



AJEENKYA
D Y PATIL UNIVERSITY
THE INNOVATION UNIVERSITY

School of
Management

Value Added Course : MS EXCEL & ADVANCED EXCEL

EXCEL

Speaker : Prof. Aboli Niphadkar

Course Coordinator : Prof.Sadhana Jadhav

**Head of the School :
Dr. Makarand Joshi**

Date : 3-7 September 2018 Time : 9.30pm to 4.:30pm



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Circular

Dear Students,

We are pleased to announce a Value-Added Course titled "**MS Excel & Advanced Excel**" for **the School of Management** students. This course aims to provide valuable insights into learning the Microsoft Excel.

Details of the Course:

- **Dates:** 3-7 September 2018
- **Timings:** 9:30 to 4:30
- **Venue:** 8th Floor, Mini Auditorium, ULC
- **Guest Speaker:** Prof. Aboli Niphadkar

We encourage all the students of School of Management to attend this insightful course, which will be beneficial in understanding Microsoft Excel.

For any further queries, feel free to contact the course coordinator Prof. Sadhana Jadhav.

Note: Attendance for this course will be considered in your overall academic performance.

Best Regards,


Dr. Makrand Joshi,

Head – School of Management



📍 Ajeenkya DY Patil University
Charholi Budruk, via Lohegaon,
Pune, India-412105

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+91 8686868686

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About Value Added Course:

The MS Excel & Advanced Excel course is designed specifically for management students to equip them with essential and advanced spreadsheet skills critical for data-driven decision-making in today's business environment. This comprehensive course begins with foundational Excel skills. Students will learn how to organize, analyze, and interpret large datasets effectively, enabling them to make informed decisions and solve complex business problems. The course emphasizes real-world applications, teaching students to automate repetitive tasks, develop insightful reports, and perform advanced statistical analyses that are crucial for roles in finance, marketing, operations, and beyond.

By the end of the course, students will be proficient in leveraging Excel's powerful tools to streamline workflows, enhance productivity, and contribute strategically to any business setting. Mastery of Excel and its advanced features is a vital skill that will significantly boost their employability and prepare them for data-driven leadership roles in a wide range of industries.

Course Objectives:

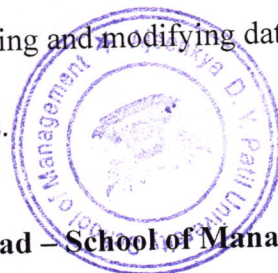
- 1. Understand Functions:**
Indicate names & functions of Excel.
- 2. Data Manipulation:**
To familiarize students with entering and editing data in Excel.
- 3. Data Formatting:**
Understanding how to format data & cells.
- 4. Graphical Representation:**
To enhance visual graphical presentation in Excel.

Course Outcomes:

- 1. Examining Spreadsheet:**
Students will be able to examine spreadsheet concepts & explore functions in Excel.
- 2. Accessing Workbook:**
Students will be able to create, open, view & save a workbook.
- 3. Modification of data:**
Students will demonstrate an understanding of entering, editing and modifying data.
- 4. Work with cell references:**
Students will understand concept of cells and cell references.


