



DEPARTMENT OF COMMERCE (SF)
CMS COLLEGE KOTTAYAM (AUTONOMOUS)

MICROSOFT CERTIFICATE IN EXCEL



Value Added Course for the academic year 2018-19

MICROSOFT OFFICE SPECIALIST-EXCEL

Create and Manage Worksheets and Workbooks

1.1 Create Worksheets and Workbooks

- 1.1.1 Create a workbook
- 1.1.2 Import data from a delimited text file
- 1.1.3 Add a worksheet to an existing workbook
- 1.1.4 Copy and move a worksheet

1.2 Navigate in Worksheets and Workbooks

- 1.2.1 Search for data within a workbook
- 1.2.2 Navigate to a named cell, range, or workbook element
- 1.2.3 Insert and remove hyperlinks

1.3 Format Worksheets and Workbooks

- 1.3.1 Change worksheet tab color
- 1.3.2 Rename a worksheet
- 1.3.3 Change worksheet order
- 1.3.4 Modify page setup
- 1.3.5 Insert and delete columns or rows
- 1.3.6 Change workbook themes
- 1.3.7 Adjust row height and column width
- 1.3.8 Insert headers and footers

1.4 Customize Options and Views for Worksheets and Workbooks

- 1.4.1 Hide or unhide worksheets
- 1.4.2 Hide or unhide columns and rows
- 1.4.3 Customize the Quick Access toolbar
- 1.4.4 Change workbook views
- 1.4.5 Change window views
- 1.4.6 Modify document properties
- 1.4.7 Change magnification by using zoom tools
- 1.4.8 Display formulas

Create and Manage Worksheets and Workbooks

- 1.5 Configure Worksheets and Workbooks for Distribution**
 - 1.5.1 Set a print area
 - 1.5.2 Save workbooks in alternative file formats
 - 1.5.3 Print all or part of a workbook
 - 1.5.4 Set print scaling
 - 1.5.5 Display repeating row and column titles on multipage worksheets
 - 1.5.6 Inspect a workbook for hidden properties or personal information
 - 1.5.7 Inspect a workbook for accessibility issues
 - 1.5.8 Inspect a workbook for compatibility issues

Manage Data Cells and Ranges

- 2.1 Insert Data in Cells and Ranges**
 - 2.1.1 Replace data
 - 2.1.2 Cut, copy, or paste data
 - 2.1.3 Paste data by using special paste options
 - 2.1.4 Fill cells by using Auto Fill
 - 2.1.5 Insert and delete cells
- 2.2 Format Cells and Ranges**
 - 2.2.1 Merge cells
 - 2.2.2 Modify cell alignment and indentation
 - 2.2.3 Format cells by using Format Painter
 - 2.2.4 Wrap text within cells
 - 2.2.5 Apply number formats
 - 2.2.6 Apply cell formats
 - 2.2.7 Apply cell styles
- 2.3 Summarize and Organize Data**
 - 2.3.1 Insert sparklines
 - 2.3.2 Outline data
 - 2.3.3 Insert subtotals
 - 2.3.4 Apply conditional formatting

Create Tables

- 3.1 Create and Manage Tables**
 - 3.1.1 Create an Excel table from a cell range
 - 3.1.2 Convert a table to a cell range
 - 3.1.3 Add or remove table rows and columns
- 3.2 Manage Table Styles and Options**
 - 3.2.1 Apply styles to tables
 - 3.2.2 Configure table style options
 - 3.2.3 Insert total rows
- 3.3 Filter and Sort a Table**
 - 3.3.1 Filter records
 - 3.3.2 Sort data by multiple columns
 - 3.3.3 Change sort order
 - 3.3.4 Remove duplicate records

Perform Operations with Formulas and Functions

- 4.1 Summarize Data by using Functions**
 - 4.1.1 Insert references
 - 4.1.2 Perform calculations by using the SUM function
 - 4.1.3 Perform calculations by using MIN and MAX functions
 - 4.1.4 Perform calculations by using the COUNT function
 - 4.1.5 Perform calculations by using the AVERAGE function

Perform Operations with Formulas and Functions

- 4.2 Perform Conditional Operations by using Functions**
 - 4.2.1 Perform logical operations by using the IF function
 - 4.2.2 Perform logical operations by using the SUMIF function
 - 4.2.3 Perform logical operations by using the AVERAGEIF function
 - 4.2.4 Perform statistical operations by using the COUNTIF function
- 4.3 Format and Modify Text by using Functions**
 - 4.3.1 Format text by using RIGHT, LEFT, and MID functions
 - 4.3.2 Format text by using UPPER, LOWER, and PROPER functions
 - 4.3.3 Format text by using the CONCATENATE function

Create Charts and Objects

- 5.1 Create Charts**
 - 5.1.1 Create a new chart
 - 5.1.2 Add additional data series
 - 5.1.3 Switch between rows and columns in source data
 - 5.1.4 Analyze data by using Quick Analysis
- 5.2 Format Charts**
 - 5.2.1 Resize charts
 - 5.2.2 Add and modify chart elements
 - 5.2.3 Apply chart layouts and styles
 - 5.2.4 Move charts to a chart sheet
- 5.3 Insert and Format Objects**
 - 5.3.1 Insert text boxes and shapes
 - 5.3.2 Insert images
 - 5.3.3 Modify object properties
 - 5.3.4 Add alternative text to objects for accessibility

