

**SGK GOVERNMENT DEGREE  
COLLEGE VINUKONDA, GUNTUR DISTRICT**



**Certificate Course  
On  
Advanced Excel**

**01.07.2021 to 10-08-2021**

**CONDUCTED BY  
DEPARTMENT OF COMPUTER SCIENCE**

# Report

S.No.	Content	Name
1	Name of the Programme	Certificate Course on Advanced Excel
2	Duration	30Days
3	Conducted by	Department of Computer Science
4	No. of Students Registered	33
5	Resource person	Sri D.Siva Phanindra Lecturer in Computer Science
6	Date	01-07-2021to10-08-2021

**Objective:**

Today, Microsoft Excel is an indispensable tool in every office. Working with Excel is certainly an important and commendable qualification for every job seeker. In this context, Department of Computer Science has designed a course on Advanced Excel for the interested pupil. Degree students do learn the basics of Excel in their academics. But, for job seekers, this is not enough. They need to have in depth knowledge of various tools frequently used in Excel. This is the main motto for designing a course on Advanced Excel. Planned for 30 hours of instruction spread over 30 working days, the course covers the following topics.

**Syllabus:**

UNIT I
<b>Overview of Basic Excel:</b>
i)Customizing Common options in Excel
ii)Absolute and relative cells
iii)Protecting and un-protecting work sheets and cells
UNIT II
<b>Working with Functions:</b>
i)Writing conditional expressions (using IF)
ii)Using logical functions(AND,OR,NOT)
iii)Using look up and reference functions(VLOOKUP,HLOOKUP,MAT CH,INDEX)
UNIT III
<b>Data Validations:</b>
i)Specifying a valid range of values for a cell
ii)Specifying a list of valid values for a cell
iii)Specifying custom validations based on formula for a cell



**S.G.K GOVERNMENT DEGREE  
COLLEGE**

VINUKONDA, GUNTUR(DIST), A.P.-522647.

AFFILIATED TO



ACHARYA NAGARJUNA UNIVERSITY  
ఆచార్య నాగార్జున విశ్వవిద్యాలయం

GUNTUR



# Department of Computer Science



**Certificate Course**

**On**

**Advanced Excel**

**01-07-2021 to 10-08-2021**

**Students Registered:**

Due to the prevalence of the Covid pandemic, Online is selected as the mode of instruction. However, students without any computer system are allowed to utilize the computer lab facility in the college.

As many as 27 students from various groups registered for this course. The following is the list of registered students.

S. No	Course	H. T. NO	Name	Gender
1	BA	Y191099007	BHIMANADHAMVENKATESWARLU	M
2	BA	Y191099007	KASUKAVYASREE	F
3	BA	Y192099004	KADIAMBUCHIBABU	M
4	BA	Y193099011	SURABHIMARY	F
5	BA	Y192099006	MAKKENABALASUBRAHMANYAM	M
6	BA	Y192099007	MALLELALAKSHMIKANTHPYARELAL	M
7	BA	Y197099001	BETHAMCHARLAESWARI	F
8	BA	Y197099005	KAVALAKUNTAMARIYABABU	M
9	BA	Y197099011	PUNALACHINABABU	M
10	BA	Y193099017	ACHYUTHAKOMALI	F
11	BA	Y193099009	REDDYBOYINASAGARBABU	M
12	BA	Y192099005	KORRAPATIYUVARAJU	M
13	BA	Y197099004	GOTTIPATINASARDASU	M
14	BA	Y191099024	SHAIKBAJI	M
15	BA	Y193099005	KAMBHAMPATISRAVANTHI	F
16	BA	Y191099004	DARAARUNA	F
17	B.COM	Y192099010	RAYANIKIRANKUMAR	M
18	B.SC	Y193099016	TELLABATISIVAPRASAD	F
19	B.SC	Y193099014	MOOLABALAKOTAIAH	M
20	B.SC	Y193099002	ATCHUKATLAPRATHYUSHA	F
21	BA	Y191099020	POOLASIDDAIAH	M
22	BA	Y191099023	SHAIKARIF	M
23	BA	Y191099006	GOKANAKONDAVAMSI	M
24	B.COM	Y192099003	JIRANAYOMI	F
25	B.COM	Y197099009	KORRAPATIKOTESWARARAO	M
26	B.SC	Y193099022	MODAVATHMAHESHNAIK	M
27	B.SC	Y193099020	JEEDIMALLASIREESHA	F

*D. Anaparthi*  
*K. V. S. Koteswari*  
**IQAC COORADINATOR**  
**SGK GOVT DEGREE COLLEGE, VINUKONDA**  
**PALNADU DIST - 522 647**



*K. Sreenivasulu*  
**Principal**  
**SGK Govt. Degree College**  
**Vinukonda - 522647**  
**Palnadu Dist., A.P.**



## Certificate Course on Advanced Excel Lesson Plan

The instruction continued for 30 working days without any interruption and the instructor cherished the interest shown by most of the students. Although, there are some slow learners, the course gave them the confidence that they could master Excel in the future.

