE:

All the students in B. Sc. Part –I class are hereby informed that, <u>Capsule Course in Computer "MS-EXCEL IN STATISTICS"</u> is started from 01<sup>th</sup> Dec. 2021 For this course, a student has to submit a registration form (available in the Department) along with Rs. 150/- as a registration fee up to 30/11/2021 to Shri. Nikam N. R. in the Department.

Note that this course is compulsory to all students in the class having Statistics as one of the optional subject.

See the details of the course.

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PRINCIPAL KISAN VEER MAHAVIDYALAYA WAI, DIST. SATARA. M.S. 412 803. (INDIA)

Head, Department of Statistics. Head Department of Statistics Kisan Veer Mahavidyalaya, Wai Dist, Satara - 412803

## **3. Syllabus of the Course**

Kisan Veer Mahavidyalya Wai Department of Statistics Syllabus of Ms-Excel in Statistics

- Create a spreadsheet
- > Enter data into a spreadsheet
- > Using sort and filter

21/3/2008

- > Format cells, rows, columns, and entire worksheets
- Organizing and formatting worksheets
- > Use formulas and functions for Statistics.
- Data analysis Using formulas and functions
- > Previewing and printing worksheets
- > Create charts and diagrams for your data

Head Department of Statistics Kisan Veer Mahavidyalaya, Wai Dist. Sotaro - 412800

## 4. Objectives of the Course

# Certificate course in MS-Excel

The simple spreadsheet is one of the most powerful data analysis tools that exists, and it's available to almost anyone. An Excel Expert is a person who collects, organizes, and analyses data. There are various techniques of data analysis, which an excel expert must understand in order to perform efficiently the ability to analyse data is a powerful skill that helps you make better decisions. This course will help to get practical with data analysis. This course is designed to give an introduction to basic spreadsheet tools and formulas so that we know the power of spreadsheets to map the data.

Department of Statistics Kisan Veer Mahavidyalaya, Wai Dist. Satara - 412803

# **5. List of enrolled students**

		NATA SHIKSHAN SANSTHA'S N VEER MAHAVIDYALAYA, WAI
	MOA	Department of Statistics
		Class: B.Sc.I
	M	S-Excel Course List 2021-22
Sr.No.	Roll No	Student Name
1	4	PARTE SANIKA PRADIP
2	8	KHARE ATHARV NANDKUMAR
3	10	LAKKEBAILKAR KEDAR ARJUN
4	14	RAUT ANISHA SAMPAT
5	20	GAIKWAD RUTIKA VITTHAL
6	25	WADKAR YASH MAHENDRA
7	26	GAIKWAD ARATI AJAY
8	28	BABAR ANISHA ANIL
9	36	KARANJE SANKET SANJAY
10	42	AWALE RUTUJA SANDESH
11	43	YADAV PRATIK DATTATRAY
12	50	BOKHARÉ RUCHA SHARAD
13	62	NIKAM SAMRUDDHI SANDIP
14	67	DABHADE SIDDHESH RAMESH
15	76	DHEKANE PRANAY JANARDHAN
16	84	CHIKANE SAISH SANTOSH
17	88	DESHMUKH DINESH SUDESH
18	89	BHOSALE OM RAVINDRA
19	99	CHAVAN SAKSHI SUDHAKAR
20	112	CHAVAN ASHITOSH PRALHAD
21	126	BHILARE AMIT SHANTARAM
22	138	KADAM RUTUJA UMESH
23		CHAVAN SHIVAM VIJAY
24	179	MOJAR PRATIKSHA PRALHAD
25	181	SUNEHA RAJPUT
26	184	

19 Head

Department of Stutistics Kisan Veer Mahavidyalaya, Wal Dist, Satara - 412803

## 6. Time Table

Department of Statistics, Kisan Veer Mahavidyalaya, Wai. Date:- 26/11/2021

## Notice

All the students of B.Sc. Part- I (Statistics) are hereby informed that, **Capsule Course in Computer entitled MS-EXCEL** in Statistics is going to start from 01 Dec. 2021. The schedule and batches for course are as follows.

Day	Mon	Wed	Sat
Batch	A-II	A-III	AI
	A-11	A-III	A-1

Batch No.	Roll No.	Total
A-I (PCMS)	1, 4, 6, 8, 10, 14, 16, 17, 18, 20, 22, 23, 24, 25, 26, 28, 36, 40, 41, 42, 43, 46, 50, 54, 56,	25
A-II (PCMS)	58, 59, 61, 62, 63, 67, 73, 74, 76, 79, 82, 84, 85, 87, 88, 89, 99, 103, 104, 107, 111, 112, 113, 115, 117,	25
A-III (PCMS)	118, 126, 129, 132, 138, 140, 146, 147, 148, 149, 154, 157, 158, 162, 164, 165, 167, 169, , 175, 176, 177, 178, 179,	23

Head Department of Statistics

# 7. Attendance Sheets:

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#### Janata Shikshan Sanstha's Kisan Veer Mahavidyalaya, Wai Department of Statistics (B.Sc. I) 2021-22 Ms-Excel

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26								
27								
28								
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30						11		

			Kisan	anata Shiksh Veer Mah	avidyalaya	a, Wai			
No.	Roll No.		partment of				16-4-22	23-4-22	31-4-2-
1	58	26-3-22	30-3-22	4-4-22	5-4-22	8-4-22	16- 4- LC		
2	59								
3	61								
3	62	Halikans	Stalikan	Athlikan	ANtiron	Anticas	ANikam	Philipp	Mika
5	63	Stran	Somucion	Bonucas	Donucos	enne	Solucion	anne	
6	67	Breth	Doth	Dett	Jakh	Jouth	Dalk	Julh	Julh
7	73	and the	5701.0	BUTT	gan	Earric	to and	Grav	
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9	76	Dekono	Beleans	Alkenie	Delane	Dekeme	Dekome	Dokens	Dekont
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21	111								
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28 29					+				
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## Janata Shikshan Sanstha's Kisan Veer Mahavidyalaya, Wai

