# Koyana Education Society, Patan Balasaheb Desai College, Patan Department of Statistics

# Activity Report on

**Add on Course** 

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#### Koyana Education Society, Patan Koyana Education Society, Patan Balasaheb Desai College, Patan Activity Report

Academic Year 2023-2024

Name of the Activity: "Add on Course"

Number of Participants: 10

Date: 12/07/2023 to 18/07/2023 Venue: Department of Statistics

**Topic:** Add-on Course on "Excel Skills for Data Analytics"





**Students Participation in Add-on Course** 

**Objective:** The main objective of the course is to increase the use of software skill among the students

#### **Report of the Activity:**

This course was conducted during the period of 12/07/2023 to 18/07/2023. Each student who was successfully completed this course was awarded by certificate. Dr. Supanekar S. R.(coordinator) is worked as a Resource Person for this course. The output of this course is the students shall become confident and they acquire the knowledge requires to perform data analysis activities using MS-Excel

Convener

Dr. S. R. Supanekar
DEPARTMENT OF STATISTICS

Balasahed Desai College, Patan, Tal. Patan, Dist. Satara HNCetc IQAC Coordinator

Dr. Hemlata Kate Dr.Hemlata V. Kate

Coordinator, IQAC
Balasaheb Desai Collage, Patan

Principal

(DPr. S. IDP:Mawar)
Principal

Balasaheb Desai College, P

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#### Koyana Education Society, Patan Balasaheb Desai College, Patan Activity Report Academic Year 2023-2024

Academic Year 2023-2024

Name of the Activity: "Add on Course"

1 (MIIIC	of the field viey. Itaa on course
Coordinator	Dr. Supanekar S. R, Head of the department of Statistics
Resource Person	Dr. Supanekar S. R, Head of the department of Statistics
Participation	B.SC. II Students
Durations	12/07/2023 to 18/07/2023

## Attendance and Feedback of the Students

Sr. No.	Name of Participants	Excellent	Very	Good	Average	Sign of Participants
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## Analysis of Feedback

Excellent	Very good	Good	Average	Total
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# BALASAHEB DESAI COLEGE, PATAN DEPARTMENT OF STATISTICS Organized

# Add-on Course: 2023-2024 EXCEL SKILLS FOR DATA ANALYTICS

The department of Statistics organized Add-on Course on "Excel Skills for Data Analytics" for B.Sc. Part II Students for the academic year 2023-2024. The main objectives of this course are:

- 1) Create, format, and manipulate spreadsheets using MS-Excel
- 2) Efficiently organize and manage real life datasets within MS-Excel workbooks
- 3) Efficiently manipulate the data in MS-Excel using tools in MS-Excel
- 4) Visualize the data using MS-Excel
- 5) Develop a deep understanding of formulas and functions in MS-Excel, enabling them to perform various statistical operations

This course was conducted during the period of 12/07/2023 to 18/07/2023. Total number of beneficiaries for this course is 10. After completion of this course the students' knowledge was checked through Examination. Each student who was successfully completed this course was awarded by certificate. Dr. Supanekar S. R.(coordinator) and Mr. Anil Sutar are worked as a Resource Person for this course. The output of this course is the students shall become confident and they acquire the knowledge requires to perform data analysis activities using MS-Excel

**Outcomes:** The students shall become confident and they acquire the knowledge requires to perform data analysis activities using MS-Excel.



Dr. S. D. Pawar

#### Ested-1969

#### KOYANA EDUCATION SOCIETIY'S

# BALASAHEB DESAI COLLEGE, PATAN

(Arts, Science, Commerce, Vocational)

(Patan-415206, Dist-Satara.(Maharashtra) NAAC Accredited: A+ (02372)283047, Fax.(02372) 283279, E-mail-str\_bdcp@rediffmail.com

Ref. No:-

Date: 03 / 07 /2023

To,
Prof. A. T. Sutar
Head,
Department of Compute Applications
B.D. College, Patan
Tal. Patan, Dist. Satara

Subject: Formation of Syllabus for Add-on Course in "Excel Skills for Data Analytics"

Respected Sir,

We are pleased to invite you as a member of Board of Studies for the formation of syllabus of Add-on Course in "Excel Skills for Data Analytics". The course will be conducted in the Academic Year 2023-24 for Second Year students of Statistics.

A meeting of the Board of Studies is convened on 06/07/2023 at 11:30 a.m. in the Department of Statistics, Balasaheb Desai College, Patan. You are requested to reach the college at 11:30 a.m.

