



Taranath Shikshana Samsthe's

Soma Subhadramma Raman Goud Women's College

Station Road, Raichur-584101

(Affiliated to Akkamahadevi Women's University, Vijayapura)



Website: www.ssrngians.org

Email: ssrgwcr20@gmail.com

Fax: 08532-225770

Principal: **Smt. Geetha Badiger** M.A., M.Phil.

**DEPARTMENT OF
COMPUTER SCIENCE**



Add-On COURSE

IN

Data Analysis using Spreadsheet

Academic year 2019-2020



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Add-On course on Data Analysis using Spreadsheet

Academic Year: 2019-20

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S.S.R.G. Women's College,
RAICHUR-584 101.

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S.S.R.G. Women's College, RAICHUR



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Principal: **Smt. Geetha Badiger** M.A., M.Phil.

To
The Principal,
SSRG women's college,
Raichur.

Date: 03-06-2019



From
HoD.
Computer Science Department.

Respected Sir,

Sub: Permission to start a Add-On course

With respect to the above-cited subject I, the undersigned request you to grant permission to start a Add-On course on 26-06-2019 to 30-07-2019 at 2:30 pm in the college titled "**Data Analysis using Spreadsheet**" to B.Com 1st Semester students. The details of the syllabus and duration are enclosed. This course will helps to the students to build up their skills.

Kindly grant the permission.

Thanking You,

Yours Faithfull

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Date: 11-06-2019

Academic council /BOS meeting Resolution



Agenda

ESTABLISHMENT OF ACADEMIC COUNCIL /BOS 2019-20

A meeting of all the heads of the Department was conducted to collect suggestions and regarding establishment of Academic council/Board of Studies in the college. The program intends to enhance the experiential learning students.

Outcomes of the meeting:

- It was approved that the Academic council comprise of all the heads of the departments.
- The heads were to frame a certificate course syllabus and number of periods allotted for each course will be 30 hrs.
- Each certificate course is to be assigned a course code for the purpose of evaluation
- Each head of the department is conduct meeting with their faculties and ensure that each student must enrolled in any one of the certificate courses available in the college.
- It was here by resolved that the certificate course are to be conducted in the Academic year 2019-20

"Data Analysis using Spreadsheet"


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Board of Advisory Committee



Chairman

: **Geeta Badiger,**
Principal S.S.R.G Women's College, Raichur.

IQAC Co-ordinator

: **Sri. Satyanarayan**
IQAC Coordinator
Principal S.S.R.G Women's College, Raichur.

Course Co-ordinator

: **Sri. Mohammed Iliyas**
Assistant Professor, Department of Computer Science,
SSRG Women's College, Raichur.

Members

- : **1. Dr. Padmavathi**
Assistant Professor, Department of Computer Science,
LVD College, Raichur
- 2. Smt. Swathi Dixit**
Assistant Professor, Department of Computer Science,
L.V.D College, Raichur

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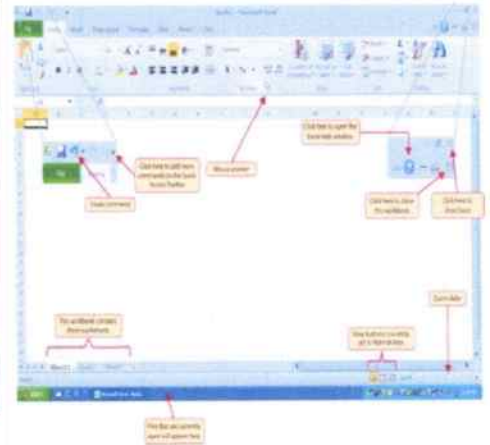
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Data Analysis With Spreadsheet



Microsoft Excel is the spreadsheet component of the Microsoft Office Suite. It is used primarily to enter, edit, format, sort, perform mathematical computations, save, retrieve and print numeric data.

Objectives:

- Identify the main components of the user interface
- Identify the purpose of the commands on the menu bar
- Work with the buttons on the toolbar
- Work with text and characters in a program
- Explain the use of primary keyboard shortcuts and key combinations
- Enter data into a spreadsheet
- Perform basic mathematical operations in a spreadsheet
- Insert charts into spreadsheet
- Successfully move from one cell to another containing formulas and text
- Understand absolute and relative cell references
- Copy, Cut and Paste text and formulas
- Use the fill function for dates and formulas

Learning Outcomes:

At the completion of this course you should be able to:

- ❖ Make changes to data in a workbook
- ❖ Understand and work with ranges in a worksheet
- ❖ Use the fill operations available to fill a data series
- ❖ Understand, create and work with basic formulas and functions used to perform calculations (In preparation for the Microsoft Excel Calculations Course)
- ❖ Format rows and columns in a worksheet
- ❖ Understand and use formatting features



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Department of Computer Science



Date: 18-06-2019

NOTICE TO STUDENTS

All the B.Com, 1st Semester students are hereby informed that the Department of Computer Science is starting a new Certificate Course of 30 hours "**Data Analysing using Spreadsheets**". Interested students are hereby informed to enroll their name to Program Coordinator **Sri. Mohammed Iliyas**, On or before 19-06-2019. The classes will commence from 26th June 2019. On successful completion of the course duration only certificates will be issued to the students.

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Scheme of Instruction: There shall be three components of the study viz.,

- Orientation programme-1 hour
- Lecture, and Computer Lab -28hours
- Test and Feedback -1hour

ASSESSMENT METHOD

Continues testing indicators

- Class attendance and participation – 75% to 100%
- Test 1 -50 to 100%
- Test 2 -50 to 100%
- Final Exam- 50 to 100%

Pattern of Examination:

Sl.No.	Criteria	Marks
1	Final examination	20
2	Computer Lab	20
3	Viva	10

Final result will be announced on the notice board on the basis of their secured classes and distinctions.
The certificate will be distributed to each eligible candidate.

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Unit:9 Spreadsheet Tools Moving between Spreadsheets, Selecting Multiple Spreadsheets, Inserting and Deleting Spreadsheets Renaming Spreadsheets, Splitting the Screen, Freezing Panes, Copying and Pasting Data between Spreadsheets, Hiding, Protecting worksheets	3 hours
Unit:10 Making Macros Recording Macros, Running Macros, Deleting Macros	2 hours

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Time Table for Add-on course Data Analysis using Spreadsheet with effect from 26-06-2019 to 30-07-2019 Class B.Com 1st Semester Department Computer science section 2:30 to 3:20 in Computer Science Lab.

Time→ Days ↓	10:00 to 10:50	10:50 to 11:40	11:50 to 12:40	12:40 to 1:30	1:30 to 2:30	2:30 to 3:20	3:20 to 4:30
Mon					LUNCH BREAK	DAUS	
Tue						-do-	
Wed						-do-	
Thu						-do-	
Fri						-do-	
Sat						-do-	



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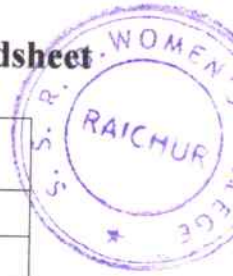
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Fax: 08532-225770

Principal: Smt. Geetha Badiger M.A., M.Phil.

List of Students enrolled for the Add-on course on Data Analysis using Spreadsheet



Sl. No	Student Name	Class	Signature
1.	Akhila. M	B. Com I st sem	Akhila
2.	Anjali	B. Com I st sem	Anjali
3.	Anusha	B. Com I st sem	Anusha
4.	B. Pooja	B. Com I st sem	Pooja B.
5.	Divya. D	B. Com I st sem	Divya
6.	Fazeya	B. Com I st sem	Fazeya
7.	Indira	B. Com I st sem	Indira
8.	K. Ranjitha	B. Com I st sem	R. K
9.	K. Rashmi	B. Com I st sem	Rashmi. K
10.	Kajal	B. Com I st sem	KAJAL
11.	Keerthi	B. Com I st sem	Keerthi
12.	Lakshmi	B. Com I st sem	Lakshmi
13.	Laxmi	B. Com I st sem	Laxmi
14.	M. Soroja	B. Com I st sem	Soroja
15.	Mamatha	B. Com I st sem	Mamatha
16.	Neha	B. Com I st sem	Neha
17.	Nikeetha	B. Com I st sem	Nikeetha
18.	Pallavi	B. Com I st sem	Pallavi
19.	Pooja	B. Com I st sem	Pooja
20.	R. Usha	B. Com I st sem	Usha
21.	Rachana	B. Com I st sem	Rachana
22.	Ranjita	B. Com I st sem	Ranjita
23.	Rashmi. C	B. Com I st sem	Rashmi. C
24.	Pavitra.	B. Com I st sem	Pavitra. C
25.	Nirmala	B. Com I st sem	Nirmala
26.	Nandini	B. Com I st sem	Nandini
27.	N. Alakya	B. Com I st sem	Alakya
28.	Padmavathi	B. Com I st sem	Padmavathi
29.	Pallavi	B. Com I st sem	Pallavi
30.	Pravallika	B. Com I st sem	Pravallika
31.	Priyanka. S	B. Com I st sem	Priyanka S.

