Good News Welfare Society's Arts and Commerce
First Grade College Kalghatgi-581204
Department of Commerce

Advanced MS Excel Training Course 21-22

Syllabus

Enhance your Microsoft Excel Skills By Learning this Advance MS Excel Training Course.

Microsoft Excel is one of the most commonly used products of Microsoft office. It is used for data entry, data analysis, data presentation, or calculation. The best thing about Microsoft Excel is that this totally depends on your skill level. You can use MS Excel for any beginner or advanced level task it will be equally efficient & easy to use in either case.

This MS Excel course is Advance Level or Expert Level training especially for **engineers, data analysts, data scientists, students, teachers, or researchers**, or for anyone who has basic or intermediate level Microsoft Excel knowledge & now wants to learn Advance Level, MS Excel.

This course is divided into the following different sections:

1. Introduction to the Course

2. Data Tab

3. Insert Tab

4. Developer Tab

Under these tabs the following different topics will be discussed:

- **Data Analysis options**
- **Data import options / Excel Queries**
- **Data Consolidation**
- **Sort & Filter option**
- **Charts & Tables**
- **Pivot Tables & Charts**
- **Dashboards**
- **Form Controls**
- **VBA & Macros**

Head
Department of Commerce
GNWS First Grade College
Kalaghatagi-581204

PRINCIPAL
Good News Welfare Society's
Arts & Commerce First Grade College,
Kalaghatgi-581204

Scanned with AnyScanner

Good News Welfare Society's Arts and Commerce

First Grade College Kalghatgi-581204

Department of Commerce

Advanced MS Excel Training Course

For the Academic Year 2021-22

Time Table

Day and Date	8-20 AM to 9-10 AM	9-10 AM to 10-00 AM	3-30 PM to 4-20 PM	4-20 PM to 5-10 PM
Monday 23/05/22	Introduction to Advance Excel	Data Tab	Insert Tab	Developer Tab
Tuesday 24/05/22	Data Analysis Option	Practical	Data Import Options/ Excel Quarries	Practical
Wednesday 25/05/22	Data Consolidation	Practical	Sort and Filter Option	Practical
Thursday 26/05/22	Charts and Tables	Practical	Dashboards	Practical
Friday 27/05/22	Pivot tables and Charts	Practical	Form Controls	Practical
Saturday 28/05/22	VBA & Macros	Practical	Practical	Practical

Head
Department of Commerce
GNWS First Grade College
Kalaghatagi-581204

PRINCIPAL
Good News Welfare Society's
Arts & Commerce First Grade College,
Kalaghatgi-581204

Scanned with AnyScanner

Good News Welfare Society's Arts and Commerce
First Grade College Kalghatgi-581204
Department of Commerce

Advanced MS Excel Training Course 21-22

Attendance and signed signatures of students

Roll No	Name of the Students	On 23-05-2022 8-20 AM to 9-10 AM	On 23-05-2022 9-10 AM to 10-00AM	On 23-05-2022 3-30 PM to 4-20PM	On 23-05-2022 4-20 PM to 5-10 PM
1	M I DODAMANI				
2	S S HULAGOD				
3	C S MELINAMANI				
4	J C VELPULLA				
5	S M BENAKANNAVAR				
6	M A KAREMALLAPPANAvR				
7	B S DODDAPUJAR				
8	R L PATIL				
9	A M SANGALAD				
10	G S BYAHATTI				
11	R M BADIGER				
12	K C HONNIHALLI				
13	S DYANKOJI				
14	S R PAWAR				
15	A B NAIKAR	Absent			
16	S B KURUBAGATTI				
17	N M MALVI				

Scanned with AnyScanner

18	S G SOMANAKOPPA				
19	H R WALIKAR				
20	A K BHAJANTRI				
21	D B TIPPANNAVAR				
22	S N RATHOD				
24	R B BHARAMAPPANAVAR				
25	S B DALANNANAVAR				
26	V V ALADAKATTI				