Thanking you,



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Ref. No:-

Date: 03 / 07 /2023

To. Prof. Mrs. A. R. Mane Assistant Professor, Department of Compute Applications B.D. College, Patan Tal. Patan. Dist. Satara

Subject: Formation of Syllabus for Add-on Course in "Excel Skills for Data Analytics"

Respected Sir,

We are pleased to invite you as a member of Board of Studies for the formation of syllabus of Add-on Course in "Excel Skills for Data Analytics". The course will be conducted in the Academic Year 2023-24 for Second Year students of Statistics.

A meeting of the Board of Studies is convened on 06/07/2023 at 11:30 a.m. in the Department of Statistics, Balasaheb Desai College, Patan. You are requested to reach the college at 11:30 a.m.

Thanking you,

Add-on Course: 2023-2024
EXCEL SKILLS FOR DATA ANALYTICS

# **Members of Board of Studies**

- 1) Prof. A. T. Sutar
  Head,
  Department of Compute Application
  B.D. College, Patan
- 2) Prof. Mrs. A. R. Mane
  Assistant professor,
  Department of Compute Application
  B.D. College, Patan
- Associate Professor,
  Department of Statistics
  B.D. College, Patan

# **B.O.S.** Meeting for preparation of syllabus

July 04, 2023

#### Notice

All members of the B. O. S. Committee are hereby informed that the meeting will be held on July 06, 2023 at 11:30 a.m. in the Department of Statistics, Balasaheb Desai College, Patan to transact the following Issue.

#### Agenda:-

1) Preparation of syllabus for add-on course in MS-Excel for B.Sc. II students.

Department of Statistics B. D. College, Patan

# **B.O.S.** Meeting for preparation of syllabus

July 06, 2023

# Details of the meeting and B.O.S. Body

#### Minutes:-

The meeting was held on July 06, 2023 at 11:30 a.m. in the Department of Statistics Balasaheb Desai College, Patan.

The following issue was discussed and executed:

1) Preparation of syllabus for add-on course in MS-Excel for B.Sc. II students.

#### **Members Present:**

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Sr. No.	Name of the Member	Chairperson	
1	Dr. Supanekar S. R. Associate professor, Department of Statistics B.D. College, Patan		Q-17123
2	Prof. A. T. Sutar Head, Department of Computer Application B.D. College, Patan	Member	-HENOUS
3	Prof. Mrs. A. R. Mane Assistant professor, Department of Computer Application B.D. College, Patan	Member	Prove

Note:- The final Syllabus is attached herewith.

Add-on Course : 2023-2024

# EXCEL SKILLS FOR DATA ANALYTICS

- 1. Name of the course: Excel Skills for Data Analytics
- 2. Course outcomes:

Upon successful completion of this course students will be able to,

- 1) Create, format, and manipulate spreadsheets using MS-Excel
- 2) Efficiently organize and manage real life datasets within MS-Excel workbooks
- 3) Efficiently manipulate the data in MS-Excel using tools in MS-Excel
- 4) Visualize the data using MS-Excel
- 5) Develop a deep understanding of formulas and functions in MS-Excel, enabling them to perform various statistical operations
- 3. Duration: 30 hours
- 4. Examination System: 20 Marks: Theory and 30 Marks: Practical For passing minimum marks required: 40 %

#### SYLLABUS

Theory:

Enter data in various formats: number, currency, accounting, date, time, percentage, fraction, scientific, texts. Basic Tools: Find and replace, Sort and filter: Number filters, text Unit 1 filters, date filters, color filters, Creating charts and graphs: Create a new chart, Add additional data series, Switch between rows and columns in source data, Resize charts, Add and modify chart elements, Apply chart layouts and styles, Simple bar diagram, subdivided bar diagram, multiple bar diagram, pie chart, Insert text boxes and shapes, insert images

[12 hrs]