32.	Priyanka.S	B.com I st sem	Priyanka.S
33.	K. Rashmi	B.com I st Sem	Rashmi
34.	Kajal	B.com I st sem	Kajal
35.	Kanaka	B.com I st sem	Kanaka
36.	Kaveri	B.com I st sem	Kaveri
37.	Keerthi	B.com I st sem	Keerthi
38.	Lakshmi	B.com I st sem	Lakshmi
39.	Neha Fathima	B.com I st sem	Neha
40.	Nishat Roohi	B.com I st sem.	Nishat Roohi



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Add-On Course on: Data Analysing using Spreadsheet

STUDENTS ATTENDANCE LIST

Sl. No	Students Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
1.	Akhila.M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
2.	Ajayali	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3.	Anusha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4.	B.Booja	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5.	Divya.D	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6.	Faziya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7.	Indira	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8.	K.Rasitha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9.	K.Rashmi	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10.	Kaisal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11.	Keerthi	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12.	Lakshmi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13.	Laxmi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14.	M. Sathya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15.	ma matha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16.	Neha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P


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39.	<u>Neha Eadivina</u>	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40.	<u>Nishat Rookhi</u>	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Course Convener

IQAC Coordinator

Principal

IQAC Co-ordinator

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Report of Add-on course Data Analysis Using Spreadsheet

Add-On course : **DATA ANALYSIS USING SPREADSHEET**
Duration : 30 hrs
Started on : 26th June 2019
Completed on : 30th July 2019
Name of the faculty : **Sri. Mohammed Iliyas**
Total No of students admitted : 40
Total No of classes taken : 30
Total No of students benefited : 40



The Department of Computer Science Successfully organised Add-on course on Data Analysis using Spreadsheets There were 40 students joined the course and attended all the classes. The course "Data analysis using Spreadsheets" is designed to provide students with basic knowledge and skills of data analysis with Spreadsheets, in particular Microsoft Excel. The course begins with an introduction to basics of Spreadsheets, data types and predefined and conditional functions. Then students will learn how pivot tables are created and analyzed and how statistical analysis is performed. The final part of the course is devoted to techniques of data visualization using Spreadsheets.


Signature of Faculty


Signature of HOD


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This is to Certify that Miss.Of
.....has completed the Certificate Course on
**Data Analysis Using Spread Sheet, Conducted by the Department of Computer Science from
26-06-2019 to 30-07-2019.**

Head of the Department

Principal



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Question paper

1. ___ is not a valid data type in MS Excel.
A) Number
B) Character
C) Label
D) Date/ Time
2. What is MS Excel?
A) Spreadsheet
B) Database Management
C) Presentation
D) Workbook
3. What is the row limit of MS Excel 2019?
A) 4,81,0576
B) 1,048,576
C) 1,57,648
D) 1,63, 84
4. In Microsoft Excel spreadsheets, rows are designated as _____.
A) 1, 2, 3,...
B) A, B, C,...
C) A1, B1, C1,
D) I, II, III,...
5. The intersection of a column and a row in a worksheet is called _____.
A) Column
B) Address
C) Value
D) Cell
6. The Greater Than sign (>) exemplifies a/an ____ operator.
A) Arithmetic
B) Conditional
C) Logical
D) Greater

7. ___ is the function used to match multiple values and returns the first match in Windows/ MAC(if you have Office 2019, or if you have a Microsoft 365 subscription)
- A) IF()
 - B) IFS()
 - C) IIF()
 - D) SWITCH()
8. _ type of chart is good for a single series of data.
- A) Column chart
 - B) Cone chart
 - C) Line chart
 - D) Pie chart
9. Name the keyboard shortcut to use to switch between open Excel windows.
- A) CTRL + TAB
 - B) ALT + TAB
 - C) CTRL + ALT + TAB
 - D) None of the above
10. What is an Excel feature that displays only the data in column (s) according to specified criteria?
- A) Filtering
 - B) Sorting
 - C) Formula
 - D) Pivot
11. ___ is not a function in Excel.
- A) SUM
 - B) MIN
 - C) SUBTRACT
 - D) MAX
12. ___ Excel function returns TRUE or FALSE based on two or more conditions
- A) =AVERAGEIFS
 - B) =CONCAT
 - C) =COUNTA
 - C) =AND
13. _ is the programming language used to write a Macro in MS Excel.
- A) Visual Basic
 - B) C+
 - C) Java
 - D) C++
14. In MS Excel, the keyboard shortcut "Ctrl+S" can be used to___
- A) Save As
 - B) Save
 - C) Start new workbook
 - D) Switch between the opened tab

