

Department of Statistics
Vivekanand College,
Kolhapur. (Autonomous)
Date: 23/11/2021

To
The Principal,
Vivekanand College,
Kolhapur (Autonomous)

Sub: Regarding permission to start Career Oriented Course

Respected Sir,

With reference to the above Subject,

Our department has decided to start a Career Oriented Course 'Excel for Beginners' for all students of any discipline. Please grant us permission for the same.

Thanking you,

Yours faithfully,

VPawar

Head

Department of Statistics

Head

Department of Statistics
Vivekanand College, Kolhapur
(Autonomous)

10th
23/11/2021

Allowed
P2
23-11-21



विवेकानंद कॉलेज कोल्हापूर, (स्वायत्त)

संख्याशास्त्र विभाग

सूचना

दि. २६.११.२०२१

आपल्या महाविद्यालयातील संख्याशास्त्र विभागामध्ये B.A., B.Com, B.Sc, B.Sc (computer science), BBA, BCA विद्यार्थ्यांसाठी COC- Excel for Beginners सुरू करण्यात आला आहे. ~~सदर~~ सदर कोर्स ची फी ५०० रू आहे. तरी इच्छुक विद्यार्थ्यांनी आपली नावे संख्याशास्त्र विभागातील ऋषिकेश चव्हाण यांच्याकडे नावे दि. २१.१२.२०२१ पर्यंत द्यावी

W. Pawar

Head

Department of Statistics
Vivekanand College, Kolhapur

(Autonomous)

B.Sc-II

Abhan

M.Sc-II

Abhan
26/11/21

M.Sc. I

C. B. Bhat
26/11/21

B.Sc-II (Maths)

Patil
26/11/21

B.Sc-III Chem

Patil

B.Sc-III 200

Patil

M.Sc. Chem. org.

Patil
27-11-2021

B.Sc-III Phy.

Patil

B.Sc-III Comp. Sci

Patil
27/11/2021

B.Sc. III Mathematics

Patil
27/11/2021

B.(A-I, II, III)

Pawar

B.BA I, II, III

Pawar

ज्ञान, विज्ञान आणि सुसंस्कार यासाठी शिक्षण प्रसार
- शिक्षणमहर्षी प. पू. डॉ. बापुजी साळुंखे

Shri Swami Vivekanand Shikshan Sanstha's
Vivekanand College, Kolhapur (Autonomous)

DEPARTMENT OF STATISTICS
Organizes
Value added Course
On
"Excel for Beginners"

Day & Date:
Monday,
13th December 2021
to Wednesday, 12th
January 2022

For :
B.Sc., B.A., B.Com.,
B.B.A., BCA.,
B.Sc.(ics)

Resource Person: Mr. Balkrishna Surve
Co-Ordinator: Mr. Bhosale A.B.
Head, Department of Statistics: Miss. Payar V.V.
President: Dr. R. R. Kumbhar
Principal,
Vivekanand College,
Kolhapur (Autonomous)



W. Pawar
HEAD
DEPARTMENT OF STATISTICS
VIVEKANAND COLLEGE, KOLHAPUR
(AUTONOMOUS)

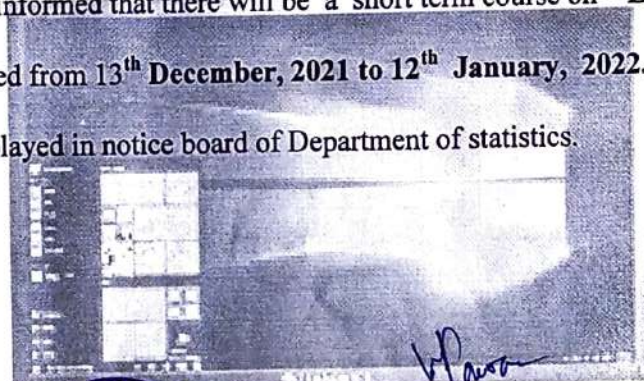
Shri Swami Vivekanand Shikshan Sanstha's

Vivekanand College, Kolhapur (Autonomous)

DEPARTMENT OF STATISTICS

All the students hereby informed that there will be a short term course on "Excel for Beginners" will be conducted from 13th December, 2021 to 12th January, 2022.

The schedule will be displayed in notice board of Department of statistics.



