



Maharana Pratapsinh Shikshan Sanstha, Mumbai's  
**Anandibai Raorane Arts, Commerce & Science College, Vaibhavwadi**  
**Department of Statistics**



**ACTIVITY REPORT**

|                                                           |                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ACADEMIC YEAR                                             | 2023-24                                                                                                                                                                                                                                                                                                                               |
| Activity No.                                              | Statistics/23-24/07                                                                                                                                                                                                                                                                                                                   |
| Name of the Activity                                      | <b>Certificate Course on Data Analysis Using MS Excel.</b>                                                                                                                                                                                                                                                                            |
| Date                                                      | (Duration: 06 Jan. 2024 to 20 March 2024)                                                                                                                                                                                                                                                                                             |
| Time                                                      |                                                                                                                                                                                                                                                                                                                                       |
| Venue                                                     | T.Y.B.Com. Classroom                                                                                                                                                                                                                                                                                                                  |
| Organized by                                              | Department of Statistics                                                                                                                                                                                                                                                                                                              |
| Co-Ordinator                                              | <i>M. S. S. Bhaskar</i>                                                                                                                                                                                                                                                                                                               |
| Activity for College/Class/Group                          | Class                                                                                                                                                                                                                                                                                                                                 |
| No. of Beneficiaries                                      | 48                                                                                                                                                                                                                                                                                                                                    |
| Nature: Academic/Co-curricular/Extra-curricular/Extension | Academic                                                                                                                                                                                                                                                                                                                              |
| Objectives of Activity                                    | To facilitate and to gain expertise in advanced techniques of MS-Excel.<br>To enhance the technical knowledge in MS-Excel.                                                                                                                                                                                                            |
| Brief Information about Activity                          | As per the Notice of the course, syllabus, timetable has been prepared and 45 lectures of course have been conducted. All the lectures of this course have been taken. Theory and Practical Exam has been conducted of 100 Marks online. Result of exam was declared and Certificates of the course were distributed to the students. |
| Outcome                                                   | After participating in this event, the students understood the basic concepts in MS-Excel software & enhanced the technical knowledge in MS-Excel.                                                                                                                                                                                    |
| Feedback Analysis                                         | The Oral feedback was taken after the event. From the response of the students, it was found that the course was successful. No suggestions were given.                                                                                                                                                                               |
| Supported Documents                                       | Activity report, Notice, list of students, timetable, attendance.                                                                                                                                                                                                                                                                     |

*(Signature)*  
Course Coordinator  
(S. S. Bhaskar)

*(Signature)*  
Principal  
ANANDIBAI RAORANE ARTS, COMMERCE  
& SCIENCE COLLEGE, VAIBHAVWADI



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**Department of Statistics**

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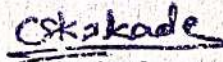
Date-02/01/2024

**NOTICE**



All students are hereby informed that Department of Statistics is going to start Short Term Certificate Course in “**Data Analysis Using MS-EXCEL**” in the SECOND term of academic year 2022-23 from **06 Jan. 2024 to 20 March 2024**. the interested candidates are informed to register their names to Prof. Dr. C. S. Kakade on or before **05 January 2024**.

  
Course Coordinator  
(G. S. Bhaskar)

  
Principal  
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Maharana Pratapsinh Shikshan Sanstha, Mumbai's  
**Anandibai Raorane Arts, Commerce & Science College, Vaibhavwadi**  
**Department of Statistics**

A Certificate Course in  
**Title: - Data Analysis Using Microsoft Office Excel (MS-Excel)**  
**(2023-24)**

(Duration: 06 Jan. 2024 to 20 March 2024) (45 Lectures)

**Objectives**

1. To enhance the technical knowledge in MS Excel of the students.
2. We Endeavour to make this department as an advanced center of innovation in Software technologies.
3. To retain student attachment and upgrade the standards of teaching, learning and research to match global level of excellence.

**Syllabus**

**UNIT I**

**(11 Lectures)**

Perquisites and basic terminologies in MS-Excel, Types of data (texts, numbers, dates, functions.), Data Input, Formatting cells, Numbers, Date, Times, Font, Colors, Borders, Fills. Graphical toolbox, Data filtration, sort, text to columns. Random number generation

**UNIT II**

**(11 Lectures)**

**Functions:** Statistical and Mathematical Functions (ROUND, ROUNDDOWN, ROUNDUP, CEILING, FLOOR, INT, MAX, MIN, MOD, SQRT, ABS, Measures of central tendency, Dispersion, Correlation), Financial Functions (FV, PV, PMT, PPMT, IPMT, NPER, RATE, NPV, IRR).

