




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/22-23/08
Name of the Activity	Certificate Course on Data Analysis Using MS Excel.
Date	07 august 2022 to 25 October 2022 (45 Lectures)
Time	
Venue	T.Y.B.Sc. Classroom
Organized by	Department of Statistics
Co-Ordinator	Mr. S. S. Bhaskar
Activity for College/Class/Group	Class
No. of Beneficiaries	20
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. 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, attendance.


Coordinator




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Date-01/08/2022

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 FIRST term of academic year 2022-23 from **07 august 2022 to 25 October 2022**. the interested candidates are informed to register their names to Prof. S. S. Bhaskar on or before **07 august 2022**.


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A Certificate Course in

**Title: -Data Analysis Using Microsoft Office Excel (MS-Excel)
2022-23**

Duration: 07 August 2022 to 25 October 2022 (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.


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Department of Statistics

Certificate course in "Data Analysis using MS Excel" 2022-23


(Duration: 07 august 2022 to 25 October 2022)

List of students

Sr No	Name of Students	Class
1	Bhogate Digvijay Dinesh Disha	S.Y.B.Sc.
2	Gurav Omakar Vijay Namrata	S.Y.B.Sc.
3	Kamble Ashish Yashawant Rajashree	S.Y.B.Sc.
4	Kamble Rushikesh Sambhaji Ujjwala	S.Y.B.Sc.
5	Kubade Bhushan Subhash Supriya	S.Y.B.Sc.
6	Mirase Lalita Balaji Padminbai	S.Y.B.Sc.
7	Moraye Tushar Devidas Sheela	S.Y.B.Sc.
8	Pawar Sumit Chandrahas Ujjwala	S.Y.B.Sc.
9	Sansare Aditya Bhagyavant Anuja	S.Y.B.Sc.
10	Sawant Kalpesh Vaman Yogita	S.Y.B.Sc.
11	Tawade Akshay Rajesh Rakhi	S.Y.B.Sc.
12	Dalavi Makarand Vijay Vaibhavi	S.Y.B.Sc.
13	Dalavi Manaswi Dnyaneshwar Madhavi	S.Y.B.Sc.
14	Gavali Triveni Bhimrav Uma	S.Y.B.Sc.
15	Gawali Nikhil Namdev Usha	S.Y.B.Sc.
16	Narkar Mandar Prakash Priya	S.Y.B.Sc.
17	Rathod Lalita Krishna Devi	S.Y.B.Sc.
18	Bavdane Swapnil Tukaram Sangita	F.Y.B.Sc.
19	Dhanavade Shrikant Shantaram Sharmila	F.Y.B.Sc.
20	Ghadigaonkar Siddhi Lalit Lalita	F.Y.B.Sc.


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(Duration: 07 august 2022 to 25 October 2022)

Theory Examination

Course Code:

Time: 2 Hours

Date: --/--/2022

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.

Q1. B. Fill in the blanks

(10)

- Data can be arranged in ascending order by usingdialogue 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: --/--/2022

Marks: 40+10=50

- 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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Mark Sheet

Sr No	Name of Students	Class	Grade
1	Bhogate Digvijay Dinesh Disha	S.Y.B.Sc.	A
2	Gurav Omakar Vijay Namrata	S.Y.B.Sc.	A
3	Kamble Ashish Yashawant Rajashree	S.Y.B.Sc.	A
4	Kamble Rushikesh Sambhaji Ujjwala	S.Y.B.Sc.	A
5	Kubade Bhushan Subhash Supriya	S.Y.B.Sc.	A
6	Mirase Lalita Baloji Padminbai	S.Y.B.Sc.	A
7	Moraye Tushar Devidas Sheela	S.Y.B.Sc.	A
8	Pawar Sumit Chandrahas Ujjwala	S.Y.B.Sc.	A
9	Sansare Aditya Bhagyavant Anuja	S.Y.B.Sc.	A
10	Sawant Kalpesh Vaman Yogita	S.Y.B.Sc.	A
11	Tawade Akshay Rajesh Rakhi	S.Y.B.Sc.	A
12	Dalavi Makarand Vijay Vaibhavi	S.Y.B.Sc.	A
13	Dalavi Manaswi Dnyaneshwar Madhavi	S.Y.B.Sc.	A
14	Gavali Triveni Bhimrav Uma	S.Y.B.Sc.	A
15	Gawali Nikhil Namdev Usha	S.Y.B.Sc.	A
16	Narkar Mandar Prakash Priya	S.Y.B.Sc.	A
17	Rathod Lalita Krishna Devi	S.Y.B.Sc.	A
18	Bavdane Swapnil Tukaram Sangita	F.Y.B.Sc.	A
19	Dhanavade Shrikant Shantaram Sharmila	F.Y.B.Sc.	A
20	Ghadigaonkar Siddhi Lalit Lalita	F.Y.B.Sc.	A