Department of Statistics
Vivekanand College, Kolhapur
(Autonomous)



Syllabus

Sr. No.	Unit Name	Theory Period	Practical Period	Total Period
1.	Introduction of Excel How to open MS office? Understanding Ribben Understanding Workbook and worksheets Customizing Quick access tool bar Conditional formatting Page setup and print the job Shortcut keys	05	08	13
2.	Data Validation Filtering, Advance filtering Sorting	06	20	26
3.	Formula writing Add, subset, multiply, divide, percentage Sum, sumif, sumA IF,IFS,AND,OR,NOT,MAX,MIN,small,large,vlook up,hlookup,Index,Match,Is Blank, Is Error, Date and time, Maths and Trigonometric, Test Function	10	16	26
4.	Creating, formatting Tables Names the ranges Import/Export data Insert: Charts, Pivot Tables Spark lines, Links, Text, Symbols, MACROS Record and Run Macros, Google Spreadsheet	9	16	25

Nature of Exam(100 Marks)

Theory: Multiple choice (25 question each question carries 2 mark) 50 Marks

Practical paper: Attempt any 5 questions out of 7 (10*5=50)

Co-Ordinator
Mr. A.B. Bhosale




HEAD
 DEPARTMENT OF STATISTICS
 VIVEKANAND COLLEGE
 KOLAR, KARNATAKA
 (AUTONOMOUS)

List of Admitted Students

Sr. No	Name	Class/ College
1	Shruti patil	NCK
2	Shruti Kokate	Rajaram College
3	Basit Kolhapure	Rajaram College
4	Shifa Shahid Naik	Rajaram College
5	Ruturaj	Rajaram College
6	Harshad Patil	BSc II
7	Karpe Rajkumar	BSc II
8	Jhadhav Aniket	BSc II
9	Patil Sharaddha	BSc II
10	Shinde Sarika	BSc II
11	Kumbhar Tejaswini	BSc II
12	Sayali Powar	BSc II
13	Shinde Manisha	BSc II
14	Parit Vaishnavi	BSc I
15	Jadhav Vaishnavi	BSc II
16	Kanire Darshan	BSc II
17	Gawade Shweta	BSc I
18	Karne Dipali	BSc I
19	Patil Om	BSc II
20	jadhav pankaj	BSc II
21	Powar Sayali	Bsc II
22	Jamdade Manasi	Bsc II
23	Bagwan Umarajiya	Bsc III
24	Jisna Mathew	Bsc III
25	Mugdar Akansha	Bsc III
26	Patil Rutuja	Bsc III
27	Jahdhav Shradha	Bsc III
28	Dhere Rutuja	Bsc III
29	Mane Supriya	Bsc III
30	Wardake Sakshi	Bsc III
31	Barwade Sammed	Bsc III
32	Kamble Vedant	Bsc III
33	More Pranav	Bsc III
34	Jawale Shivam	Bsc III
35	Jagadale Anav	Bsc III
36	Lohar Siddhesh	Bsc III
37	Killedar Yogiraj	Bsc III
38	Kumthekar Kedar	Bsc III
39	Jitakar Siddhesh	Bsc III
40	Khot Kishor	Bsc III
41	Khamkar Akash	Bsc III

42	Salase Sakshi	Bsc III
43	Kamble Mrunali	Bsc III
44	Desai Pratiksha	Bsc III
45	Kamble Rasika	Bsc III
46	Shidvankar Siraj	Bsc III
47	Shinde Sejal	Bsc III
48	Pwar Mrunali	Bsc III
49	Gurav Pooja	Bsc III
50	Gurav Santosh	Bsc III
51	Chavan Ashish	Bsc III
52	Koshti Shweta	Bsc III
53	Magdum Samrudhi	Bsc III
54	Mujawar Santaya	Bsc III
55	Patil Kalayni	Bsc III
56	Patil Shreya	Bsc III
57	Patil Rohini	Bsc III
58	Patil Pranita	Bsc III
59	Pareek Sangeeta	Bsc III
60	Randive Rutuja	Bsc III
61	Tonpe Sejal	Bsc III
62	Kamble Ashwini	Bsc III
63	Mudrale Shewta	Bsc III
64	Koli Lalita	Bsc III
65	Jadhav Aakansha	Bsc III

AB Bhosale
Co-Ordinator
Mr. Bhosale A.B



V. P. Pawar
Head
Department of Statistics
Department of Statistics
Vivekanand College, Kolhapur
(Autonomous)

Time Table

Time / Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6.30 PM To 7.30 PM	Theory	Theory	Theory	-----	-----	-----
09.00 AM To 11.00 AM	-----	-----	-----	Practical	Practical	Practical

Teaching Faculty: -

1. Mr. Balkrishna Surve
2. Mr. Pawar Ajit Arjun



(Signature)
HEAD
DEPARTMENT OF STATISTICS
VIVEKANAND COLLEGE, KOLHAPUR
(AUTONOMOUS)

VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS)
Department of Statistics

CoC Excel Practical Time table

Day	TIME	BATCH
Thursday, Friday & Saturday	9.30 a.m to 10.30 a.m.	Bsc III (Statistics)
	10.30 a.m. to 11.30	Other Student's



W. Pawar
Head
Department of Statistics
Vivekanand College, Kolhapur
(Autonomous)

Shri Swami Vivekanand Shikshan Sanstha
Vivekanand College, Kolhapur (Autonomous)
 DEPARTMENT OF STATISTICS
Short Term Course
(Excel for Beginners)