Signature of the Co-ordinator



Signature of Head – School of Management



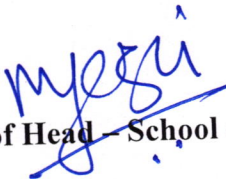


Syllabus for MS Excel & Advanced Excel

Unit	Content to be covered	No of Hrs
1	Unit 1: Create Worksheets and Workbooks, Navigate in Worksheets and Workbooks, Format Worksheets and Workbooks, Customize Options and Views for Worksheets and Workbooks, Configure Worksheets and Workbooks for Distribution,	6
2	Unit 2: Apply Custom Data Formats and Validation, Apply Advanced Conditional Formatting and Filtering, Create and Modify Custom Workbook Elements, Create and Manage Tables, Manage Table Styles and Options, Filter and Sort a Table,	6
3	Unit 3: Summarize Data by using Functions, Perform Conditional Operations by using Functions, Format and Modify Text by using Functions, Create Charts, Format Charts, Insert and Format Objects	6
4	Unit 4: Manage Workbooks, Manage Workbook Review Restrict editing, Apply Custom Data Formats and Validation, Apply Advanced Conditional Formatting and Filtering, Create and Modify Custom Workbook Elements, Prepare a Workbook for Internationalization	6
5	Unit 5: Apply Functions in Formulas, Look up data by using Functions, Apply Advanced Date and Time Functions, Perform Data Analysis and Business Intelligence, Troubleshoot Formulas, Define Named Ranges and Objects, Create and Manage PivotTables, Create and Manage Pivot Charts	6


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Teaching Plan for the Value Added Course on MS Excel & Advanced Excel

Date	Topics to be Covered
03-09-2018	Create a new workbook and apply basic formatting. Practice navigating between different worksheets. Customize views using freeze panes and zoom options. Prepare a workbook for printing (headers, footers, margins).
04-09-2018	Apply data validation to restrict inputs (e.g., specific ranges or text). Use advanced filtering and conditional formatting on a dataset. Create a table, apply table styles, and practice sorting and filtering data.
05-09-2018	Use functions to summarize and conditionally analyze a dataset. Practice text modification using the CONCATENATE and TEXT functions. Create charts based on summarized data and format them (titles, axis labels, legends). Insert and format objects such as images and text boxes into a worksheet.
06-09-2018	Track changes and manage comments in a shared workbook. Set up and restrict editing permissions for a workbook. Apply advanced conditional formatting and review custom data validation rules. Customize workbook elements like headers and footers for different regions or languages.
07-09-2018	Use VLOOKUP to retrieve data from a table. Apply advanced date functions to track events or deadlines. Create a PivotTable from a large dataset and analyze the data using different filters. Create a Pivot Chart to visually represent data from the PivotTable.

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Timetable for VAC Course on MS Excel & Advanced Excel

Program Name :	MBA/BBA				
Version No. :	1	Semester :	I/III/V	Class :	I MBA /II MBA/ BBA/II BBA/III BBA
Ref. No: ADYPU/SOM/F-014					
Time / Day	Monday	Tuesday	Wednesday	Thursday	Friday
9:30 – 4:30	VAC	VAC	VAC	VAC	VAC
Room no	Mini Audi	Mini Audi	Mini Audi	Mini Audi	Mini Audi

S. Jadhav
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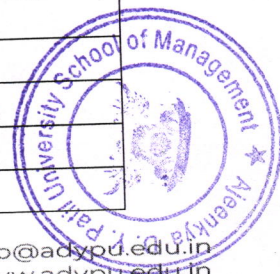
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Signature of Head – School of Management





List of Students Enrolled for Value Added Course on MS Excel & Advanced Excel

S. NO	URN	Name of the Student
1	2017-M-03061996	Mansee More
2	2017-M-19101996	Bharati Verma
3	2018-B-28091999	Akash Dey
4	2018-B-14062000	Atharva Wakre
5	2018-B-20111998	Prakhar Khanna
6	2018-B-24091999A	Ayush Jaiswal
7	2018-B-07112000A	Aniruddh Jha
8	2018-B-03092000A	Prajwal Tembburne
9	2017-B-30121998	Chahat Agarwal
10	2017-B-04111999A	Neha Yadav
11	2017-B-18071999	Sunita Parida
12	2017-B-26041999	Aishwarya Mudaliar
13	2017-B-08012000	Jagriti Tomar
14	2017-B-19022000A	Shruthi Mahadevan
15	2017-B-15121998	Alan Scaria
16	2017-B-14101999B	Pratiksha Gunjawate
17	2017-B-24031999	Shubham Srivastava
18	2017-B-08062000	Sonali Kalgude
19	2018-B-20032002	Vishesh Manish Agarwal
20	2018-B-23031998	Jash Hiren Desai
21	2018-B-05122000	Farhan Jameel Ahmad Khan
22	2018-B-06122001	Anshuman Vijay Pathak
23	2018-B-13092002	Deepak Manoj Yadav
24	2018-B-25102002	Vishakha Tanwar
25	2018-B-11042001	Lincy Velladurai Nadar
26	2018-B-07102003	Shrishti Amitabh Jain
27	2018-M-05021999	Pushker Nana Lal Dangi
28	2018-M-18111997	Saurabh Rajkumar Pillai
29	2018-M-12061999	Nameera Usman
30	2018-M-15101996	Muhammad Talib Aasif Miyan
31	2018-M-22101999	Tanvi Anand Singh
32	2018-M-08021996	Piyush Prabhakar Gawali





