




Maharana Pratapsinh Shikshan Sanstha, Mumbai's  
**Anandibai Raorane Arts, Commerce & Science College, Vaibhavwadi**  
**Department of Statistics**

**ACTIVITY REPORT**

ACADEMIC YEAR	2022-23
Activity No.	Statistics/21-22/
Name of the Activity	<b>Certificate Course on Data Analysis Using MS Excel.</b>
Date	(Duration: 09 Jan. 2023 to 25 March 2023)
Time	
Venue	T.Y.B.Com. Classroom
Organized by	Department of Statistics
Co-Ordinator	Dr. C. S. Kakade
Activity for College/Class/Group	Class
No. of Beneficiaries	52
Nature: Academic/Co-curricular/Extra-curricular/Extension	Academic
Objectives of Activity	To facilitate and to gain expertise in advanced techniques of MS-Excel. To enhance the technical knowledge in MS-Excel.
Brief Information about Activity	As per the Notice of the course, syllabus, timetable has been prepared and 45 lectures of course have been conducted. All the lectures of this course have been taken. Theory and Practical Exam has been conducted of 100 Marks online. Result of exam was declared and Certificates of the course were distributed to the students.
Outcome	After participating in this event, the students understood the basic concepts in MS-Excel software & enhanced the technical knowledge in MS-Excel.
Feedback Analysis	The Oral feedback was taken after the event. From the response of the students, it was found that the course was successful. No suggestions were given.
Supported Documents	Activity report, Notice, list of students, timetable, attendance.

  
Course Coordinator



  
Principal  
Principal  
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**Department of Statistics**

Date-05/01/2023

**NOTICE**

All students are hereby informed that Department of Statistics is going to start Short Term Certificate Course in "Data Analysis Using MS-EXCEL" in the SECOND term of academic year 2022-23 from 09 January 2023 to 25 March 2023. the interested candidates are informed to register their names to Prof. Dr. C. S. Kakade on or before 09 January 2023.



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**Department of Statistics**



A Certificate Course in  
**Title: - Data Analysis Using Microsoft Office Excel (MS-Excel)**  
**(2022-23)**

(Duration: 09 Jan. 2023 to 25 March 2023) (45 Lectures)

**Objectives**

1. To enhance the technical knowledge in MS Excel of the students.
2. We Endeavour to make this department as an advanced center of innovation in Software technologies.
3. To retain student attachment and upgrade the standards of teaching, learning and research to match global level of excellence.

**Syllabus**

**UNIT I**

(11 Lectures)

Perquisites and basic terminologies in MS-Excel, Types of data (texts, numbers, dates, functions.), Data Input, Formatting cells, Numbers, Date, Times, Font, Colors, Borders, Fills. Graphical toolbox, Data filtration, sort, text to columns. Random number generation

**UNIT II**

(11 Lectures)

**Functions:** Statistical and Mathematical Functions (ROUND, ROUNDDOWN, ROUNDUP, CEILING, FLOOR, INT, MAX, MIN, MOD, SQRT, ABS, Measures of central tendency, Dispersion, Correlation), Financial Functions (FV, PV, PMT, PPMT, IPMT, NPER, RATE, NPV, IRR).

**UNIT III**

(11 Lectures)

**Working with data:** Data validation, data consolidation, Data Analysis tool box (one sample and two sample statistical tests), what-if analysis, Pivot tables and charts. MACROs: Definition and use, record a macro, assign a macro, run a macro and store a macro.

**Technical (Lab.) Sessions/ Practical's**

(12 Lectures)

1. Tabulation and Graphical representation of data
2. Use of Statistical and Mathematical Functions (Basic Functions, Measures of Central Tendency and Dispersion)
3. Use of Financial functions
4. One sample and two sample statistical tests
5. Pivot Tables and Pivot Chart



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**Course End Examination**

• **Theory**

Theory Exam - **50 Marks**

At the end of course, Theory examination of 2 hours duration and **50 marks** based on syllabus shall be held.