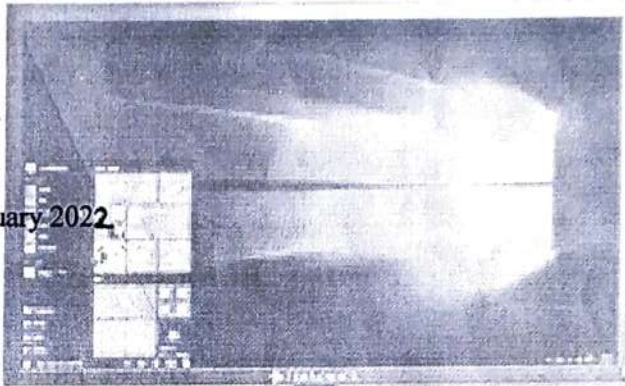
All the student here informed that their Short term examination of the course "Excel for Beginners" theory and practical papers are to held on 15 January 2022.

Examination Time Table

Day and Date: Saturday 15th January 2022.

Theory Paper: 9am to 10am

Practical Paper:



Sr.No.	Number	Date	Time
Batch 1	Roll number 1 to 35	15/01/2022	12 A.M. TO 1.30 P.M.
Batch 2	Roll number 36 to 65	15/01/2022	2 P.M TO 3.30 P.M



V. Pawar
HEAD
 DEPARTMENT OF STATISTICS
 VIVEKANAND COLLEGE, KOLHAPUR
 (AUTONOMOUS)

Shri Swami Vivekanand Shikshan Sanstha's
Vivekanand College, Kolhapur (Autonomous)
 DEPARTMENT OF STATISTICS
Value Added Course 2021-2022
(Excel for Beginners)

Coc Theory Examination: MS Excel

Sr. No	Name	Class/ College	Signature
1	Shruti Patil	NCK	<i>Patil</i>
2	Shruti Kokate	Rajaram College	<i>Kokate</i>
3	Basit Kolhapure	Rajaram College	<i>Basit Kolhapure</i>
4	Shifa Shahid Naik	Rajaram College	<i>Shifa</i>
5	Ruturaj Saravane	Rajaram College	<i>S. P. S.</i>
6	Harshad Patil	BSc II	<i>Harshad Patil</i>
7	Karpe Rajkumar	BSc II	<i>Karpe</i>
8	Jhadhav Aniket	BSc II	<i>Jhadhav Aniket</i>
9	Patil Sharaddha	BSc II	<i>S. B. Patil</i>
10	Shinde Sarika	BSc II	<i>Shinde</i>
11	Kumbhar Tejaswini	BSc II	<i>Kumbhar</i>
12	Sayali Powar	BSc II	<i>Sayali Powar</i>
13	Shinde Manisha	BSc II	<i>S. Manisha</i>
14	Parit Vaishnavi	BSc I	<i>Parit</i>
15	Jadhav Vaishnavi	BSc II	<i>Jadhav</i>
16	Kanire Darshan	BSc II	<i>Kanire</i>
17	Gawade Shweta	BSc I	<i>Gawade</i>
18	Karne Dipali	BSc I	<i>Karne Dipali</i>
19	Patil Om	BSc II	<i>Patil</i>
20	Jadhav Pankaj	BSc II	<i>Pankaj</i>
21	Powar Sayali	Bsc II	<i>Powar</i>
22	Jamdade Manasi	Bsc II	<i>Manasi</i>
23	Bagwan Umarajiya	Bsc III	<i>Bagwan</i>
24	Jisna Mathew	Bsc III	<i>Jisna Mathew</i>
25	Mugdar Akansha	Bsc III	<i>Mugdar</i>
26	Patil Rutuja	Bsc III	<i>Patil</i>
27	Jahdhav Shradha	Bsc III	<i>Jahdhav</i>
28	Dhere Rutuja	Bsc III	<i>Dhere</i>
29	Mane Supriya	Bsc III	<i>Mane</i>
30	Wardake Sakshi	Bsc III	<i>S.M.B</i>