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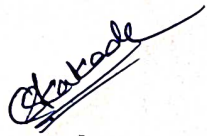
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Result Analysis

Grade	O	A	B	C	D	TOTAL
No. of Students	00	20	-	-	-	20


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Students Attendance

Sr. No	Name of Student	01	02	03	04	05	06	07	08	09	10	11	12
1	Bhogate Digvijay Dimesh	P	P	P	P	P	P	P	P	P	P	P	P
2	Gurav Omakar Vijay	P	P	P	P	P	P	P	P	P	P	P	P
3	Kamble Ashish Yashawant	P	P	P	P	P	P	P	P	P	P	P	P
4	Kamble Rushikesh Sambhaji	P	P	P	P	P	P	P	P	P	P	P	P
5	Kubade Bhushan Subhash	P	P	P	P	P	P	P	P	P	P	P	P
6	Mirase Lalita Baloji	P	P	P	P	P	P	P	P	P	P	P	P
7	Moraye Tushar Devidas	P	P	P	P	P	P	P	P	P	P	P	P
8	Pawar Sumit Chandrabas	P	P	P	P	P	P	P	P	P	P	P	P
9	Sansare Aditya Bhagyavant	P	P	P	P	P	P	P	P	P	P	P	P
10	Sawant Kalpesh Vaman	P	P	P	P	P	P	P	P	P	P	P	P
11	Tawade Akshay Rajesh	P	P	P	P	P	P	P	P	P	P	P	P
12	Dalavi Makrand Vijay	P	P	P	P	P	P	P	P	P	P	P	P
13	Dalavi Manaswi Dnyaneshwar	P	P	P	P	P	P	P	P	P	P	P	P
14	Gavali Triveni Bhimirav	P	P	P	P	P	P	P	P	P	P	P	P
15	Gawali Nikhil Namdev	P	P	P	P	P	P	P	P	P	P	P	P
16	Narkar Mandar Prakash	P	P	P	P	P	P	P	P	P	P	P	P
17	Rathod Lalita Krishna	P	P	P	P	P	P	P	P	P	P	P	P
18	Bavdane Swapnil Tukaram	P	P	P	P	P	P	P	P	P	P	P	P
19	Dhanavade Shrikant Shantaram	P	P	P	P	P	P	P	P	P	P	P	P
20	Ghadigaonkar Siddhi Lalit	P	P	P	P	P	P	P	P	P	P	P	P

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Sr. No	Name of Student	13	14	15	16	17	18	19	20	21	22	23
1	Bhogate Digvijay Dinesh	P	P	P	P	P	P	P	P	P	P	P
2	Gurav Omakar Vijay	P	P	P	P	P	P	P	P	P	P	P
3	Kamble Ashish Yashwant	P	P	P	P	P	P	P	P	P	P	P
4	Kamble Rushikesh Sambhaji	P	P	P	P	P	P	P	P	P	P	P
5	Kubade Bhushan Subhash	P	P	P	P	P	P	P	P	P	P	P
6	Mirase Lalita Balaji	P	P	P	P	P	P	P	P	P	P	P
7	Moraye Tushar Devidas	P	P	P	P	P	P	P	P	P	P	P
8	Pawar Sumit Chandrabas	P	P	P	P	P	P	P	P	P	P	P
9	Sansare Aditya Bhagyavant	P	P	P	P	P	P	P	P	P	P	P
10	Sawant Kalpesh Vaman	P	P	P	P	P	P	P	P	P	P	P
11	Tawade Akshay Rajesh	P	P	P	P	P	P	P	P	P	P	P
12	Dalavi Makarand Vijay	P	P	P	P	P	P	P	P	P	P	P
13	Dalavi Manaswi Dnyaneshwar	P	P	P	P	P	P	P	P	P	P	P
14	Gavali Triveni Bhimrav	P	P	P	P	P	P	P	P	P	P	P
15	Gawali Nikhil Namdev	P	P	P	P	P	P	P	P	P	P	P
16	Narkar Mandar Prakash	P	P	P	P	P	P	P	P	P	P	P
17	Rathod Lalita Krishna	P	P	P	P	P	P	P	P	P	P	P
18	Bavdane Swapnil Tukaram	P	P	P	P	P	P	P	P	P	P	P
19	Dhanavade Shrikant Shantaram	P	P	P	P	P	P	P	P	P	P	P
20	Ghadigaonkar Siddhi Lalit	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) below 40%
7. Any suggestions

No suggestions

Date

[Signature]
Signature of the student