Head
Department of Commerce
GMWC First Grade College
Kalaghatagi-581 204

PRINCIPAL
Good Mess Welfare Society's
Arts & Commerce First Grade College
Kalaghatagi-581 204

Scanned with AnyScanner

Good News Welfare Society's Arts and Commerce
First Grade College Kalghatgi-581204
Department of Commerce
Advanced MS Excel Training Course 21-22
Attendance and signed signatures of students

Roll No	Name of the Students	On 24-05-2022 8-20 AM to 9-10 AM	On 24-05-2022 9-10 AM to 10-00AM	On 24-05-2022 3-30 PM to 4-20PM	On 24-05-2022 4-20 PM to 5-10 PM
1	M I DODAMANI				
2	S S HULAGOD				
3	C S MELINAMANI				
4	J C VELPULLA				
5	S M BENAKANNAVAR				
6	M A KAREMALLAPPANAvR				
7	B S DODDAPUJAR				
8	R L PATIL				
9	A M SANGALAD				
10 .	G S BYAHATTI				
11	R M BADIGER				
12	K C HONNIHALLI				
13	S DYANKOJI				
14	S R PAWAR				
15	A B NAIKAR		Absent		
16	S B KURUBAGATTI				
17	N M MALVI				

Scanned with AnyScanner

18	S G SOMANAKOPPA				
19	H R WALIKAR				
20	A K BHAJANTRI				
21	D B TIPPANNAVAR				
22	S N RATHOD				
24	R B BHARAMAPPANAVAR				
25	S B DALANNANAVAR				
26	V V ALADAKATTI				

Head
Department of Commerce
GNWS First Grade College
Kalaghatagi-581204

PRINCIPAL
Good News Welfare Society's
Arts & Commerce First Grade College.
Kalaghatgi-581204

Scanned with AnyScanner

Good News Welfare Society's Arts and Commerce
First Grade College Kalghatgi-581204
Department of Commerce

Advanced MS Excel Training Course 21-22

Attendance and signed signatures of students

Roll No	Name of the Students	On 25-05-2022 8-20 AM to 9-10 AM	On 25-05-2022 9-10 AM to 10-00AM	On 25-05-2022 3-30 PM to 4-20PM	On 25-05-2022 4-20 PM to 5-10 PM
1	M I DODAMANI				
2	S S HULAGOD				
3	C S MELINAMANI				
4	J C VELPULLA				
5	S M BENAKANNAVAR				
6	M A KAREMALLAPPANAvR				
7	B S DODDAPUJAR				
8	R L PATIL				
9	A M SANGALAD				
10	G S BYAHATTI				
11	R M BADIGER				
12	K C HONNIHALLI				
13	S DYANKOJI				
14	S R PAWAR				
15	A B NAIKAR		Absent		
16	S B KURUBAGATTI				
17	N M MALVI				

Scanned with AnyScanner

18	S G SOMANAKOPPA				
19	H R WALIKAR				
20	A K BHAJANTRI				
21	D B TIPPANNAVAR				
22	S N RATHOD				
24	R B BHARAMAPPANAVAR				
25	S B DALANNANAVAR				
26	V V ALADAKATTI				

Head
Department of Commerce
GNWS First Grade College
Kalaghatagi-581204

PRINCIPAL
Good News Welfare Society's
Arts & Commerce First Grade College.
Kalaghatgi-581204

Scanned with AnyScanner

Good News Welfare Society's Arts and Commerce
First Grade College Kalghatgi-581204
Department of Commerce
Advanced MS Excel Training Course 21-22
Attendance and signed signatures of students