S.NO	DATE	TOPIC
1	7/1/2021	Introduction to the Subject
2	7/2/2021	Refresher on Excel Basics
3	7/3/2021	Refresher on Excel Basics
4	7/4/2021	Customizing common options in Excel
5	7/6/2021	Customizing common options in Excel
6	7/7/2021	Absolute and Relative Cells
7	7/8/2021	Protecting and Un protecting cells and work sheets
8	7/9/2021	Revision
9	7/10/2021	Test-1
10	7/12/2021	Writing conditional Expressions
11	7/13/2021	Writing conditional Expressions
12	7/14/2021	Writing conditional Expressions
13	7/15/2021	Using Logical Functions
14	7/16/2021	Using Logical Functions
15	7/17/2021	Using Logical Functions
16	7/19/2021	VLOOKUP
17	7/20/2021	HLOOKUP
18	7/21/2021	MATCH function
19	7/22/2021	INDEX Function
20	7/23/2021	Revision
21	7/24/2021	Test-2
22	7/26/2021	Specifying valid range of values for a cell
23	7/27/2021	Specifying list of valid values for a cell
24	7/28/2021	Specifying custom validations based on formula for a cell
25	7/29/2021	Revision
26	7/30/2021	Test-3
27	7/31/2021	Final Assessment
28	8/2/2021	Review of student performance
29	8/3/2021	Feedback
30	8/7/2021	Valedictory

*Anapthade*

*K. V. S. Kotuwar*  
IQAC COORADINATOR  
SGK GOVT DEGREE COLLEGE, VINUKONDA  
PALNADU DIST - 522 647



*K. S. Kumar*  
Principal  
SGK Govt. Degree College  
Vinukonda - 522647  
Palnadu Dist., A.P.

# Certificate Course on Advanced EXAI 2020-21

## List of Students with Signatures

S. No	Name of the Student	Group	Signature of the Student
1	BHIMANADHAMVENKATESWARLU	BA	B. Venkateswarlu
2	KASUKAVYASREE	BA	K. Buchi Babu
3	KADIAMBUCHIBABU	BA	K. Chinnababu
4	SURABHIMARY	BA	S. Mary
5	MAKKENABALASUBRAHMANYAM	BA	M. balasubrahmayam
6	MALLELALAKSHMIKANTHPYARELAL	BA	M. Anthpyarelal
7	BETHAMCHARLAESWARI	BA	B. chalaeswaro
8	KAVALAKUNTAMARIYABABU	BA	K. manya babu
9	PUNALACHINABABU	BA	P. CHINABABU
10	ACHYUTHAKOMALI	BA	A. komali
11	REDDYBOYINASAGARBABU	BA	R. Sagarbabu
12	KORRAPATYUVARAJU	BA	K. Yuvaraju
13	GOTTIPATINASARDASU	BA	G. Sardasu
14	SHAIKBAJI	BA	SK. baijo
15	KAMBHAMPATISRAVANTHI	BA	K. vanitho
16	DARAARUNA	BA	D. Aruna
17	RAYANIKIRANKUMAR	B.COM	R. Kirankumar
18	TELLABATISIVAPRASAD	B.SC	T. Sivaprasad
19	MOOLABALAKOTAIAH	B.SC	M. balakotalah
20	ATCHUKATLAPRATHYUSHA	B.SC	A. Prathyusha
21	POOLASIDDAIAH	BA	P. siddaiah
22	SHAIKARIF	BA	SHAIKARIF
23	GOKANAKONDAVAMSI	BA	G. Nayomi vamsi
24	JIRANAYOMI	B.COM	J. Nayomi
25	KORRAPATIKOTESWARARAO	B.COM	K. Teswararao
26	MODAVATHMAHESHNAIK	B.SC	M. ThamaheshNaik
27	JEEDIMALLASIREESHA	B.SC	J. Sireesha

*[Handwritten signature in green ink]*

K.V.S. - 10/01/2021

IQAC COORADINATOR  
SGK GOVT DEGREE COLLEGE, VINUKONDA  
PALNADU DIST - 522 647



*[Handwritten signature in green ink]*  
Principal  
Govt. Degree College  
Vinukonda - 522647  
Palnadu Dist., A.P.