• **Practical**

Practical Exam - **50 Marks**

At the end of course, Practical examination of 2 hours duration and **40 marks** based on syllabus shall be held. **10 marks** for VIVA. **(40+10=50)**

**Pattern of Question paper.**

• **Theory**

**Question one** based on all units. Ten sub-questions of **2 marks** each.

**Question two** based on all units. Three sub-questions of **10 marks** each.

• **Practical**

There should be Four Questions of **10 marks** each. Students should attempt all questions.



*Chakrade*

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**Certificate course in Data Analysis Using Microsoft Office  
Excel (MS-Excel) (2022-23)**

(Duration: 09 Jan. 2023 to 25 March 2023) (45 Lectures)

**Student List**



Sr. No	Name of Students	Class
1	Adulkar Santosh Maruti Mandakini	T.Y.B.Com.
2	Amraskar Bhagyashri Ratnakar Rupali	T.Y.B.Com.
3	Bane Rakhi Harishchandr Anjali	T.Y.B.Com.
4	Bane Vaibhavi Anant Akshata	T.Y.B.Com.
5	Chavan Arpita Ajay Archana	T.Y.B.Com.
6	Chavan Priti Sonu Sugandha	T.Y.B.Com.
7	Darde Chetana Govind Supriya	T.Y.B.Com.
8	Darde Janhavi Rajendra Rajshree	T.Y.B.Com.
9	Gandhi Gauri Sandesh Seema	T.Y.B.Com.
10	Gavankar Pranit Yashwant Smita	T.Y.B.Com.
11	Gurav Nitin Vasudev Satyawati	T.Y.B.Com.
12	Gurav Sanket Sanjay Sangita	T.Y.B.Com.
13	Gurav Suraj Satyawant Rasika	T.Y.B.Com.
14	Indap Rutik Vaman Shraddha	T.Y.B.Com.
15	Kadam Bhagyashri Santosh Sunita	T.Y.B.Com.
16	Kadam Sadhana Chandrakant Supriya	T.Y.B.Com.
17	Kadam Sahil Sandip Shweta	T.Y.B.Com.
18	Kale Vaishnavi Vitthal Vandana	T.Y.B.Com.
19	Kamble Simran Adesh Amisha	T.Y.B.Com.
20	Kolte Pradnya Mangesh Mayuri	T.Y.B.Com.
21	Mainkar Siddhi Arjun Pooja	T.Y.B.Com.
22	Mane Divya Prakash Pranjali	T.Y.B.Com.
23	Mirashi Pranati Prakash Priya	T.Y.B.Com.
24	Mirashi Sandesh Sanjay Sonali	T.Y.B.Com.
25	More Aditi Ashok Asmita	T.Y.B.Com.
26	Narkar Dipti Prakash Pratiksha	T.Y.B.Com.
27	Panchal Bhagyashri Gopinath Sharada	T.Y.B.Com.
28	Panchal Pranali Suresh Archana	T.Y.B.Com.
29	Panchal Rohan Babaji Nilam	T.Y.B.Com.
30	Pashte Pritesh Subhash Pragati	T.Y.B.Com.



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## Department of Statistics

31	Patil Asha Dilip Kavita	T.Y.B.Com.
32	Patil Suvidha Sanjay Swati	T.Y.B.Com.
33	Pavaskar Kanchan Anant Archana	T.Y.B.Com.
34	Rahate Bhushan Rajendra Tejashri	T.Y.B.Com.
35	Rane Divya Sandip Sampada	T.Y.B.Com.
36	Raorane Amol Pandurang Akshata	T.Y.B.Com.
37	Raorane Lalit Vilas Pradnya	T.Y.B.Com.
38	Raorane Prajakta Shantaram Sarika	T.Y.B.Com.
39	Raorane Tejal Madhukar Madhavi	T.Y.B.Com.
40	Raorane Vishakha Surendra Seema	T.Y.B.Com.
41	Satam Prajakta Chandrakant Chaitanya	T.Y.B.Com.
42	Sawant Chaitali Anant Anita	T.Y.B.Com.
43	Sawant Prajyot Manohar Manisha	T.Y.B.Com.
44	Sawant Shamika Shirish Shwetali	T.Y.B.Com.
45	Shelar Preeti Parshuram Pratiksha	T.Y.B.Com.
46	Shrungare Pratiksha Sanjay Mandakini	T.Y.B.Com.
47	Tawade Abhijeet Arun Anjali	T.Y.B.Com.
48	Tondavalkar Dipali Suryakant Sushama	T.Y.B.Com.
49	Kadam Aditya Anil Anjali	T.Y.B.Com.
50	Kadam Akansha Chandrakant Swati	T.Y.B.Com.
51	Nevarekar Omkar Prakash Prabhavati	T.Y.B.Com.
52	Patil Kavita Rajendra Rajashri	T.Y.B.Com.