Roll No	Name of the Students	On 26-05-2022 8-20 AM to 9-10 AM	On 26-05-2022 9-10 AM to 10-00AM	On 26-05-2022 3-30 PM to 4-20PM	On 26-05-2022 4-20 PM to 5-10 PM
1	M I DODAMANI				
2	S S HULAGOD				
3	C S MELINAMANI				
4	J C VELPULLA				
5	S M BENAKANNAVAR				
6	M A KAREMALLAPPANAvR				
7	B S DODDAPUJAR				
8	R L PATIL				
9	A M SANGALAD				
10	G S BYAHATTI				
11	R M BADIGER				
12	K C HONNIHALLI				
13	S DYANKOJI				
14	S R PAWAR				
15	A B NAIKAR		Absent		
16	S B KURUBAGATTI				
17	N M MALVI				

Scanned with AnyScanner

18	S G SOMANAKOPPA				
19	H R WALIKAR				
20	A K BHAJANTRI				
21	D B TIPPANNAVAR				
22	S N RATHOD				
24	R B BHARAMAPPANAVAR				
25	S B DALANNANAVAR				
26	V V ALADAKATTI				

Head
Department of Commerce
GNWS First Grade College
Kalaghatagi-581204

PRINCIPAL
Good News Welfare Society's
Arts & Commerce First Grade College
Kalaghatgi-581204

Scanned with AnyScanner

Good News Welfare Society's Arts and Commerce
First Grade College Kalghatgi-581204
Department of Commerce

Advanced MS Excel Training Course 21-22

Attendance and signed signatures of students

Roll No	Name of the Students	On 27-05-2022 8-20 AM to 9-10 AM	On 27-05-2022 9-10 AM to 10-00AM	On 27-05-2022 3-30 PM to 4-20PM	On 27-05-2022 4-20 PM to 5-10 PM
1	M I DODAMANI				
2	S S HULAGOD				
3	C S MELINAMANI				
4	J C VELPULLA				
5	S M BENAKANNAVAR				
6	M A KAREMALLAPPANAVR				
7	B S DODDAPUJAR				
8	R L PATIL				
9	A M SANGALAD				
10	G S BYAHATTI				
11	R M BADIGER				
12	K C HONNIHALLI				
13	S DYANKOJI				
14	S R PAWAR				
15	A B NAIKAR		Absent		
16	S B KURUBAGATTI				
17	N M MALVI				

Scanned with AnyScanner

18	S G SOMANAKOPPA				
19	H R WALIKAR				
20	A K BHAJANTRI				
21	D B TIPPANNAVAR				
22	S N RATHOD				
24	R B BHARAMAPPANAVAR				
25	S B DALANNANAVAR				
26	V V ALADAKATTI				

Head
Department of Commerce
GNWS First Grade College
Kalaghatagi-581204

PRINCIPAL
Good News Welfare Society's
Arts & Commerce First Grade College,
Kalaghatgi-581204

Scanned with AnyScanner

Good News Welfare Society's Arts and Commerce
First Grade College Kalghatgi-581204
Department of Commerce

Advanced MS Excel Training Course 21-22

Attendance and signed signatures of students

Roll No	Name of the Students	On 28-05-2022 8-20 AM to 9-10 AM	On 28-05-2022 9-10 AM to 10-00AM	On 28-05-2022 3-30 PM to 4-20PM	On 28-05-2022 4-20 PM to 5-10 PM
1	M I DODAMANI				
2	S S HULAGOD				
3	C S MELINAMANI				
4	J C VELPULLA				
5	S M BENAKANNAVAR				
6	M A KAREMALLAPPANAvR				
7	B S DODDAPUJAR				
8	R L PATIL				
9	A M SANGALAD				
10	G S BYAHATTI				
11	R M BADIGER				
12	K C HONNIHALLI				
13	S DYANKOJI				
14	S R PAWAR				
15	A B NAIKAR		Absent		
16	S B KURUBAGATTI				
17	N M MALVI				