31	Barwade Sammed	Bsc III	<u>Barwade</u>
32	Kamble Vedant	Bsc III	<u>Kamble</u>
33	More Pranav	Bsc III	<u>More</u>
34	Jawale Shivam	Bsc III	<u>Jawale</u>
35	Jagdale Anav	Bsc III	<u>Anav</u>
36	Lohar Siddhesh	Bsc III	<u>Lohar</u>
37	Killedar Yogiraj	Bsc III	<u>Killedar</u>
38	Kumthekar Kedar	Bsc III	<u>Kumthekar</u>
39	Jitakar Siddhesh	Bsc III	<u>Jitakar</u>
40	Khot Kishor	Bsc III	<u>Khot</u>
41	Khamkar Akash	Bsc III	<u>Khamkar</u>
42	Salase Sakshi	Bsc III	<u>Sakshi</u>
43	Kamble Mrunali	Bsc III	<u>Mrunali</u>
44	Desai Pratiksha	Bsc III	<u>Desai</u>
45	Kamble Rasika	Bsc III	<u>Rasika</u>
46	Shidvankar Siraj	Bsc III	<u>Siraj</u>
47	Shinde Sejal	Bsc III	<u>Sejal</u>
48	Pawar Mrunali	Bsc III	<u>Mrunali</u>
49	Gurav Pooja	Bsc III	<u>Pooja</u>
50	Gurav Santosh	Bsc III	<u>Santosh</u>
51	Chavan Ashish	Bsc III	<u>Ashish</u>
52	Koshti Shweta	Bsc III	<u>Koshti</u>
53	Magdum Samrudhi	Bsc III	<u>Magdum</u>
54	Mujawar Saniya	Bsc III	<u>Mujawar</u>
55	Patil Kalayni	Bsc III	<u>Patil</u>
56	Patil Shreya	Bsc III	<u>Patil</u>
57	Patil Rohini	Bsc III	<u>Rohini</u>
58	Patil Pranita	Bsc III	<u>Patil</u>
59	Pareek Sangeeta	Bsc III	<u>Sangeeta</u>
60	Randive Rutuja	Bsc III	<u>Randive</u>
61	Tonpe Sejal	Bsc III	<u>Tonpe</u>
62	Kamble Ashwini	Bsc III	<u>Ashwini</u>
63	Mudrale Shewta	Bsc III	<u>Shewta</u>
64	Koli Lalita	Bsc III	<u>Koli</u>
65	Jadhav Aakansha	Bsc III	<u>Jadhav</u>

Shri Swami Vivekanand Shikshan Sanstha, Kolhapur
VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS)

Department of Statistics

COC Practical Examination: MS Excel

Roll Number	Name	Class	Date	Name	Sign
1	Shruti patil	NCK	17-2-22	Shruti Tanaji Patil	Patil
2	Shruti Kokate	RCK	17-2-22	Shruti Sachin Kokate	Kokate
3	Basit Kolhapure	RCK	17-2-22	Basit. Mujahid Kolhapure	B.M. Kolhapure
4	Shifa Shahid Naik	RCK	17-2-22	Shifa Shahid Naik	Shifa
5	Ruturaj	RCK	17-2-22	Ruturaj Tanaji Suroyame	Ruturaj
6	Harshad Patil	BSc II	17-2-22	Patil Harshad Kiran	Patil H
7	Karpe Rajkumar	BSc II	17/2/22	Karpe Rajkumar Baban	Karpe
8	Jhadhav Aniket	BSc II	17/2/22	Jadhav Aniket Anur	Aniket
9	Patil Sharaddha	BSc II	17-2-22	Sharaddha Bajirao Patil	S. B. Patil
10	Shinde Sanika	BSc II	17-2-22	Sanika Sanjayashinde	Shinde
11	Kumbhar Tejaswini	BSc II	17-2-22	Kumbhar Tejaswini	Kumbhar
12	Sayali Powar	BSc II	17-02-22	Sayali Shrikant Powar	Sayali
13	Shinde Manisha	BSc II	17/2/22	shinde Manisha	shinde
14	Parit Vaishnavi	BSc I	17/2/22	Vaishnavi Sudesh Parit	Parit
15	Jadhav Vaishnavi	BSc II	17-2-022	Vaishnavi Vishwas Jadhav	Jadhav
16	Kanire Darshan	BSc II	17-2-22	Darshan Sharad Kanire	Kanire
17	Gawade Shweta	BSc I	17-2-22	Shweta Sanjay Gawade	Gawade
18	Karne Dipali	BSc I	17-2-22	Dipali Ramesh Karne	Karne
19	Patil Om	BSc II	17-2-22	Om Sanjay Patil	Patil
20	jadhav pankaj	BSc II	17-2-22	Pankaj Parasharam Jadhav	Pankaj
21	Powar Sayali	Bsc II	17-2-22	Powar Sayali	Sayali
22	Jamdade Manasi	Bsc II	17-2-22	Manasi Tanaji Jamdade	Manasi
23	Bagwan Umarajiya	Bsc III	17-2-22	Umarajiya Shakti Bagwan	Bagwan
24	Jisna Mathew	Bsc III	17-2-22	JISNA ANOOP MATHEW	Jisna
25	Mugdar Akansha	Bsc III	17-2-22	AKANKSHA NILESH MUGDAR	Mugdar
26	Patil Rutuja	Bsc III	17-2-22	Rutuja Anant Patil	Patil
27	Jadhav Shradha	Bsc III	17-2-22	Shradha Dinkar Jadhav	Jadhav
28	Dhere Rutuja	Bsc III	17-2-22	Rujuta Shivaji Dhere	Dhere
29	Mane Supriya	Bsc III	17-2-22	Supriya N. Mane	Mane
30	Wardake Sakshi	Bsc III	17-2-22	Sakshi S. Wardake	Wardake
31	Barwade Sammed	Bsc III	17/02/2022	Sammed M. Barwade	S.M.B
32	Kamble Vedant	Bsc III	17/02/2022	Vedant C. Kamble	Vedant
33	More Pranav	Bsc III	17/12/2022	Pranav. More	More
34	Jawale Shivam	Bsc III	17/02/22	shivam N. Jawale	Jawale

