CMS COLLEGE KOTTAYAM (AUTONOMOUS)
ESTD:1817

VALUE ADDED FOR 3RD DC B.COM

COURSES OFFERED

MS EXCEL
QUICK BOOK

VENUE - SUDARSHAN CENTRE, CMS COLLEGE

STARTING ON 5TH DECEMBER 2020
TIMING - 8.30AM TO 9.45 AM

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

<table>
<tr><td>

Perform Operations with Formulas and Functions

</td><td>

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

</td></tr>
<tr><td>

Create Charts and Objects

</td><td>

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

</td></tr>
</table>

VALUE ADDED COURSES- STUDENT ENROLLMENT LIST

Semester: VI

Name of the Department: Department of Commerce (SF)

Name of the College: CMS COLLEGE, KOTTAYAM   Year: 2019– 2020

		COURSE:		
Sl. No.	**Reg. No.**	**Name of Candidate (s)**	Male/ Female	Urban/ Rural
1	172117201	ASHIK NAVAS	Male	Rural
2	172117202	ASHLY SUSAN KURUVILLA	Female	Rural
3	172117203	GEORGE SCARIA	Not Registered	
4	172117204	GOWRISANKER K P	Male	Rural
5	172117205	K M DEVIKA	Female	Urban
6	172117206	KRISHNA KUMARI	Female	Urban

7	172117207	LEKSHMI PRASAD	Female	Rural
8	172117208	NIKHILA B	Not Registered	
9	172117209	SANJAI P SUNIL	Male	Rural
10	172117210	ABILA EBYKUMAR	Female	Urban
11	172117211	AISWARYA MANOJ	Female	Rural
12	172117212	ANARGHA ARSHA ALEXANDER	Not Registered	
13	172117213	ANASWARA WILSON	Female	Rural
14	172117215	GOKUL K SURENDRAN	Not Registered	
15	172117216	HARIGOVIND R	Male	Rural
16	172117217	HENNA MAHARIAS	Female	Urban
17	172117218	KRISHNAPRIYA K	Female	Urban
18	172117219	MEENU BINU	Not Registered	
19	172117220	SANDEEP MATHEW KORAH	Not Registered	
20	172117221	THOMAS TESON	Male	Rural
21	172117222	ABHIRAM VARMA	Not Registered	
22	172117223	AJUVADHU ISMAIL	Not Registered	
23	172117224	AKASH K JOSSY	Not Registered	
24	172117225	ANAGHA T KURUVILLA	Not Registered	
25	172117226	ANJITH KURIAN SAJEEV	Not Registered	

26	172117227	ASHER MAMMEN ALEX	Not Registered	
27	172117228	DEEPAK SAJI	Male	Rural
28	172117229	DIJO DEVIS	Not Registered	
29	172117230	DILSHA HUSSAIN	Not Registered	
30	172117231	FARZAN N MATHER	Not Registered	
31	172117232	GEORGE KURIAN	Not Registered	
32	172117233	HARI SHANKAR R	Not Registered	
33	172117234	MEGHANATH M.P	Not Registered	
34	172117235	NIKHIL GEORGE JACOB	Not Registered	
35	172117236	ROHAN IPE	Not Registered	
36	172117237	ROSHAN JOSEPH	Not Registered	
37	172117238	S SANAL KUMAR	Not Registered	
38	172117239	SARANNYA R WARRIER	Not Registered	
39	172117240	SOORAJ C	Not Registered	-
40				
41				
42				
43				
44				
45				