*(Signature)*  
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**Mark Sheet**




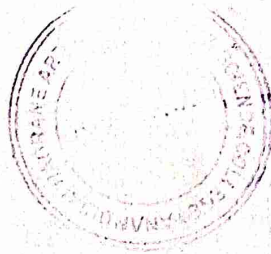
Sr. No	Name of Students	Class	Grade
1	Adulkar Santosh Maruti Mandakini	T.Y.B.Com.	A
2	Amraskar Bhagyashri Ratnakar Rupali	T.Y.B.Com.	A
3	Bane Rakhi Harishchandr Anjali	T.Y.B.Com.	A
4	Bane Vaibhavi Anant Akshata	T.Y.B.Com.	A
5	Chavan Arpita Ajay Archana	T.Y.B.Com.	A
6	Chavan Priti Sonu Sugandha	T.Y.B.Com.	A
7	Darde Chetana Govind Supriya	T.Y.B.Com.	A
8	Darde Janhavi Rajendra Rajshree	T.Y.B.Com.	A
9	Gandhi Gauri Sandesh Seema	T.Y.B.Com.	A
10	Gavankar Pranit Yashwant Smita	T.Y.B.Com.	A
11	Gurav Nitin Vasudev Satyawati	T.Y.B.Com.	A
12	Gurav Sanket Sanjay Sangita	T.Y.B.Com.	A
13	Gurav Suraj Satyawan Rasika	T.Y.B.Com.	A
14	Indap Rutik Vaman Shraddha	T.Y.B.Com.	A
15	Kadam Bhagyashri Santosh Sunita	T.Y.B.Com.	A
16	Kadam Sadhana Chandrakant Supriya	T.Y.B.Com.	A
17	Kadam Sahil Sandip Shweta	T.Y.B.Com.	A
18	Kale Vaishnavi Vitthal Vandana	T.Y.B.Com.	A
19	Kamble Simran Adesh Amisha	T.Y.B.Com.	A
20	Kolte Pradnya Mangesh Mayuri	T.Y.B.Com.	A
21	Mainkar Siddhi Arjun Pooja	T.Y.B.Com.	A
22	Mane Divya Prakash Pranjali	T.Y.B.Com.	A
23	Mirashi Pranati Prakash Priya	T.Y.B.Com.	A
24	Mirashi Sandesh Sanjay Sonali	T.Y.B.Com.	A
25	More Aditi Ashok Asmita	T.Y.B.Com.	A
26	Narkar Dipti Prakash Pratiksha	T.Y.B.Com.	A
27	Panchal Bhagyashri Gopinath Sharada	T.Y.B.Com.	A
28	Panchal Pranali Suresh Archana	T.Y.B.Com.	A
29	Panchal Rohan Babaji Nilam	T.Y.B.Com.	A
30	Pashte Pritesh Subhash Pragati	T.Y.B.Com.	A




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31	Patil Asha Dilip Kavita	T.Y.B.Com.	A
32	Patil Suvridha Sanjay Swati	T.Y.B.Com.	A
33	Pavaskar Kanchan Anant Archana	T.Y.B.Com.	A
34	Rahate Bhushan Rajendra Tejashri	T.Y.B.Com.	A
35	Rane Divya Sandip Sampada	T.Y.B.Com.	A
36	Raorane Amol Pandurang Akshata	T.Y.B.Com.	A
37	Raorane Lalit Vilas Pradnya	T.Y.B.Com.	A
38	Raorane Prajakta Shantaram Sarika	T.Y.B.Com.	A
39	Raorane Tejal Madhukar Madhavi	T.Y.B.Com.	A
40	Raorane Vishakha Surendra Seema	T.Y.B.Com.	A
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Excel (MS-Excel) (2022-23)**

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**Result Analysis**

Grade	O	A	B	C	D	TOTAL
No. of Students	00	52	-	-	-	52

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**Theory Examination**

Course Code:

Time: 2 Hours

Date: --/--/2023

Marks-50

**Q1. A. State whether following statements are TRUE or FALSE and correct if necessary (10)**

- Random number from can be generated from RAND() function.
- Graphical toolbox is appeared in 'HOME' tab.
- Mean() is a function that used to calculate average of a vector.
- NPV (rate, First value) syntax is used to calculate Net present value.
- Variance(val1, val2.....valn) function is used to calculate variance of n specified values.