15. ___ happens when you select a cell in MS Excel and type “=B25”

A) The selected cell will show an error message

B) Selected cells will show “=B24”

C) Selected cells will show the same value as in B25

D) Selected cells will be blank

16. What do Excel formulas start with?

A) /

B) f

C) =

D).-

17. Name the keyboard shortcut used to copy the value from the cell above the active cell into the cell or the Formula Bar in MS Excel ___

A) CTRL + SHIFT + C

B) CTRL + SHIFT + "

C) ALT + SHIFT + "

D) CTRL + ALT + "

18. How to remove borders applied in Cells?

A) Select None on the Border tab of Format cells

B) Both of above

C) Open the list on the Border tool in the Format Cell toolbar then choose the first tool (none)

D) None of above

19. Scenario Analysis tool allows you to model ___ types of scenarios.

A) 2

B) 3

C) 4

D) 5

20. In order to use the Analyze in Excel feature, you must have _____ installed on the system.

A) SSDT

B) SSMS

C) SSMA

D) None of the mentioned



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B) A, B, C, ...
C) A1, B1, C1,
D) I, II, III, ...
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A) Column
B) Address
C) Value
D) ~~Cell~~
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B) Conditional
C) ~~Logical~~
D) Greater

18
20

7. ___ is the function used to match multiple values and returns the first match in Windows/MAC (if you have Office 2019, or if you have a Microsoft 365 subscription)

A) IF()

B) IFS()

C) IIF()

D) SWITCH()

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B) Cone chart

C) Line chart

D) Pie chart

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A) CTRL + TAB

B) ALT + TAB

C) CTRL + ALT + TAB

D) None of the above

10. What is an Excel feature that displays only the data in column (s) according to specified criteria?

A) Filtering

B) Sorting

C) Formula

D) Pivot

11. ___ is not a function in Excel.

A) SUM

B) MIN

C) SUBTRACT

D) MAX

12. ___ Excel function returns TRUE or FALSE based on two or more conditions

A) =AVERAGEIFS

B) =CONCAT

C) =COUNTA

C) =AND

13. ___ is the programming language used to write a Macro in MS Excel.

A) Visual Basic

B) C+

C) Java

D) C++

14. In MS Excel, the keyboard shortcut "Ctrl+S" can be used to ___

A) Save As

B) Save

C) Start new workbook

D) Switch between the opened tab



15. ___ happens when you select a cell in MS Excel and type “=B25”

A) The selected cell will show an error message

B) Selected cells will show “=B24”

C) Selected cells will show the same value as in B25

D) Selected cells will be blank

16. What do Excel formulas start with?

A) /

B) f

C) =

D) .-

17. Name the keyboard shortcut used to copy the value from the cell above the active cell into the cell or the Formula Bar in MS Excel ___

A) CTRL + SHIFT + C

B) CTRL + SHIFT + "

C) ALT + SHIFT + "

D) CTRL + ALT + "

18. How to remove borders applied in Cells?

A) Select None on the Border tab of Format cells

B) Both of above

C) Open the list on the Border tool in the Format Cell toolbar then choose the first tool (none)

D) None of above

19. Scenario Analysis tool allows you to model ___ types of scenarios.

A) 2

B) 3

C) 4

D) 5

20. In order to use the Analyze in Excel feature, you must have _____ installed on the system.

A) SSDDT

B) SSMS

C) SSMA

D) None of the mentioned



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Computer Lab-Practical Questions

1. Find the Average Price items using MS-Excel.

Rice Bag Ashirwad	1450
Rice Bag India Gate	1200
Sona's Sona Masurie	1300
Kohinoor Rice	1100
Aabida Basmati Rice	1400
Indian Valley	1250
Mannat Rice	1200
Shaalimaar Rice	1425

2. The Following worksheet contains Customer No. Number of units consumed for 10 customers.

Calculate their bill amount as per the following:

Number of Units	Rate
<200	Rs. 3
>=200,<500	Rs. 6
>=500	Rs. 10

	A	B	C	D			H	I
1	Cust. No.	No.Of Units	Rate	Bill Amount			Units	Rate
2	1101	340					0	3
3	1102	180					200	6
4	1103	400					500	8
5	1104	600						
6	1105	350						
7	1106	470						
8	1107	890						
9	1108	200						
10	1109	500						
11	1110	360						