**UNIT III**

**(11 Lectures)**

**Working with data:** Data validation, data consolidation, Data Analysis tool box (one sample and two sample statistical tests), what-if analysis, Pivot tables and charts. MACROS: Definition and use, record a macro, assign a macro, run a macro and store a macro.

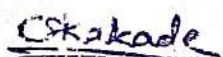
**Technical (Lab.) Sessions/ Practical's**

**(12 Lectures)**

1. Tabulation and Graphical representation of data
2. Use of Statistical and Mathematical Functions (Basic Functions, Measures of Central Tendency and Dispersion)
3. Use of Financial functions
4. One sample and two sample statistical tests
5. Pivot Tables and Pivot Chart

  
(S.S. Bhaskar)



  
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**Department of Statistics**

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**Course End Examination**

• **Theory**

Theory Exam - **50 Marks**

At the end of course, Theory examination of 2 hours duration and **50 marks** based on syllabus shall be held.

• **Practical**

Practical Exam - **50 Marks**

At the end of course, Practical examination of 2 hours duration and **40 marks** based on syllabus shall be held. **10 marks** for VIVA. **(40+10=50)**

**Pattern of Question paper.**

• **Theory**

**Question one** based on all units. Ten sub-questions of **2 marks** each.

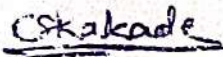
**Question two** based on all units. Three sub-questions of **10 marks** each.

• **Practical**

There should be Four Questions of **10 marks** each. Students should attempt all questions.

  
(S. S. Bhaskar)



  
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## Department of Statistics

### Certificate course in Data Analysis Using Microsoft Office Excel (MS-Excel) (2023-24)

(Duration: 06 Jan. 2024 to 20 March 2024) (45 Lectures)

### Student List

| Sr. No | Name of Students                      | Class      |
|--------|---------------------------------------|------------|
| 1      | Bobhate Prerana Prakash Pratiksha     | T.Y.B.Com. |
| 2      | Chavan Devika Subhash Shubhada        | T.Y.B.Com. |
| 3      | Dafale Avadhut Santosh Sumitra        | T.Y.B.Com. |
| 4      | Dongare Sahil Mahadev Meghna          | T.Y.B.Com. |
| 5      | Ghagare Pratik Prakash Prajakta       | T.Y.B.Com. |
| 6      | Ghawali Vitthal Dnyaneshwar Sanjivani | T.Y.B.Com. |
| 7      | Gurav Rushikesh Adinath Darshana      | T.Y.B.Com. |
| 8      | Gurav Saloni Suryakant Sujata         | T.Y.B.Com. |
| 9      | Gurav Samiksha Santosh Sushama        | T.Y.B.Com. |
| 10     | Gurav Siddhesh Shivaji Namrata        | T.Y.B.Com. |
| 11     | Indap Kasturi Dattatray Sharada       | T.Y.B.Com. |
| 12     | Iswalkar Chetan Parshuram Pooja       | T.Y.B.Com. |
| 13     | Jambhale Sachin Sakharam Suvarna      | T.Y.B.Com. |
| 14     | Jangam Sanchit Sunil Shital           | T.Y.B.Com. |
| 15     | Kadam Chaitali Anant Anita            | T.Y.B.Com. |
| 16     | Kadam Rakesh Sunil Supriya            | T.Y.B.Com. |
| 17     | Kamble Yuvraj Baban Ankita            | T.Y.B.Com. |
| 18     | Khambal Ganesh Jagannath Jagruti      | T.Y.B.Com. |
| 19     | Kharat Sunil Pradip Gangubai          | T.Y.B.Com. |
| 20     | Malkar Chinmay Vilas Vina             | T.Y.B.Com. |
| 21     | Mirashi Pranay Prakash Priya          | T.Y.B.Com. |
| 22     | More Tejas Vilas Kalpana              | T.Y.B.Com. |
| 23     | Nagap Darshan Prasanna Supriya        | T.Y.B.Com. |
| 24     | Nagap Renuka Suresh Surekha           | T.Y.B.Com. |
| 25     | Narkar Jagruti Dipak Jyoti            | T.Y.B.Com. |
| 26     | Padilkar Rohit Balkrushna Bhagyashri  | T.Y.B.Com. |
| 27     | Parabate Rohan Ravindra Sujata        | T.Y.B.Com. |
| 28     | Patil Geeta Balvant Aarati            | T.Y.B.Com. |
| 29     | Patil Sakshi Satyavan Sanjivani       | T.Y.B.Com. |
| 30     | Patil Samiksha Santosh Prerana        | T.Y.B.Com. |