DEPARTMENT OF COMMERCE (SF)
ADD ON COURSE - MICROSOFT OFFICE SPECIALIST (2018-19)

| Nominal Roll | | 20/04/18 | 21/05/18 | 22/06/18 | 23/07/18 | 24/08/18 | 25/09/18 | 26/10/18 | 27/11/18 | 28/12/18 | 29/01/19 | 30/02/19 | 01/03/19 | 02/04/19 | 03/05/19 | 04/06/19 | 05/07/19 | 06/08/19 | 07/09/19 | 08/10/19 | |
|--------------|----------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|---|
| Sl No | Name of the students | | | | | | | | | | | | | | | | | | | | |
| 1 | Abin George | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 2 | Able Anil | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 3 | Achin Abu | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 4 | Ajay B Mathew | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 5 | Ashik Navas | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 6 | Charu Chandran | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 7 | Jastin James | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 8 | Jayalakshmi J | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 9 | Jefin Deni | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 10 | Kavya Mohan | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 11 | Lince Koshy | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 12 | Meenu Nair | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 13 | Mekhna Krishna | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 14 | Pavan Sily | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 15 | Phelemon Chacko | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 16 | Rachel Tom | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 17 | Safna Abdul | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 18 | Sarath Saikumar | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 19 | Sivaprabha | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 20 | K Suryanarayan | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 21 | Vaishnavi S | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 22 | Alan Dan | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 23 | Jeffin Ninan | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 24 | Jose Thomas | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 25 | Vaishak Mohan | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |

Sam
 Dr. SAMKUTTY GEORGE
 Head of the Department



DEPARTMENT OF COMMERCE (SF)
ADD ON COURSE - MICROSOFT OFFICE SPECIALIST (2018-19)

| SI No | Nominal Roll Name of the students | 11/07/18 | 12/07/18 | 16/07/18 | 17/07/18 | 18/07/18 | 23/07/18 | 24/07/18 | 25/07/18 | 26/07/18 | 27/07/18 | 30/07/18 | 31/07/18 | 01/08/18 | 02/08/18 | 03/08/18 |
|-------|--------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | | | | | | | | | | | | | | | | |
| 1 | Abin George | X | X | X | X | a | X | X | a | X | X | X | X | X | a | X |
| 2 | Able Anil | a | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 3 | Aehin Abu | X | X | a | X | X | X | X | X | X | X | X | X | X | X | X |
| 4 | Ajay B Mathew | X | X | X | a | X | a | X | X | X | X | X | X | a | X | X |
| 5 | Ashik Navas | X | a | X | X | X | X | X | a | X | X | X | X | X | X | X |
| 6 | Charu Chandran | X | X | X | X | X | X | X | X | X | a | X | X | X | X | X |
| 7 | Jastin James | X | X | X | X | a | X | X | a | X | X | X | X | X | X | X |
| 8 | Jayalakshmi J | a | X | X | X | X | X | X | X | X | X | a | X | X | X | a |
| 9 | Jefin Deni | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 10 | Kavya Mohan | X | X | X | X | a | a | X | X | X | a | X | X | X | X | X |
| 11 | Lince Koshy | X | X | X | X | X | X | X | X | X | a | X | X | a | X | X |
| 12 | Meenu Nair | X | a | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 13 | Mekhna Krishna | X | a | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 14 | Pavan Sily | X | X | X | X | a | X | X | X | X | X | X | X | X | X | a |
| 15 | Phelemon Chacko | X | X | X | X | X | X | X | X | X | X | a | X | X | X | X |
| 16 | Rachel Tom | X | X | a | X | X | X | X | X | X | X | X | X | X | a | X |
| 17 | Safna Abdul | X | X | X | X | X | a | X | X | X | X | a | X | X | X | X |
| 18 | Sarath Saikumar | a | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 19 | Sivaprabha | X | X | X | a | X | X | X | X | X | X | X | X | X | a | X |
| 20 | K Suryanarayan | X | X | X | X | X | X | X | X | X | a | X | X | X | X | X |
| 21 | Vaishnavi S | X | X | X | X | X | X | X | X | X | X | X | a | X | X | X |
| 22 | Alan Dan | X | X | X | a | X | X | X | a | X | X | X | X | X | X | X |
| 23 | Jeffin Ninan | X | a | X | X | X | X | X | X | X | X | X | X | a | X | X |
| 24 | Jose Thomas | X | X | X | X | X | X | X | X | X | X | X | a | X | X | X |
| 25 | Vaishak Mohan | X | X | a | X | X | a | X | X | X | X | X | a | X | X | a |

Samkutty George
 Dr. SAMKUTTY GEORGE
 Head of the Department



Report of Training Program on Microsoft Office Specialist


| | |
|---------|---|
| Title | Training Program on Microsoft Office Specialist |
| Purpose | Education |

Department of Commerce SF conducted a training program on Microsoft Office Specialist to educate students on Office software. 25 Students enrolled to the program. The contents of the program include creating and managing documents, formatting a document, customising a document, how to print and save the document, inserting text and paragraphs, creating of tables and list, creating and managing reference, inserting and formatting of graphic element

Duration of course was 30 hours. And students actively participated in theory and practical sessions.

The syllabus of the course, scanned copy of certificate, and attendance list is attached. The course was conducted in association with Dr George Sudharshan Centre and Enbridge.




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