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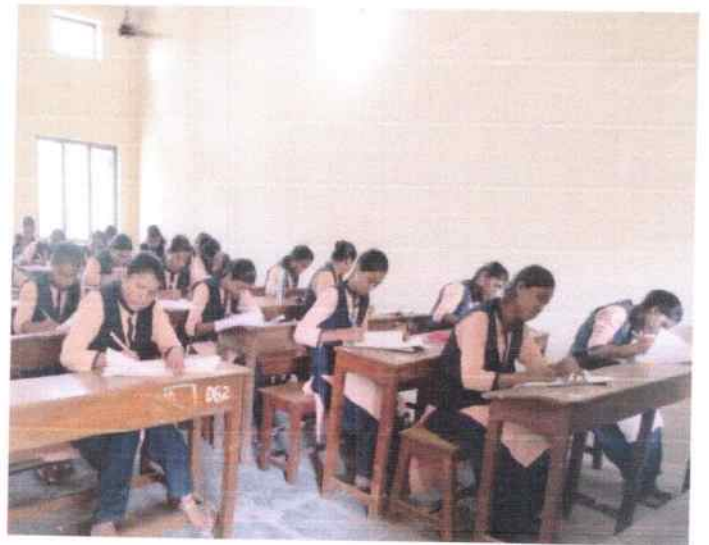
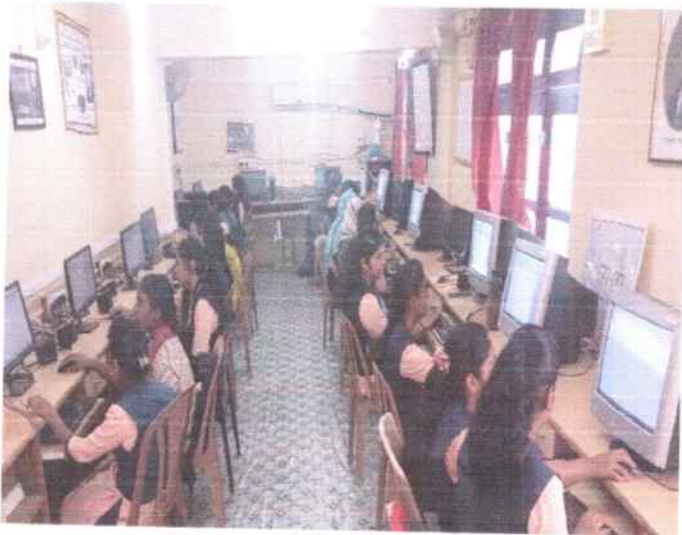
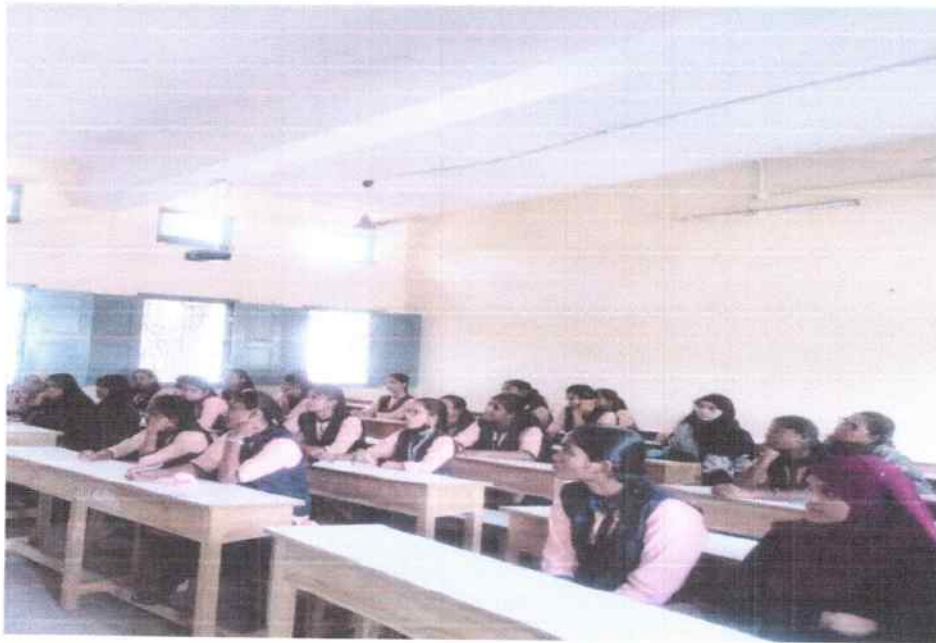
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Photo Gallery of Certificate Course on Data Analysis using Spreadsheet



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