(10)

**Q1. B. Fill in the blanks**

- Data can be arranged in ascending order by using .....dialogue box.
- To move previous worksheet, you will use the keys Cltr+.....
- In Microsoft Excel, the ..... function returns a value from a range or an array.
- .....is the two macro languages in MS-Excel.
- ..... returns the day of the week for a particular date counting from Sunday.

**Q2. Attempt the following**

(30)

- a) How many data format available in MS-Excel? What is ribbon? Give five useful functions to manipulate data.

**OR**

- b) What are charts in MS-Excel? Explain data filtration technique in MS-Excel.

- c) Explain in brief two macro languages in MS-Excel?

**OR**

- d) Explain five data analysis tools.

- e) Write note on financial functions in MS- Excel.

**OR**

- f) What are the functions used to find measures of dispersion?

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**Practical Examination**

Course Code:

Time: 2 Hours

Date: --/--/2023

Marks: 40+10=50

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- All questions are compulsory.
- Viva of 10 marks will be taken.
- Each question of 10 marks.

\*\*\*\*\*

**Q.1 Solve the following questions**

- a) In a new worksheet, create a table and insert the following information. Use different fonts for different columns, (10)
- 1) Names of people (at least 10)
  - 2) Their ages
  - 3) Their address
  - 4) Number of years they have worked
  - 5) Salary per month

- b) Draw the histogram of the given data (10)

class	0-10	10-20	20-30	30-40	40-50	50-60
No. Of Students	10	15	35	30	21	25

- c) Draw the Pie-chart of the given data (10)

Food	Fruit	vegetable	Dairy	Proteins	Grains
Percentage	36%	14%	13%	28%	9%

- d) If the observations are 4,5,3,9,6,7,2,1,8,2,11,15. (10)  
 Then find mean, median, mode, variance, standard deviation, quartiles, max, and min.

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Students Attendance

Sr. No	Name of Student	01	02	03	04	05	06	07	08	09	10	11	12
1	Adulkar Santosh Maruti	P	P	P	P	P	P	P	P	P	P	P	P
2	Amraskar Bhagyashri Ratnakar	P	P	P	P	P	P	P	P	P	P	P	P
3	Bane Rakhi Harishchandr	P	P	P	P	P	P	P	P	P	P	P	P
4	Bane Vaibhavi Anant	P	P	P	P	P	P	P	P	P	P	P	P
5	Chavan Arpita Ajay	P	P	P	P	P	P	P	P	P	P	P	P
6	Chavan Priti Sonu	P	P	P	P	P	P	P	P	P	P	P	P
7	Darde Chetana Govind	P	P	P	P	P	P	P	P	P	P	P	P
8	Darde Janhavi Rajendra	P	P	P	P	P	P	P	P	P	P	P	P
9	Gandhi Gauri Sandesh	P	P	P	P	P	P	P	P	P	P	P	P
10	Gavankar Prantit Yashwant	P	P	P	P	P	P	P	P	P	P	P	P
11	Gurav Nitin Vasudev	P	P	P	P	P	P	P	P	P	P	P	P
12	Gurav Sanket Sanjay	P	P	P	P	P	P	P	P	P	P	P	P
13	Gurav Suraj Satyawvan	P	P	P	P	P	P	P	P	P	P	P	P
14	Indap Rutik Vaman	P	P	P	P	P	P	P	P	P	P	P	P
15	Kadam Bhagyashri Santosh	P	P	P	P	P	P	P	P	P	P	P	P
16	Kadam Sadhana Chandrakant	P	P	P	P	P	P	P	P	P	P	P	P
17	Kadam Sahli Sandip	P	P	P	P	P	P	P	P	P	P	P	P
18	Kale Vaishnavi Vitthal	P	P	P	P	P	P	P	P	P	P	P	P
19	Kamble Simran Adesh	P	P	P	P	P	P	P	P	P	P	P	P
20	Kolte Pradnya Mangesh	P	P	P	P	P	P	P	P	P	P	P	P
21	Mainkar Siddhi Arjun	P	P	P	P	P	P	P	P	P	P	P	P
22	Mane Divya Prakash	P	P	P	P	P	P	P	P	P	P	P	P
23	Mirashi Pranati Prakash	P	P	P	P	P	P	P	P	P	P	P	P
24	Mirashi Sandesh Sanjay	P	P	P	P	P	P	P	P	P	P	P	P