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33	2018-M-08021999	Kavita Ratanlal Prajapati
34	2018-M-14121999	Rahul Rambriksh Yadav
35	2018-M-16061995	Yash Rahul Pingale
36	2018-M-30051995	Aishwarya Pravin Naik
37	2018-M-12081997	Tarun S Sarode
38	2018-M-01071998	Amrita Suman Nath Sanyal
39	2018-M-21061998	Nikita Tulsidas Chowdhari

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Report for the Value Added Course on MS Excel & Advanced Excel

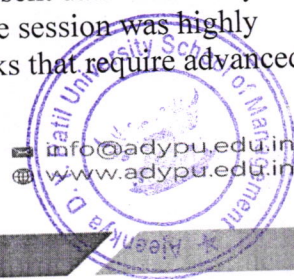
Nature of Activity: Offline	Title: MS Excel & Advanced Excel	
Program Name: M.B.A/BBA	Semester: First & Third	
Time/ Duration: 4:30 – 5:30 PM	Date: 3-7 September 2018	Venue: 8 th Floor, Mini Auditorium, ULC
Guests: Prof. Sneha Thomas		

Objectives of the Guest Session

1. Indicate the names and functions of the Excel interface components.
2. Enter and edit data.
3. Format data and cells.
4. Construct formulas, including the use of built-in functions, and relative and absolute references.
5. Create and modify charts.
6. Preview and print worksheets.

Execution of the Session: Summary of session debriefs and experiential learning outcome from session:

The MS-Excel & Advanced Excel course, conducted from August to October 2018 over a span of 30 hours, was organized by the School of Management. Coordinated by Sadhana Jadhav Tilekar, the course aimed to equip students with essential and advanced Excel skills, vital for their academic and professional growth. The guest speaker for the event was Ms. Aboli Niphadkar, a seasoned Excel expert. The primary objectives of the course were to introduce students to the Excel interface, teach them how to enter and edit data, format cells, construct formulas, and create and modify charts. Additionally, students learned to effectively use built-in functions, apply relative and absolute references, and print worksheets. The course provided both theoretical and practical knowledge, allowing students to grasp key spreadsheet concepts and explore the Microsoft Excel environment. Throughout the sessions, students were able to create, open, and modify workbooks, enter and edit data, and work with various cell references. The course also covered essential functions like formatting, data organization, and creating visual representations of data through charts. By the end of the program, students had developed a strong foundation in Excel, allowing them to manage, analyze, and present data effectively—skills highly valuable in business and management careers. Overall, the session was highly engaging and beneficial, preparing students for future professional tasks that require advanced Excel proficiency.





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Student Feedback

1. Extremely beneficial session.
2. Most awaited and helpful session.

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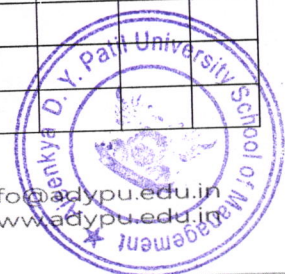
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Attendance for Value Added Course MS Excel & Advanced Excel