*(B. S. Bhaskar)*



*C. S. Kade*  
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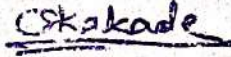


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|    |                                     |            |
|----|-------------------------------------|------------|
| 31 | Pawar Shubham Suryakant Supriya     | T.Y.B.Com. |
| 32 | Ramdul Ramjan Mahammadhanif Julekha | T.Y.B.Com. |
| 33 | Raorane Amruta Ashok Arati          | T.Y.B.Com. |
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| 42 | Sawant Sitaram Satyawar Supriya     | T.Y.B.Com. |
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| 47 | Tawade Harshada Pradip Prachi       | T.Y.B.Com. |
| 48 | Teli Deepa Dinesh Divya             | T.Y.B.Com. |

  
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## Department of Statistics

**Certificate course in Data Analysis Using Microsoft Office**

**Excel (MS-Excel) (2023-24)**

(Duration: 06 Jan. 2024 to 20 March 2024) (45 Lectures)

## Mark Sheet

| Sr. No | Name of Students                      | Class      | Grade |
|--------|---------------------------------------|------------|-------|
| 1      | Bobhate Prerana Prakash Pratiksha     | T.Y.B.Com. | A     |
| 2      | Chavan Devika Subhash Shubhada        | T.Y.B.Com. | A     |
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| 30     | Patil Samiksha Santosh Prerana        | T.Y.B.Com. | A     |

*(S.S. Bhaskar)*



*C. S. Kulkarni*  
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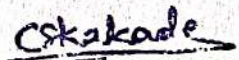


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Course Coordinator  
(S.S. Bhaskar)



  
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**Department of Statistics**

**Certificate course in Data Analysis Using Microsoft Office  
Excel (MS-Excel) (2023-24)**

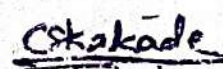
(Duration: 06 Jan. 2024 to 20 March 2024) (45 Lectures)

**Result Analysis**

| Grade           | O  | A  | B | C | D | TOTAL |
|-----------------|----|----|---|---|---|-------|
| No. of Students | 00 | 48 | - | - | - | 48    |

  
Course Coordinator  
(S.S. Bhaskar)



  
Principal  
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**Department of Statistics**

**Certificate course in Data Analysis Using Microsoft Office  
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**Feedback Form**

\*\*\*\*\*

1. Were objectives of the course clear to you  
☒ a) Yes    b) No
2. The course content met with your expectation  
a) Strongly agree    ☒ b) Agree    c) Not sure    d) Disagree
3. The exposed you to new knowledge and practices  
a) Strongly agree    ☒ b) Agree    c) Not sure    d) Disagree
4. The lectures were clear and easy to understand  
☒ a) Strongly agree    b) Agree    c) Not sure    d) Disagree
5. The teaching aids were effectively used  
a) Strongly agree    ☒ b) Agree    c) Not sure    d) Disagree
6. Please give overall rating of course  
☒ a) 80-100%    b) 60-80%    c) 40-60%    d) bellow 40%
7. Any suggestions

No suggestions

20 March 2024

Date



Tejarwini

Signature of the student

Tejarwini Satyawar Patil



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**Certificate course in Data Analysis Using Microsoft Office  
Excel (MS-Excel) (2023-24)**

(Duration: 06 Jan. 2024 to 20 March 2024) (45 Lectures)



**Theory Examination**

Course Code:

Time: 2 Hours

Date: --/--/2024

Marks-50

**Q1. A. State whether following statements are TRUE or FALSE and correct if necessary (10)**

- Random number from can be generated from RAND() function.
- Graphical toolbox is appeared in 'HOME' tab.
- Mean() is a function that used to calculate average of a vector.
- NPV (rate, First value) syntax is used to calculate Net present value.
- Variance(val1, val2.....valn) function is used to calculate variance of n specified values.

(10)

**Q1. B. Fill in the blanks**

- Data can be arranged in ascending order by using .....dialogue box.
- To move previous worksheet, you will use the keys Cltr+.....
- In Microsoft Excel, the ..... function returns a value from a range or an array.
- .....is the two macro languages in MS-Excel.
- ..... returns the day of the week for a particular date counting from Sunday.

(30)

**Q2. Attempt the following**

- a) How many data format available in MS-Excel? What is ribbon? Give five useful functions to manipulate data.