Scanned with AnyScanner

18	S G SOMANAKOPPA				
19	H R WALIKAR				
20	A K BHAJANTRI				
21	D B TIPPANNAVAR				
22	S N RATHOD				
24	R B BHARAMAPPANAVAR				
25	S B DALANNANAVAR				
26	V V ALADAKATTI				

Head
Department of Commerce
GNWS First Grade College
Kalaghatagi-581204

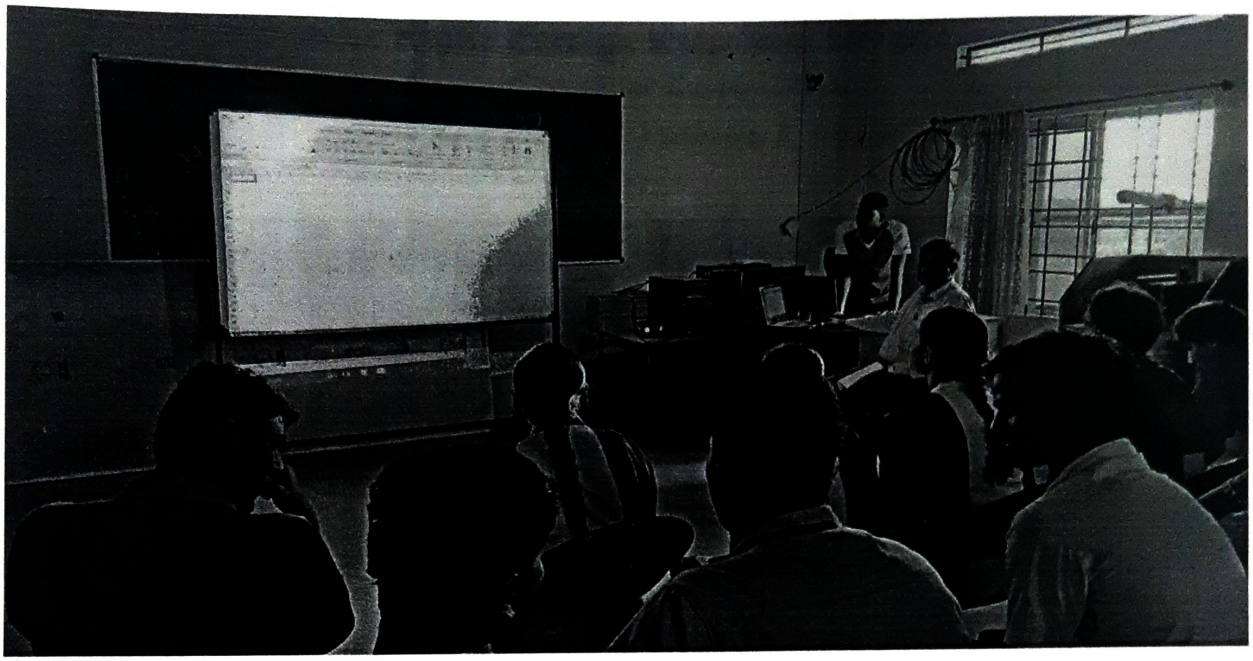
PRINCIPAL
Good News Welfare Society's
Arts & Commerce First Grade College,
Kalaghatgi-581204