46				
47				
48				
49				
50				

Name and Signature of the   Name and Signature of
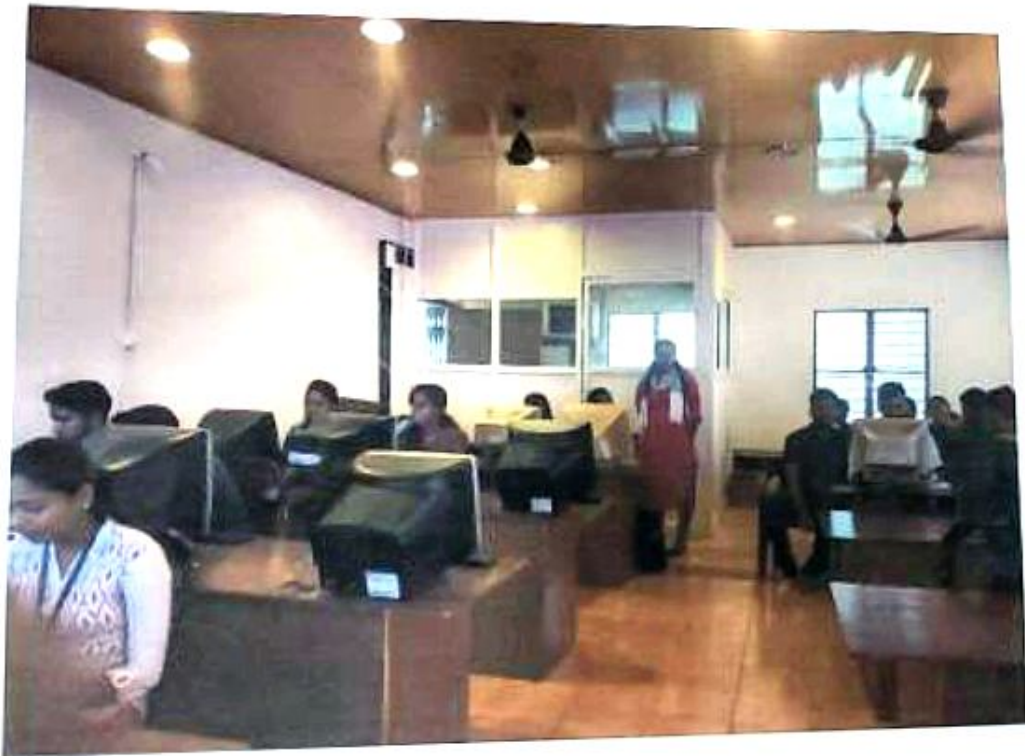
Co-ordinator   (College Seal)   Principal

REPORT

Value added course for third year degree students was organised by the Department of Commerce SF, on MS Office Specialist and QuickBooks in association with Sudarshan centre, CMS College. The courses were offered as theory and practical classes for a period of one month starting from 5th of December. Out of 95 students, 66 students regularly attended the course. 40 students opted MS-Excel and the rest 26 opted QuickBooks. The theory classes were conducted on week days from 8:30 am to 9:45 am and practical sessions were taken on weekends from 10 am to 1 am. A total of 36 hours program was executed ,16 being theory classes and 20 practical classes.

Dr. SAMKUTTY GEORGE
Head of the Department
Department of Commerce (SF)
CMS College, Kottayam.

Students actively participated in the program . The MS-Office specialist promised fluency of MS Office, ability to collate data together, flexibility of work, and also better career prospects. It benefits students to create new innovative methods of learning, transmit educational materials faster and with great quality.

Quickbooks is a financial accounting software program manufactured by Intuit Created for use by small businesses, this software helps users manage their accounting functions, including accounts payable, receivable, credit card management and financial reporting. It aids small and medium sized businesses in handling their funds, expense billing and sales invoicing.

Dr. SAMKUTTY GEORGE
Head of the Department
Department of Commerce (SF)
CMS College, Kottayam.

2

Both internal and external exams were conducted online for the students. Students were asked to answer Multiple choice questions followed by practical sessions. Internals were conducted out of 60 marks on January 10th and external out of 40 on January 20th. Students were allotted slots from 9 am to 1 am on theses days .Microsoft certifications were given for students who opted MS Office specialist ENBRIDGE certrification for quickbooks. The certificates were distributed on 6th March 2020, at Jospeh Fenn Seminar Hall by Dr. Samkutty George , HOD, Commerce(SF).

Dr. SAMKUTTY GEORGE
Head of the Department
Department of Commerce (SF)
CMS College, Kottayam.