**OR**

- b) What are charts in MS-Excel? Explain data filtration technique in MS-Excel.

- c) Explain in brief two macro languages in MS-Excel?

**OR**

- d) Explain five data analysis tools.

- e) Write note on financial functions in MS- Excel.

**OR**

- f) What are the functions used to find measures of dispersion?

\*\*\*\*\*



Maharana Pratapsinh Shikshan Sanstha, Mumbai's  
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## Department of Statistics

### Certificate course in Data Analysis Using Microsoft Office Excel (MS-Excel) (2023-24)

(Duration: 06 Jan. 2024 to 20 March 2024) (45 Lectures)



### Practical Examination

Course Code:

Time: 2 Hours

Date: --/--/2024

Marks: 40+10=50

\*\*\*\*\*

- All questions are compulsory.
- Viva of 10 marks will be taken.
- Each question of 10 marks.

\*\*\*\*\*

#### Q.1 Solve the following questions

- a) In a new worksheet, create a table and insert the following information. Use different fonts for different columns, (10)

- 1) Names of people (at least 10)
- 2) Their ages
- 3) Their address
- 4) Number of years they have worked
- 5) Salary per month

- b) Draw the histogram of the given data (10)

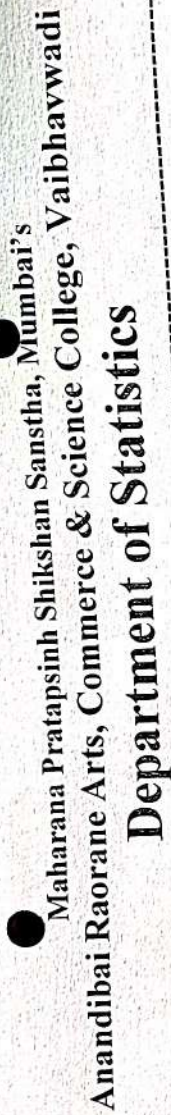
| class           | 0-10 | 10-20 | 20-30 | 30-40 | 40-50 | 50-60 |
|-----------------|------|-------|-------|-------|-------|-------|
| No. Of Students | 10   | 15    | 35    | 30    | 21    | 25    |

- c) Draw the Pie-chart of the given data (10)

| Food       | Fruit | vegetable | Dairy | Proteins | Grains |
|------------|-------|-----------|-------|----------|--------|
| Percentage | 36%   | 14%       | 13%   | 28%      | 9%     |

- d) If the observations are 4,5,3,9,6,7,2,1,8,2,11,15. (10)  
Then find mean, median, mode, variance, standard deviation, quartiles, max, and min.

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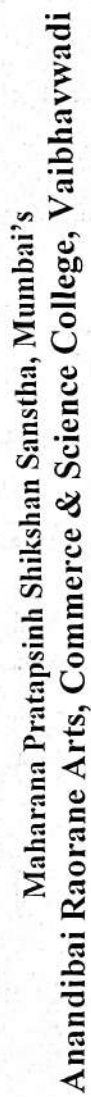