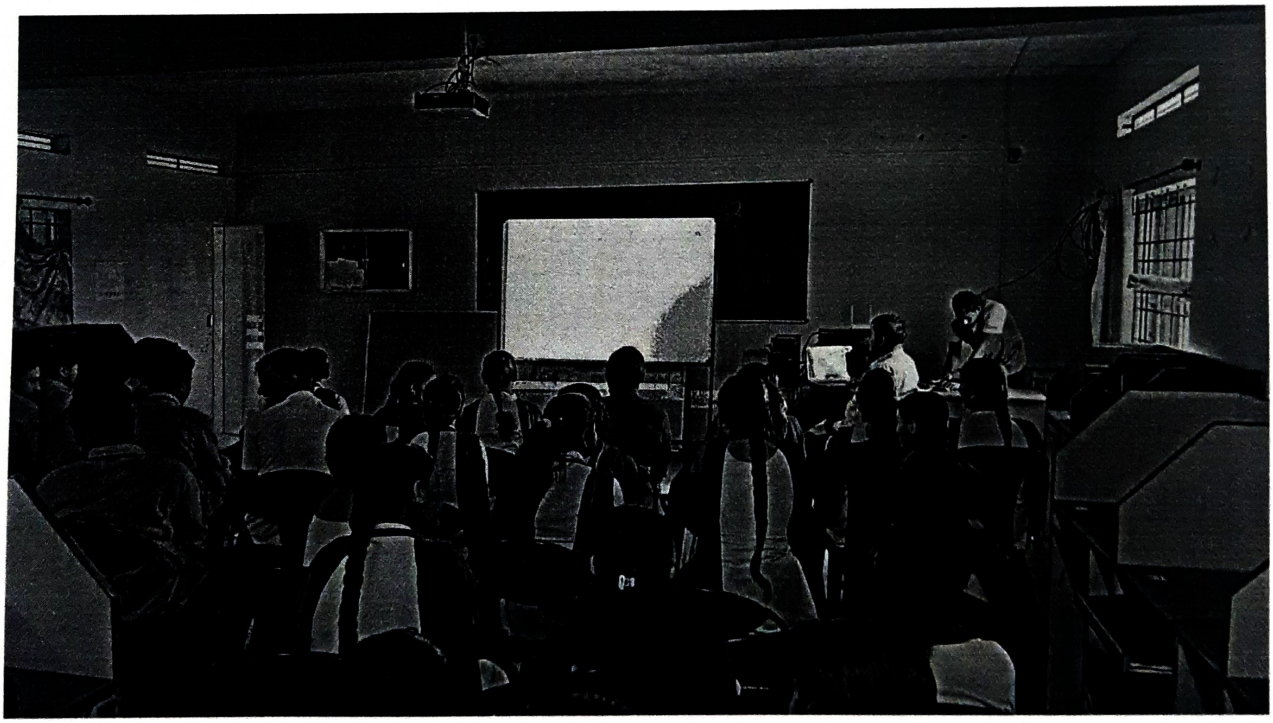
Scanned with AnyScanner

Good News Welfare Society's Arts and Commerce
First Grade College Kalghatgi-581204
Department of Commerce

Advanced MS Excel Training Course 21-22

Photos





Head
Department of Commerce
GNWS First Grade College
Kalaghatagi-581204

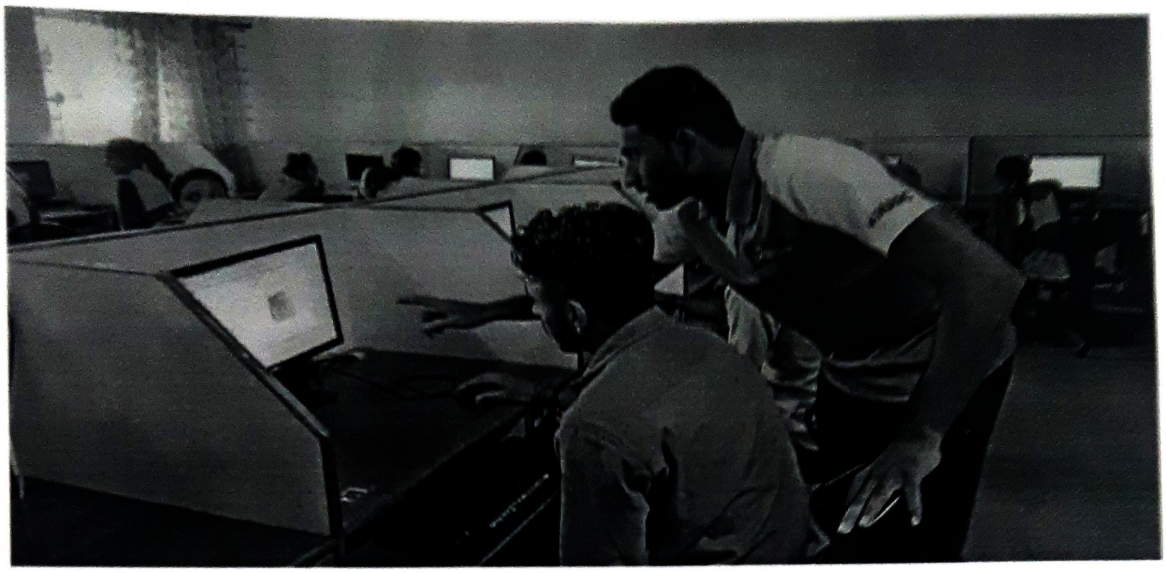
PRINCIPAL
Good News Welfare Society's
Arts & Commerce First Grade College,