35	Jagdale Anav	Bsc III	18-2-22	Jagdale Anav	Anav
36	Lohar Siddhesh	Bsc III	18-02-22	Siddhesh R. Lohar	Siddhesh
37	Killedar Yogiraj	Bsc III	18-02-22	Yogiraj R. Killedar	Killedar
38	Kumthekar Kedar	Bsc III	18-02-22	Kedar Kumthekar	Kumthekar
39	Jitakar Siddhesh	Bsc III	18-2-22	Jitakar Siddhesh	Jitakar
40	Khot Kishor	Bsc III	18/2/22	Kishor Khot	Khot
41	Khamkar Akash	Bsc III	18-02-2022	Khamkar Akash Baburao	Khamkar
42	Salase Sakshi	Bsc III	18-02-2022	Sakshi Subhash Salase	Sakshi
43	Kamble Mrunali	Bsc III	18-02-22	Mrunali Ramesh Kamble	Mrunali
44	Desai Pratiksha	Bsc III	18-2-22	Desai Pratiksha	Desai
45	Kamble Rasika	Bsc III	18/2/22	Rasika Anil Kamble	Kamble
46	Shidvankar Siraj	Bsc III	18/02/22	Shidvankar Siraj	Siraj
47	Shinde Sejal	Bsc III	18/2/22	Shinde Sejal	Sejal
48	Pwar Mrunali	Bsc III	18-02-2022	Mrunali R. Pwar	Mrunali
49	Gurav Pooja	Bsc III	18-2-2022	Gurav Pooja	Pooja
50	Gurav Santosh	Bsc III	18-02-2022	Santosh A. Gurav	Gurav
51	Chavan Ashish	Bsc III	18-02-2022	Ashish S. Chavan	Chavan
52	Koshti Shweta	Bsc III	18/2/22	Shweta J. Koshti	Koshti
53	Magdum Samrudhi	Bsc III	17/02/2022	Samrudhi G. Magdum	Magdum
54	Mujawar Saniya	Bsc III	18/02/2022	Saniya N. Mujawar	Mujawar
55	Patil Kalayni	Bsc III	18/02/22	Kalayni P. Patil	Patil
56	Patil Shreya	Bsc III	18/02/22	Shreya S. Patil	Patil
57	Patil Rohini	Bsc III	18/2/22	Rohini V. Patil	Patil
58	Patil Pranita	Bsc III	18/2/22	Pranita R. Patil	Patil
59	Pareek Sangeeta	Bsc III	18/2/22	Pareek Sangeeta	Sangeeta
60	Randive Rutuja	Bsc III	18/2/22	Rutuja A. Randive	Randive
61	Tonpe Sejal	Bsc III	18/2/22	Sejal Vijay Tonpe	Tonpe
62	Kamble Ashwini	Bsc III	18/2/22	Kamble Ashwini	Kamble

63 Mudrale Shweta B.sc III 18-2-22 Shweta R. Mudrale Shweta

64 Koli Lalita B.sc III 18-2-22 Lalita R. Koli Koli

65 Jadhav Aakanksha B.sc III 18-2-22 Jadhav Aakanksha Jadhav



Name - shubhi kokate.

Shri Swami Vivekanand Shikshan Sanstha's
Vivekanand College, Kolhapur (Autonomous)

DEPARTMENT OF STATISTICS

Value Added Course

(Excel for Beginners)

Examination (2021-22)

Roll No.:-

2

Marks Obtained:-

36

Day, Date: Saturday, 15/01/2022

Marks: 50

Note: Each question is compulsory.