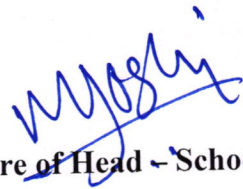
S. NO	URN	Name of the Student	3/09/2018	4/09/2018	5/09/2018	6/09/2018	7/09/2018
1	2017-M-03061996	Mansee More					
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6	2018-B-24091999A	Ayush Jaiswal					
7	2018-B-07112000A	Aniruddh Jha					
8	2018-B-03092000A	Prajwal Tembhone					
9	2017-B-30121998	Ria Ashish Aggarwal					
10	2017-B-04111999A	Gift Sylvanus Utah					
11	2017-B-18071999	Marij Yusuf Kachhi					
12	2017-B-26041999	Arfath Riyaz Shaikh					
13	2017-B-08012000	Sairaj Santosh Surve					
14	2017-B-19022000A	Pawan Shambhu Kumar					
15	2017-B-15121998	Bijal Sandeep Paleja					
16	2017-B-14101999B	Jyoti Shahaji Shinde					
17	2017-B-24031999	Diptyajit Satyajit Sengupta					
18	2017-B-08062000	Ayush Anup Datta					
19	2018-B-20032002	Tulika Madhu Roy					
20	2018-B-23031998	Ayushi Ravindra Jain					
21	2018-B-05122000	Shubham Vishnu Mandlik					
22	2018-B-06122001	Harsha Bhupesh Sharma					
23	2018-B-13092002	Vaidehi Narendra Girepunje					
24	2018-B-25102002	Apurvh Avinash Paudwal					
25	2018-B-11042001	Pranali Vardharaj Rao					
26	2018-B-07102003	Sahil Vikas Bhosale					
27	2018-M-05021999	Kimaya Rajendra Ranawade					
28	2018-M-18111997	Astha Arvind Yadav					
29	2018-M-12061999	Priyanshu Arun Bansal					
30	2018-M-15101996	Amrita Subhash Baranwal					
31	2018-M-22101999	Shweta VK Chandrawanshi					





32	2018-M-08021996	Mehak Mahesh Goyal						
33	2018-M-08021999	Vrushal Chandrakant Kavlekar						
34	2018-M-14121999	Ruchika Pramod Lahoti						
35	2018-M-16061995	Prateek Kundan Kumar						
36	2018-M-30051995	Adhira Rohit Saxena						
37	2018-M-12081997	Vishal Chandrakant Kamble						
38	2018-M-01071998	Anshul Anil Choudhry						
39	2018-M-21061998	Pratiksha Gopinath Kolekar						


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Evaluation Plan

Evaluation Type	Evaluation Component	Max. Marks	Duration	Assessment Date	Required Passing Marks
Course End Examination	Multiple Choice	50	1 hour	10/09/2018	25

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List of Students to whom Certificates were Issued

S. NO	URN	Name of the Student
1	2017-M-03061996	Mansee More
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28	2018-M-18111997	Astha Arvind Yadav
29	2018-M-12061999	Priyanshu Arun Bansal





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31	2018-M-22101999	Shweta VK Chandrawanshi
32	2018-M-08021996	Mehak Mahesh Goyal
33	2018-M-08021999	Vrushal Chandrakant Kavlekar
34	2018-M-14121999	Ruchika Pramod Lahoti
35	2018-M-16061995	Prateek Kundan Kumar

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Management**

CERTIFICATE OF COMPLETION

Awarded to

Mr. Akash Dey

for successful completion of

Value Added Course on **MS Excel & Advanced Excel** held from 03rd September to
07th September 2018

& Secured _____A___ Grade conducted by School of Management

Co-ordinator

Head- School of
Ajeenkya D.Y. Patil University, Pune



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**School of
Management**

CERTIFICATE OF COMPLETION

Awarded to

Mr. Prakhar Khanna

for successful completion of

Value Added Course on **MS Excel & Advanced Excel** held from 03rd September to
07th September 2018

& Secured _____A___ Grade conducted by School of Management

S. Jadhav

Co-ordinator

M. Joshi

Head- School of

Ajeenkya D.Y. Patil University, Pune