Scanned with AnyScanner

Good News Welfare Society's Arts and Commerce
First Grade College Kalghatgi-581204
Department of Commerce

Advanced MS Excel Training Course 21-22

Photos



Department of Commerce
GNWS First Grade College
Kalaghatagi-581204

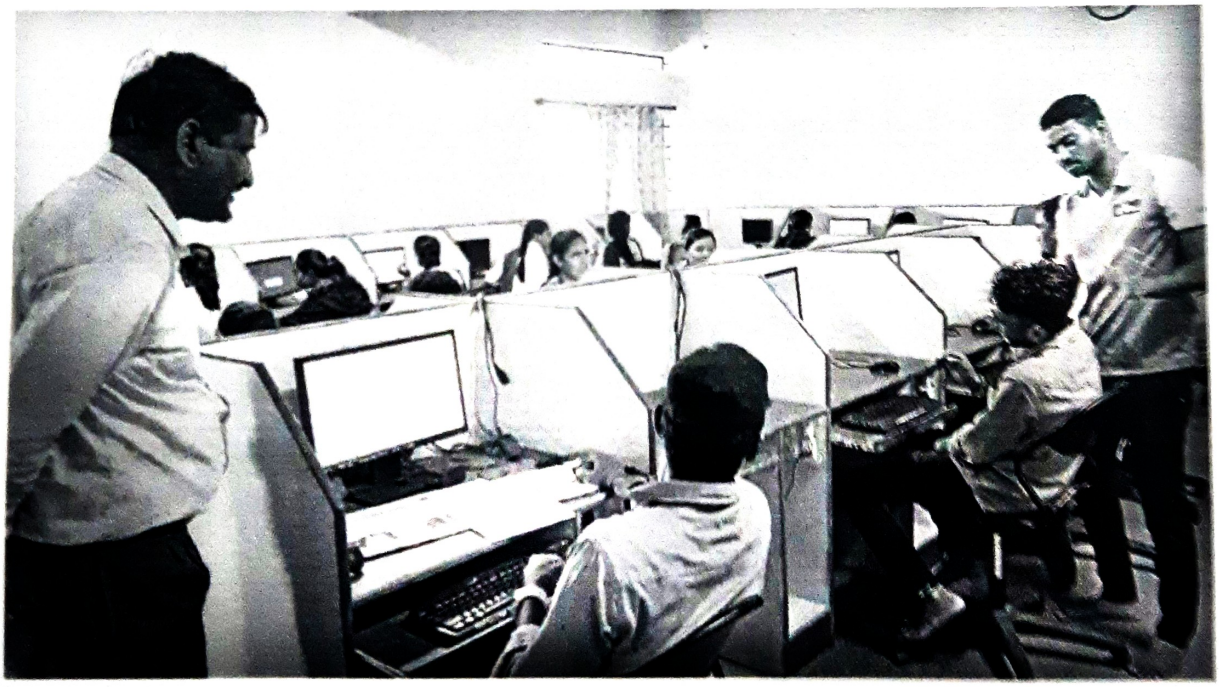
PRINCIPAL
Good News Welfare Society's
Arts & Commerce First Grade College
Kalaghatgi-581204