Q. Select the correct alternative.

1. You can copy data or formulas

- a. With the copy, paste and cut commands on the edit menu
- b. With commands on a shortcut menu
- c. With buttons on the standard toolbar
- d. All of the above

2. You can activate a cell by

- a. Pressing the Tab key
- b. Clicking the cell
- c. Pressing an arrow key
- d. All of above

3. When integrating Ms-Word and Excel, Word is usually the

- a. Server
- b. Source
- c. Client
- d. None

4. Charts tips can

- a. Show the formatting of a data label
- b. Show the name of a data series
- c. Show the value of data point
- d. b and c

5. The Name box

- a. Shows the location of the previously active cell
- b. Appears to the left of the formula bar
- c. Appears below the status bar
- d. Appears below the menu bar

6. How do you change column width to fit the contents?

- a. Single-click the boundary to the left to the column heading
- b. Double click the boundary to the right of the column heading
- c. Press Alt and single click anywhere in the column

d. All of above

7. Each excel file is called a workbook because

- a. It can contain text and data
- b. It can be modified
- c. It can contain many sheets including worksheets and chart sheets
- d. You have to work hard to create it

8. Which types of charts can excel produce?

- a. Line graphs and pie charts only
- b. Only line graphs
- c. Bar charts, line graphs and pie charts
- d. Bar charts and line graphs only

9. How are data organized in a spreadsheet?

- a. Lines and spaces
- b. Layers and planes
- c. Rows and columns
- d. Height and width

10. What does the VLOOKUP function do?

- a. Looks up text that contain 'v'
- b. Checks whether text is the same in one cell as in the next
- c. Finds related records
- d. All of above

11. Gridlines

- a. May be turned off for display but turned on for printing
- b. May be turned on or off for printing
- c. The be turned off for display and printing
- d. a, b and c

12. To protect a worksheet, you can choose Protection and the Protect Sheet from the..... menu.

- a. Edit
- b. Format
- c. Tools
- d. Data

9 13. You can open the Highlight Changes dialog box by choosing Track Changes from the Menu.

- a. Edit
- b. Insert
- c. Format
- d. Tools

14. Which of the following is not a worksheet design criterion?

- a. Efficiency
- b. Auditability
- c. Description
- d. Clarity

15. To create an interactive Pivot Table for the web, you use a Microsoft Office Web component called

- a. HTML
- b. Pivot Table Field List
- c. Pivot Table List
- d. Pivot Table Report

16. Which of the following is not a valid Zoom percentage in Excel?

- a. 10
- b. 100
- c. 300
- d. 500

17. The spelling tool is placed on _____ toolbar

- a. Standard
- b. Formatting
- c. Drawing
- d. Reviewing

18. If you need a text to show vertically in a cell. How will you achieve this?

- a. Choose Vertical on Text alignment in Format Cells dialog box
- b. Choose 90 Degrees in Orientation of Format Cells dialog box
- c. Choose Distributed from the Vertical drop down list of Format Cells dialog box
- d. Choose Center Across Selection from Horizontal combo box in Format Cells dialog box

19. Special category of Number tab in Format Cells dialog box can be used to apply formats like

- a. Zip Code
- b. Phone Number
- c. Both of above
- d. None of above

20. Merge cells option can be applied from

- a. Format Cells dialog box Alignment Tab
- b. Formatting toolbar
- c. Both of above
- d. None of above

21. Pre-made sheet formats like Simple, Classic, Accounting, Colorful et can be applied from

- a. from Fromat >> Cells
- b. from Format >> Autoformat
- c. from Table >> Autoformat
- d. All of above

22. Text formulas:

- a. Replace cell references
- b. Return ASCII values of characters
- c. Concatenate and manipulate text
- d. Show formula error value

23. How do you insert a row?

- a. Right-click the row heading where you want to insert the new row and select Insert from the shortcut menu
- b. Select the row heading where you want to insert the new row and select Edit > Row from the menu
- c. Select the row heading where you want to insert the new row and click the Insert Row button on the standard toolbar
- d. All of the above

24. Which of the following is not a basic step in creating a worksheet?

- a. Save workbook
- b. Modify the worksheet
- c. Enter text and data
- d. Copy the worksheet

25. How do you select an entire column?

- a. Select Edit > Select > Column from the menu
- b. Click the column heading letter
- c. Hold down the shift key as you click anywhere in the column.
- d. Hold down the Ctrl key as you click anywhere in the column

Name - shinde sarika

Shri Swami Vivekanand Shikshan Sanstha's
Vivekanand College, Kolhapur (Autonomous)

DEPARTMENT OF STATISTICS

Value Added Course

(Excel for Beginners)

Examination (2021-22)

Roll No.:-

10

Marks Obtained:-

38

Day, Date: Saturday, 15/01/2022

Marks: 50

Note: Each question is compulsory.