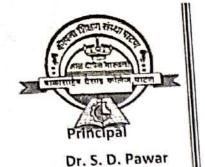
- Basic mathematical and trigonometric function: ABS, COMBIN, COS, EXP, FACT, GCD, INT, LCM, LN, LOG, MDETERM, MINVERSE, MMULT, MOD, POWER, Unit 2 PRODUCT, QUOTIENT, RAND, RANDBETWEEN, ROUND, SIGN, SIN, SQRT, SUM, SUMIF, etc.
- Statistical Functions: AVERAGE, AVERAGEA, AVERAGEIF, AVERAGEIFS, CORREL, COUNT, COUNTA, COUNTBLANK, COUNTIF, COUNTIFS, FREQUENCY, Unit 3 GEOMEAN, HARMEAN, KURT, LARGE, MAX, MEDIAN, MIN, SKEW, SMALL, STDEV, VAR Functions for computing PMF/PDF, CDF, Probabilities of the distributions: Discrete Uniform Binomial, Hypergeometric, Poisson, Geometric, Negative Binomial Logical functions: IF, AND, NOT, OR, TRUE, FALSE

[18 hrs] Practical:

- 1) Visualizing Data using MS-Excel
- 2) Using Find and replace, Sort and filter tools in MS-Excel
- 3) Use of different functions in MS-Excel
  - 4) Using Mathematical and Trigonometric functions in MS-Excel
  - 5) Using Statistical Function in MS-Excel
  - 6) Probabilities and Inverse Probabilities using MS-Excel

### Members Present:

		Designation	Signature
Sr. No.	Name of the Member	Chairperson	11
1	Dr. Supanekar S. R. Associate professor, Department of Statistics		9
	B.D. College, Patan	Member	
2	Mr. A. T. Sutar	A STATE OF	- Asta
6,,	Head, Department of Computer Application B.D. College, Patan		100 pt
3	Mrs. A. R. Mane Assistant professor, Department of Computer Application B.D. College, Patan	Member	Plave



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KOYANA EDUCATION SOCIETIY'S

# BALASAHEB DESAI COLLEGE, PATAN

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(02372)283047, Fax.(02372) 283279, E-mail-str\_bdcp@rediffmail.com

Ref. No:-

Date: 06 / 07 /2023

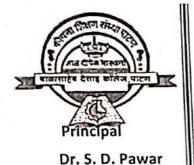
To. Prof. A. T. Sutar Head. Department of Compute Applications B.D. College, Patan Tal. Patan. Dist. Satara

Subject:- A Letter of Appreciation

Respected Sir,

We express our wholehearted thanks to you for accepting our invitation as a member of Board of Studies for the formation of syllabus of Add-on Course in "Excel Skills for Data Analytics". We highly appreciate you for sparing your valuable time for framing the syllabus of this course on 06/07/2023. Your kind cooperation and support is expected even in future.

Thanking you,



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Date: 06 / 07 /2023

To, Prof. Mrs. A. R. Mane Assistant Professor, Department of Compute Applications B.D. College, Patan Tal. Patan, Dist. Satara

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Thanking you,

Add-on Course: 2023-2024
Excel Skills for Data Analytics

July 04, 2023

# NOTICE

All the students of B.Sc. Part - II are hereby informed that the department of Statistics is going to organize Add-on Course in "Excel Skills for Data Analytics" During 12/07/2023 to 18/07/2023. All interested students should contact to Course Coordinator Dr. Supanekar S. R.

Department of Statistics

Balasaheb Desai College, Patan

Add-on Course : 2023-2024

# EXCEL SKILLS FOR DATA ANALYTICS

# Time-Table

Duration: 30 hours

Months: July, 2023

Theory (12 hours)

Day & Date	Time	Hall
12/07/2023 To 18/07/2023 Total 06 Days	03:30 to 05:30 PM (2 Hours)	Department of Statistics

Practical (18 hours)

Day	Time	Hall
12/07/2023 To 18/07/2023	09:30 A.M. to 12:30 PM (3 Hours)	Computer Laboratory
Total 06 Days		

Department of Statistics B. D. College, Patan

Koyana Education Society, Patan BALASAHEB DESAI COLEGE, PATAN DEPARTMENT OF STATISTICS Add-on Course: 2023-2024

EXCEL SKILLS FOR DATA ANALYTICS

-	7		10	9	8	7	6	5	4	B	2	1	Sr. No.	Class	
	Name of the Teacher	Signature of the Teacher	SURLE SANKET SANTAJI	SHELAR SAKSHI DATTATRAY	PUROHIT VIDYA HEMRAJ	MORE DHIRAJ BALU	MOLAVADE ARCHANA SHAMRAO	MALI SAMIKSHA RAVINDRA	KALKE SAYALI NARAYAN	KADAM TEJASWINI UTTAM	DESAI PRATHAMESH ANANDA	CHAVAN SAHIL SHANTARAM	Sr. No. Name of the Student	Class : B.Sc. II	
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DEPARTMENT OF STATISTICS
Balasahed Desai College, Patan,
Balasahed Desai, Dist. Satara