	DUN	De	0artment of	18-5-22	25-5-22	1-6-22	8-6-22	15-6-22	2
Sr. No.	Roll No. 58	4-5-22	11-5-00						
1	59								
2	61		1.61.02.5						
3	62	DDates	Afrillicos	Anlikan	Halivan	Halikan	Alikam	Strikam	1
4	63	Anikan	gonuces	Souther	Orhuce				
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6	73	Odth	Dann	co cu-	cour				T
8	74								
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12	84	Tupes	griza-	Sallon	Stere	Sura-	shiken	e Suta	4
12	85	Aura	ause	0					
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17	99	- lottath	Jakon	Jakoh	deutits	detthe	detal	· datthe	
18	103	Coraci	Conse	alerte					
19	103								
20	107								
20	111	-							
22	112	0	000	Ashy	Ashu.	Achy	. Ashu	. Ash	1
23	113	Ashu.	Ashu.	manu	i sila.				-
23	115	-							_
24	117								-
26					-	-			-
27	-					-			-
28									_
29									
30									

# 8. One Sample Certificate

-	
(	Janata Shikshan Sanstha's
	KISAN VEER MAHAVIDYALAYA, WAI. DIST- SATARA
	Department of Statistics
	* CERTIFICATE *
	This is to certify that Mr / Miss has Successfully
	completed the Capsule Course in Computer entitled "MS - EXCEL IN STATISTICS " conducted by
	Department of Statistics Kisan Veer Mahavidyalaya, Wai, Dist- Satara during the
	academic year 20 - 20
	Coordinator Head Dept of Statistics Principal
	Coordinator
	5

9. Result

#### JANATA SHIKSHAN SANSTHA'S KISAN VEER MAHAVIDYALAYA, WAI Department of Statistics Class: B.Sc.I

Sr.No.	Roll No.	el Course Marklist 2021-22 Student Name	Mark
1	4	PARTE SANIKA PRADIP	8
2	8	KHARE ATHARY NANDKUMAR	5
3	10	LAKKEBAILKAR KEDAR ARJUN	6
4	14	RAUT ANISHA SAMPAT	9
5	20	GAIKWAD RUTIKA VITTHAL	6
6	25	WADKAR YASH MAHENDRA	6
7	26	GAIKWAD ARATI AJAY	7
8	28	BABAR ANISHA ANIL	8
9	36	KARANJE SANKET SANJAY	5
10	42	AWALE RUTUJA SANDESH	7
11	43	YADAV PRATIK DATTATRAY	9
12	50	BOKHARE RUCHA SHARAD	6
13	62	NIKAM SAMRUDDHI SANDIP	5
14	67	DABHADE SIDDHESH RAMESH	6
15	76	DHEKANE PRANAY JANARDHAN	7
16	84	CHIKANE SAISH SANTOSH	7
17	88	DESHMUKH DINESH SUDESH	8
18	89	BHOSALE OM RAVINDRA	7
19	99	CHAVAN SAKSHI SUDHAKAR	6
20	112	CHAVAN ASHITOSH PRALHAD	5
21	126	BHILARE AMIT SHANTARAM	6
22	138	KADAM RUTUJA UMESH	6
23	148	CHAVAN SHIVAM VIJAY	6
24	179	MOJÁR PRATIKSHA PRALHAD	9
25	181	SUNEHA RAJPUT	7
26	184		6

181 Head

Department of St. fistles Kisan Veer Mahav dyaraya, Wal Dist, Satara - 412803

	MS-Exc	Class: B.Sc.I el Course Marklist 2021-22				
Sr.No.	Roll No.					
1	4	PARTE SANIKA PRADIP	8			
2	8	KHARE ATHARV NANDKUMAR	5			
3	10	LAKKEBAILKAR KEDAR ARJUN	6			
4	14	RAUT ANISHA SAMPAT	9			
5	20	GAIKWAD RUTIKA VITTHAL	6			
6	25	WADKAR YASH MAHENDRA	6			
7	26	GAIKWAD ARATI AJAY	7			
8	28	BABAR ANISHA ANIL	8			
9	36	KARANJE SANKET SANJAY	5			
10	42	AWALE RUTUJA SANDESH	7			
11	43	YADAV PRATIK DATTATRAY	9			
12	50	BOKHARE RUCHA SHARAD	6			
13	62	NIKAM SAMRUDDHI SANDIP	5			
14	67	DABHADE SIDDHESH RAMESH	6			
15	76	DHEKANE PRANAY JANARDHAN	7			
16	84	CHIKANE SAISH SANTOSH	7			
17	88	DESHMUKH DINESH SUDESH	8			
18	89	BHOSALE OM RAVINDRA	7			
19	99	CHAVAN SAKSHI SUDHAKAR	6			
20	112	CHAVAN ASHITOSH PRALHAD	5			
21	126	BHILARE AMIT SHANTARAM	6			
22	138	KADAM RUTUJA UMESH	6			
23	148	CHAVAN SHIVAM VIJAY	6			
24	179	MOJÁR PRATIKSHA PRALHAD	9			
25	181	SUNEHA RAJPUT	7			
26	184		6			

Head Department of St. fistles Kisan Veer Mahav dyaraya, Wal Dist, Satara - 412803