Q. Select the correct alternative.

1. You can copy data or formulas

- a. With the copy, paste and cut commands on the edit menu
- b. With commands on a shortcut menu
- c. With buttons on the standard toolbar
- d. All of the above

2. You can activate a cell by

- a. Pressing the Tab key
- b. Clicking the cell
- c. Pressing an arrow key
- d. All of above

3. When integrating Ms-Word and Excel, Word is usually the

- a. Server
- b. Source
- c. Client
- d. None

4. Charts tips can

- a. Show the formatting of a data label
- b. Show the name of a data series
- c. Show the value of data point
- d. b and c

5. The Name box

- a. Shows the location of the previously active cell
- b. Appears t the left of the formula bar
- c. Appears below the status bar
- d. Appears below the menu bar

6. How do you change column width to fit the contents?

- a. Single-click the boundary to the left to the column heading
- b. Double click the boundary to the right of the column heading
- c. Press Alt and single click anywhere in the column
- d. All of above

7. Each excel file is called a workbook because

- a. It can contain text and data
- b. It can be modified
- c. It can contain many sheets including worksheets and chart sheets
- d. You have to work hard to create it

8. Which types of charts can excel produce?

- a. Line graphs and pie charts only
- b. Only line graphs
- c. Bar charts, line graphs and pie charts
- d. Bar charts and line graphs only

9. How are data organized in a spreadsheet?

- a. Lines and spaces
- b. Layers and planes
- c. Rows and columns
- d. Height and width

10. What does the VLOOKUP function do?

- a. Looks up text that contain 'v'
- b. Checks whether text is the same in one cell as in the next
- c. Finds related records
- d. All of above

11. Gridlines

- a. May be turned off for display but turned on for printing
- b. May be turned on or off for printing
- c. The be turned off for display and printing
- d. a, b and c

12. To protect a worksheet, you can choose Protection and the Protect Sheet from the..... menu.

- a. Edit
- b. Format
- c. Tools
- d. Data

13. You can open the Highlight Changes dialog box by choosing Track Changes from the Menu.

- a. Edit
- b. Insert
- c. Format
- d. Tools

14. Which of the following is not a worksheet design criterion?

- a. Efficiency
- b. Auditability
- c. Description
- d. Clarity

15. To create an interactive Pivot Table for the web, you use a Microsoft Office Web component called

- a. HTML
- b. Pivot Table Field List
- c. Pivot Table List
- d. Pivot Table Report

16. Which of the following is not a valid Zoom percentage in Excel?

- a. 10
- b. 100
- c. 300
- d. 500

17. The spelling tool is placed on _____ toolbar

- a. Standard
- b. Formatting
- c. Drawing
- d. Reviewing

18. If you need a text to show vertically in a cell. How will you achieve this?

- a. Choose Vertical on Text alignment in Format Cells dialog box
- b. Choose 90 Degrees in Orientation of Format Cells dialog box
- c. Choose Distributed from the Vertical drop down list of Format Cells dialog box
- d. Choose Center Across Selection from Horizontal combo box in Format Cells dialog box

19. Special category of Number tab in Format Cells dialog box can be used to apply formats like

- a. Zip Code
- b. Phone Number
- c. Both of above
- d. None of above

20. Merge cells option can be applied from

- a. Format Cells dialog box Alignment Tab
- b. Formatting toolbar
- c. Both of above
- d. None of above

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DEPARTMENT OF STATISTICS

Value Added Course 2021-22

Excel for Beginners

Max. Marks: 50

Attempt any 5 out of 7

Q1a. Open Blank Excel Workbook and save it. Give Name to the workbook.

(workbook ला तुमचेच नाव द्या . उदा: Sunita Shinde)

Marks 5

b. Select worksheet: sheet1 and Write 1to10 Numbers in the cell G5 to G14.

Give red colors to the numbers and Fill the cells with Yellow Colors Marks 5

Q2 Create 5 Sheets in the workbook. Rename each sheet as May, June, July,

Aug, Sept Change the Tab Color of July Sheet as Green

Marks 10

Q3 Add Print and Print Preview option to the Quick Access tool Bar.(Customize the Quick Access Tool Bar)

Marks : 05

Q4 Remove the View tab by using customize ribbon option

Marks 10

Q5 Open Sheet "July". Write your Name In Cell A2 with font size 14. Adjust

Column width to fit Name in cell . Write your college/office name in Cell A3

Adjust Font size 16, Adjust Column width to fit Name in cell.

Marks 10

Q6 In sheet "May" write 100 in Cell G10. Then conditionally format the cell .

The Condition is, if $G10 > 200$ cell color is red, otherwise no color

Marks 10

Q7 Create a sheet and Use Vlookup and Hlookup.

Marks 10

Save the all Changes and upload the file on Given Google Form

Shri Swami Vivekanand Shikshan Sanstha's
Vivekanand College, Kolhapur (Autonomous)

DEPARTMENT OF STATISTICS

(Excel for Beginners)

Examination (2021-22)

Date:

Sr.No.	Name of Students	Theory Test (50 Marks)	Practical Test(50 Marks)	Total	Grade
1)	Shruti patil	28	42	70	Grade O
2)	Shruti Kokate	36	40	76	Grade O
3)	Basit Kolhapure	30	46	76	Grade O
4)	Shifa Shahid Naik	36	40	76	Grade O
5)	Ruturaaj	32	46	78	Grade O
6)	Harshad Patil	24	44	68	Grade A
7)	Karpe Rajkumar	36	42	78	Grade O
8)	Jhadhav Aniket	36	44	80	Grade O
9)	Patil Sharaddha	26	42	68	Grade A
10)	Shinde Sarika	38	38	76	Grade O
11)	Kumbhar Tejaswini	16	40	56	Grade B
12)	Sayali Powar	26	42	68	Grade A
13)	Shinde Manisha	20	44	64	Grade A
14)	Parit Vaishnavi	22	42	64	Grade A
15)	Jadhav Vaishnavi	28	42	70	Grade O
16)	Kanire Darshan	36	40	76	Grade O
17)	Gawade Shweta	22	40	62	Grade A
18)	Karne Dipali	24	42	66	Grade A
19)	Patil Om	38	38	76	Grade O
20)	jadhav pankaj	16	40	56	Grade B
21)	Powar Sayali	14	42	56	Grade B
22)	Jamdade Manasi	22	40	62	Grade A
23)	Bagwan Umarajiya	36	42	78	Grade O
24)	Jisna Mathew	32	40	72	Grade O
25)	Mugdar Akansha	30	40	70	Grade O
26)	Patil Rutuja	18	38	56	GradeB
27)	Jahdhav Shradha	34	40	74	Grade O
28)	Dhere Rutuja	26	42	68	Grade A
29)	Mane Supriya	24	42	66	Grade A
30)	Wardake Sakshi	34	40	74	Grade O

31)	Barwade Sammed	32	42	74	Grade O
32)	Kamble Vedant	22	40	62	Grade A
33)	More Pranav	30	38	68	Grade A
34)	Jawale Shivam	32	40	72	Grade O
35)	Jagdale Anav	40	46	86	Grade O
36)	Lohar Siddhesh	32	40	72	Grade O
37)	Killedar Yogiraj	36	38	74	Grade O
38)	Kumthekar Kedar	20	38	58	Grade B
39)	Jitakar Siddhesh	28	40	68	Grade A
40)	Khot Kishor	16	38	54	Grade B
41)	Khamkar Akash	30	38	68	Grade A
42)	Salase Sakshi	34	44	78	Grade O
43)	Kamble Mrunali	22	38	60	Grade A
44)	Desai Pratiksha	28	40	68	Grade A
45)	Kamble Rasika	22	36	58	Grade B
46)	Shidvankar Siraj	28	40	68	Grade A
47)	Shinde Sejal	34	40	74	Grade O
48)	Pwar Mrunali	32	32	64	Grade A
49)	Gurav Pooja	28	30	58	Grade B
50)	Gurav Santosh	32	28	60	Grade A
51)	Chavan Ashish	30	34	64	Grade A
52)	Koshti Shweta	22	36	58	Grade B
53)	Magdum Samrudhi	28	32	60	Grade A
54)	Mujawar Saniaya	34	32	66	Grade A
55)	Patil Kalayni	32	34	66	Grade A
56)	Patil Shreya	28	28	56	Grade B
57)	Patil Rohini	32	34	66	Grade A
58)	Patil Pranita	30	36	66	Grade A
59)	Pareek Sangeeta	28	32	60	Grade A
60)	Randive Rutuja	34	32	66	Grade A
61)	Tonpe Sejal	32	34	66	Grade A
62)	Kamble Ashwini	28	32	60	Grade A
63)	Mudrale Shewta	32	30	62	Grade A
64)	Koli Lalita	30	30	60	Grade A
65)	Jadhav Aakansha	26	32	58	Grade B

* If Total Marks ≥ 70 , "Grade O"; If $70 < \text{Total Marks} < 60$, "Grade A";
If $60 < \text{Total Marks} < 50$, "Grade B"

Ashwale
Mr. Bhosale A.B.

Co-ordinator



Pawar
Prof. V.V.Pawar

Head of Department

DEPARTMENT OF STATISTICS
Vivekanand College, Kolhapur
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NAAC Accredited 'A' Grade With CGPA 3.24, College With Potential For Excellence by UGC

(Affiliated to Shivaji University, Kolhapur)

DEPARTMENT OF STATISTICS

CERTIFICATE

This is to certify that, Mr./Miss Kanise Daxhan

of Vivekanand college, Kolhapur of Class BSc - II has successfully completed

the ~~Add on Course Reg.~~ No. VAD 1640 entitled "Excel For Beginners" carried out in the Department of Statistics, Vivekanand College, Kolhapur (Empowered Autonomous) from 13 / 12 / 2021 to 12 / 01 / 2022 during the academic year 2021 - 2022.

This certificate is awarded to him/her after passing theory and practical examination with grade 0.


Mr. A. B. Bhosale
Co-ordinator


Mr. A. A. Pawar
Convener


Ms. V. V. Pawar
Head Department of Statistics


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Principal

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CERTIFICATE

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