Scanned with AnyScanner

Good News Welfare Society's Arts and Commerce
First Grade College Kalghatgi-581204
Department of Commerce

Advanced MS Excel Training Course 21-22

Photos



Head
Department of Commerce
GNWS First Grade College
Kalaghatgi-581204

PRINCIPAL
Good News Welfare Society's
Arts & Commerce First Grade College
Kalaghatgi-581204

Scanned with AnyScanner

Good News Welfare Society's Arts and Commerce
First Grade College Kalghatgi-581204
Department of Commerce

Advanced MS Excel Training Course 21-22
Summary Report on

The Department of Commerce at Good New Welfare Society's Arts and Commerce First Grade College in Kalghatgi organized a 6-day Advanced MS Excel Training Course from May 23, 2022, to May 28, 2022. The course aimed to equip participants with advanced Excel skills and was attended by 25 students. The training was conducted by resource persons Zakiya Soudagar and Alex Prabhu. Here's a summary of the course

- Data Analysis Options: Participants learned advanced data analysis techniques, including using functions, formulas, and tools to manipulate and analyze data effectively.
- Data Import Options / Excel Queries: The training covered importing data from external sources into Excel and utilizing Excel queries to retrieve and manipulate data from various data sources.
- Data Consolidation: Techniques for consolidating data from multiple sources or worksheets into a single sheet or workbook were taught, enabling efficient data management.
- Sort & Filter Option: Participants gained knowledge about sorting and filtering data in Excel, facilitating the organization and extraction of specific information from large datasets.
- Charts & Tables: The training focused on creating and formatting charts and tables in Excel to visually represent data and identify trends effectively.

Scanned with AnyScanner

- Pivot Tables & Charts: Participants were introduced to pivot tables and pivot charts, powerful tools in Excel for summarizing and analyzing large datasets, providing insights and facilitating decision-making.
- Dashboards: The course covered the creation of interactive dashboards in Excel, enabling participants to present data in a visually appealing and user-friendly manner.
- Form Controls: Participants learned how to use form controls in Excel, including buttons, checkboxes, and other controls, to create interactive forms for data entry and manipulation.
- VBA & Macros: The basics of Visual Basic for Applications (VBA) programming in Excel were taught. Participants learned how to record and run macros, automating repetitive tasks and increasing productivity.

Overall, the training course offered a comprehensive and practical understanding of advanced MS Excel features and functionalities. The 25 participating students had the opportunity to enhance their data analysis, manipulation, and reporting skills. The training aimed to equip them with valuable tools for their academic and professional pursuits, empowering them to excel in the field of commerce and beyond. For this Training course Principal and all the staff members were fully supported.

Head
Department of Commerce
GNWS First Grade College
Kalaghatagi-581204

PRINCIPAL
Good News Welfare Society's
Arts & Commerce First Grade College.
Kalaghatgi-581204

Scanned with AnyScanner

GOOD NEWS WELFARE SOCIETY'S ARTS & COMMERCE FIRST GRADE COLEGE KALGHATAGI - 581204

CERTIFICATE

This is to certify that Kumar / Kumari .....of

B.A/B.Com.....as participated in IQAC initiative Training course / Capacity

Enhancement Scheme on .....organized

by Department of .....held at Good News Welfare Society's Arts and Commerce

First Grade College Kalghatgi from .....To.....

ORGANIZING SECRETARY IQAC CO-ORDINATOR PRINCIPAL

Head
Department of Commerce
GNWS First Grade College
Kalaghatagi-581204

PRINCIPAL
Good News Welfare Society's
Arts & Commerce First Grade College,
Kalaghatgi-581204

Scanned with AnyScanner