**Certificate course in “Data Analysis using MS-Excel 2023-24”**

**course III Data Analysis (45 Lectures)**

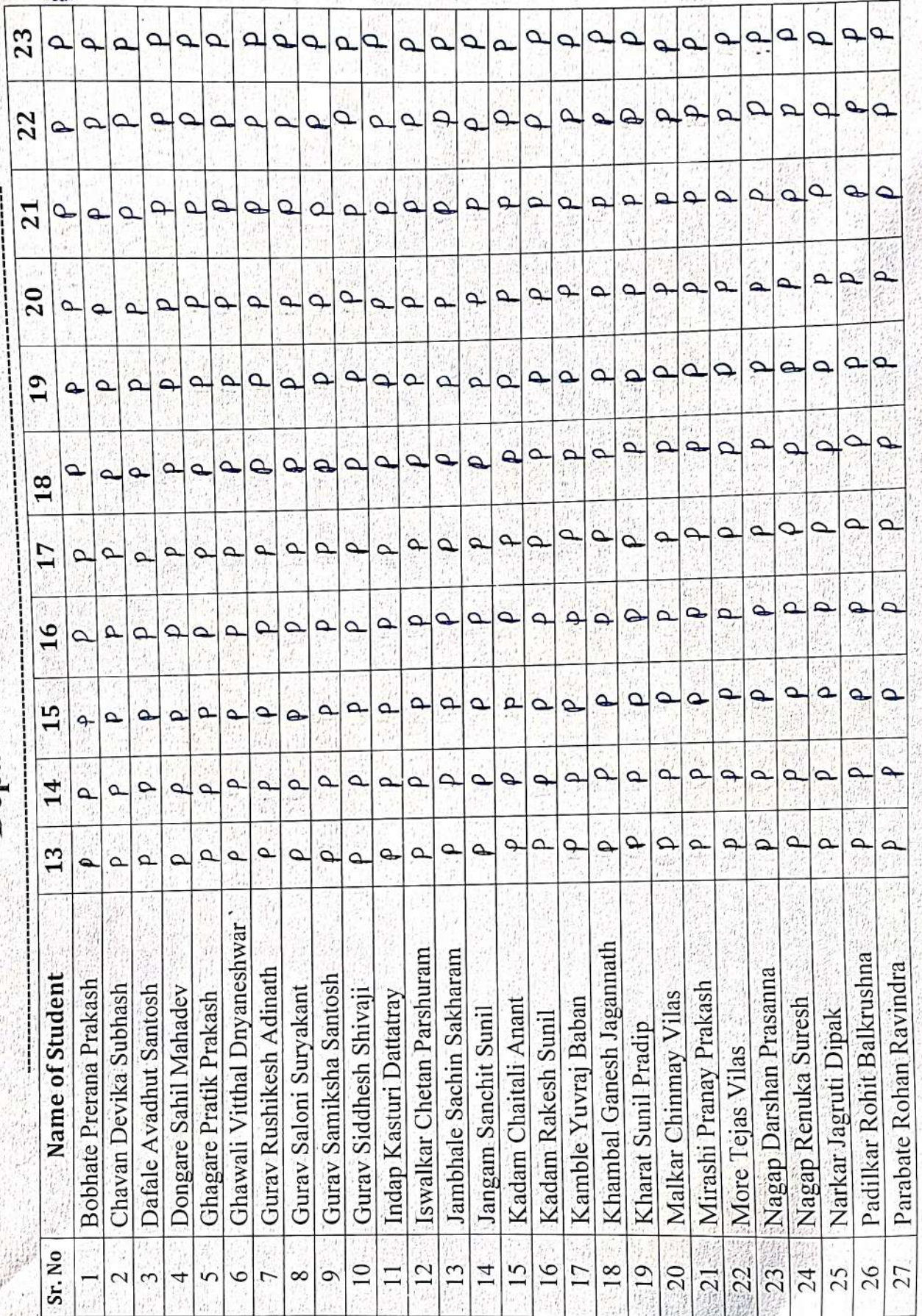
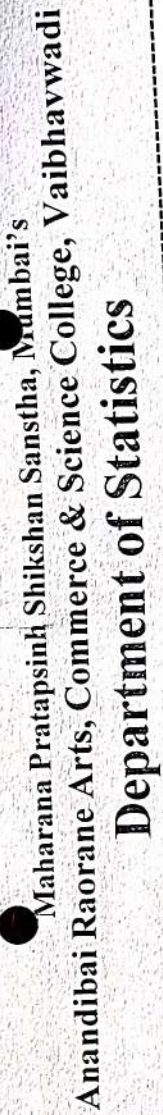
## Students Attendance

[illegible]



## Department of Statistics

[illegible]





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Anandibai Raorane Arts, Commerce & Science College, Vaibhavwadi**

## Department of Statistics

|    |                              |
|----|------------------------------|
| 28 | Patil Geeta Balvant          |
| 29 | Patil Sakshi Satyavan        |
| 30 | Patil Samiksha Santosh       |
| 31 | Pawar Shubham Suryakant      |
| 32 | Ramdul Ramjan Mahammadhanif  |
| 33 | Raorane Amruta Ashok         |
| 34 | Raorane Suraj Swapnil        |
| 35 | Raorane Yash Vilas           |
| 36 | Sakhharpekar Pooja Prakash   |
| 37 | Salavi Runali Mahesh         |
| 38 | Salunkhe Tanaya Narayan      |
| 39 | Sansare Dipak Digambar       |
| 40 | Savant Pratikscha Prabhakara |
| 41 | Savanta Sanjeevani Satyawana |
| 42 | Sawant Sitaram Satyawana     |
| 43 | Shinde Mayur Ajay            |
| 44 | Shinde Shruti Santosha       |
| 45 | Shivgan Aditya Prakash       |
| 46 | Shivgan Ritesha Gurunath     |
| 47 | Tawade Harshada Pradipa      |
| 48 | Teli Deepa Dinesha           |

1978 (S. S. Bhasin)

Chakade

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