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Department of Statistics

Sr.No	Name of Student	13	14	15	16	17	18	19	20	21	22	23
1	Adulkar Santosh Naruti	P	P	P	P	P	P	P	P	P	P	P
2	Amraskar Bhagyashri Ratnakar	P	P	P	P	P	P	P	P	P	P	P
3	Bane Rakhi Harishchandr	P	P	P	P	P	P	P	P	P	P	P
4	Bane Vaibhavi Anant	P	P	P	P	P	P	P	P	P	P	P
5	Chavan Arpita Ajay	P	P	P	P	P	P	P	P	P	P	P
6	Chavan Priti Somu	P	P	P	P	P	P	P	P	P	P	P
7	Darde Chetana Govind	P	P	P	P	P	P	P	P	P	P	P
8	Darde Janhavi Rajendra	P	P	P	P	P	P	P	P	P	P	P
9	Gandhi Gauri Sandesh	P	P	P	P	P	P	P	P	P	P	P
10	Gavankar Pramit Yashwant	P	P	P	P	P	P	P	P	P	P	P
11	Gurav Nitin Yasudev	P	P	P	P	P	P	P	P	P	P	P
12	Gurav Sanket Sanjay	P	P	P	P	P	P	P	P	P	P	P
13	Gurav Suraj Satyawan	P	P	P	P	P	P	P	P	P	P	P
14	Indap Rutik Yaman	P	P	P	P	P	P	P	P	P	P	P
15	Kadam Bhagyashri Santosh	P	P	P	P	P	P	P	P	P	P	P
16	Kadam Sadhana Chandrakant	P	P	P	P	P	P	P	P	P	P	P
17	Kadam Sahil Sandip	P	P	P	P	P	P	P	P	P	P	P
18	Kale Vaishnavi Vitthal	P	P	P	P	P	P	P	P	P	P	P
19	Kamble Simran Adesh	P	P	P	P	P	P	P	P	P	P	P
20	Kolte Pradnya Mangesh	P	P	P	P	P	P	P	P	P	P	P
21	Mainkar Siddhi Arjun	P	P	P	P	P	P	P	P	P	P	P
22	Mane Divya Prakash	P	P	P	P	P	P	P	P	P	P	P
23	Mirashi Pranati Prakash	P	P	P	P	P	P	P	P	P	P	P
24	Mirashi Sandesh Sanjay	P	P	P	P	P	P	P	P	P	P	P
25	More Aditi Ashok	P	P	P	P	P	P	P	P	P	P	P
26	Narkar Dipiti Prakash	P	P	P	P	P	P	P	P	P	P	P
27	Panchal Bhagyashri Gopinath	P	P	P	P	P	P	P	P	P	P	P







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**Feedback Form**

\*\*\*\*\*

1. Were objectives of the course clear to you  
a) Yes b) No
2. The course content met with your expectation  
a) Strongly agree b) Agree c) Not sure d) Disagree
3. The exposed you to new knowledge and practices  
a) Strongly agree b) Agree c) Not sure d) Disagree
4. The lectures were clear and easy to understand  
a) Strongly agree b) Agree c) Not sure d) Disagree
5. The teaching aids were effectively used  
a) Strongly agree b) Agree c) Not sure d) Disagree
6. Please give overall rating of course  
a) 80-100% b) 60-80% c) 40-60% d) bellow 40%
7. Any suggestions



Nice Activity

Date

*R. Prady*  
Signature of the student