Add-on Course: 2023-2024
CEL SKILLS FOR DATA ANALYTICS

Signature of the Teacher	10 SURLI SANKIT SANTAJI	9 SHILAR SAKSHI DATTATIVAY	E PURDHIT VIOLA HI MRAJ	7 MORE DHIRALBALU	6 MOLAVADI ARCHANA SHAMRAO	5 MALI SAMIKSHA RAVINDRA	KALKI SAYALI NARAYAN	3 KADAW TI JASWINI UTTAM	2 DESALPRATHAMESH ANANDA	1 CHAVAN SAHII SHANTARAM	Sr. No. Name of the Student	Class: B.Sc. II	
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DEPARTMENT OF STATISTICS

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The Potan, Disc. Salara

Name of the Teacher

# BALASAHEB DESAI COLEGE, PATAN DEPARTMENT OF STATISTICS

Add-on Course: 2023-2024

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## **Excel Skills for Data Analytics**

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	A) Spreadsheet	B) Docu	ment	(C)	Data	manag	ement	D) All	of the	above		
2.	What is the extension	on of a Mici	osoft Exc	el file?								
<u> </u>	A) msxcl	B) xcl		C)	xlsx			D) xlsn	n			
<b>9</b> 3.	Microsoft Excel is	used for?										
	A) Analysis	B)Data N	Manageme	ent C)	Accou	ınting		D) All o	f the a	bove		92
4.	The intersection of	a column ar	nd a row in	ı a wor	kshee	t is cal	led	-				
	A) Box	B) Cell		C)	Range	<b>e</b>		D) Page	Break			
5.	The fill function ca	n be to	complete	formu	las in	a range	e.					
	A) Single clicked		le-clicked	Acces 1012	11	clicke		D) Righ		the state of the		
6.	Which logical func	tion returns	TRUE if a	all argu	ments	evalua	ite TRU	JE; FAL	SE if r	not?		e to d
	A) OR	B) AND		C)				D) AND	IF			
7.	Which function is	used to creat	e a date w	ith year	r, mor	ith, and			Parket			
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8.	What is the correct	value of the	function?			1.2345,						
	A) 1.24	B) 1.2			1.25			0) 1.23	A S			
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	Answer		591 F 11		3					C Kn	· 1000000000000000000000000000000000000	

#### Add-on Course: 2023-2024

# Excel Skills for Data Analytics Seat Number

Sr. No.	Name of the Student	Seat number
1	CHAVAN SAHIL SHANTARAM	S1
2	DESAI PRATHAMESH ANANDA	<b>S2</b>
3	KADAM TEJASWINI UTTAM	\$3
4	KALKE SAYALI NARAYAN	S4
5	MALI SAMIKSHA RAVINDRA	S5
6	MOLAVADE ARCHANA SHAMRAO	\$6
7	MORE DHIRAJ BALU	S7
8	PUROHIT VIDYA HEMRAJ	\$8
9	SHELAR SAKSHI DATTATRAY	\$9
10	SURLE SANKET SANTAJI	S10

Dr. Supanekar S. R.
Convener, Add-on Course
Department of Statistics
B. D. College, Patan

#### Add-on Course : 2023-2024

## EXCEL SKILLS FOR DATA ANALYTICS

Class: B.Sc. II

Marksheet

Sr No	Name of the Student	Theory (out of 20)	Practical (out of 30)	Total (out of 50)	Result
1	CHAVAN SAHIL SHANTARAM	12	20	32	Pass
2	DESAI PRATHAMESH ANANDA	14	22	36	Pass
3	KADAM TEJASWINI UTTAM	18	28	46	Pass
4	KALKE SAYALI NARAYAN	18	28	46	Pass
	MALI SAMIKSHA RAVINDRA	18	26	44	Pass
6	MOLAVADE ARCHANA SHAMRAO	14	24		Pass
7	MORE DHIRAJ BALU	18	26	4	Pass
8	PUROHIT VIDYA HEMRAJ	16	27	-	Pass
9	SHELAR SAKSHI DATTATRAY	16	2	-	Pass
10		16	2	4 40	Pass

(Dr. Supanekar S. R.)

Convener, Add-on Course Department of Statistics

B. D. College, Patan