# Attendance Sheets

(Extracted from Attendance Register)

S.N O	NAME OF THE STUDENT	01/07/2021	02/07/2021	03/07/2021	04/07/2021	05/07/2021	06/07/2021	07/07/2021	08/07/2021	09/07/2021	10/07/2021	12/07/2021	13/07/2021	14/07/2021	15/07/2021	16/07/2021
1	BHIMANADHAM VENKATESWARLU	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P
2	KASU KAVYASREE	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
3	KADIAM BUCHIBABU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	SURABHI MARY	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	MAKKENABALASUBRAHMAN YAM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	MALLELA LAKSHMIKANTHPYARELAL	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
7	BETHAMCHARLA ESWARI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	KAVALAKUNTA MARIYABABU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	PUNALA CHINABABU	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
10	ACHYUTHA KOMALI	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
11	REDDYBOYINA SAGARBABU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	KORRAPATI YUVARAJU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	GOTTIPATI NASARDASU	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	SHAIK BAJI	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P
15	KAMBHAMPATI SRAVANTHI	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
16	DARA ARUNA	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
17	RAYANI KIRANKUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	TELLABATISIVAPRASAD	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
19	MOOLA BALAKOTAIAH	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P
20	ATCHUKATLA PRATHYUSHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	POOLA SIDDIAH	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
22	SHAIK ARIF	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P
23	GOKANAKONDA VAMSI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	JIRRA NAYOMI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	KORRAPATI KOTESWARARAO	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P
26	MODAVATH MAHESHNAIK	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	JEEDI MALLA SIREESHA	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P

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S.N O	NAME OF THE STUDENT	17/07/2021	19/07/2021	20/07/2021	21/07/2021	22/07/2021	23/07/2021	24/07/2021	26/07/2021	27/07/2021	28/07/2021	29/07/2021	30/07/2021	31/07/2021	02/08/2021	03/08/2021	07/08/2021
1	BHIMANADHAM VENKATESWARLU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	KASU KAVYASREE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	KADIAM BUCHIBABU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	SURABHI MARY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	MAKKENABALASUBRAHMAN YAM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	MALLELA LAKSHMIKANTHPYARELAL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	BETHAMCHARLA ESWARI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	KAVALAKUNTA MARIYABABU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	PUNALA CHINABABU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	ACHYUTHA KOMALI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	REDDYBOYINA SAGARBABU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	KORRAPATI YUVARAJU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	GOTTIPATI NASARDASU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	SHAIK BAJI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	KAMBHAMPATI SRAVANTHI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	DARA ARUNA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	RAYANI KIRANKUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	TELLABATISIVAPRASAD	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	MOOLA BALAKOTAIAH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	ATCHUKATLA PRATHYUSHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	POOLA SIDDIAIAH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	SHAIK ARIF	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	GOKANAKONDA VAMSI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	JIRRA NAYOMI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	KORRAPATI KOTESWARARAO	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	MODAVATH MAHESHNAIK	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	JEEDI MALLA SIREESHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

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SGK Govt. Degree College  
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Palnadu Dist., A.P.



**Assessment:**

Assessment for this certificate course is basically done using Lab Test. Students are given a task of doing analysis on student marks. They are also instructed to use Data validations. They are then assessed subjectively based on their ability to use various functions, filters and Data Validation. Every student is assessed for a maximum of 100marks and getting at least 50% is the criteria for getting completion certificate.

S. No	Course	H. No	Student Name	Marks
1	BA	Y191099007	BHIMANADHAMVENKATESWARLU	80
2	BA	Y191099007	KASUKAVYASREE	65
3	BA	Y192099004	KADIAMBUCHIBABU	51
4	BA	Y193099011	SURABHIMARY	54
5	BA	Y192099006	MAKKENABALASUBRAHMANYAM	72
6	BA	Y192099007	MALLELALAKSHMIKANTHPYARELAL	67
7	BA	Y197099001	BETHAMCHARLAESWARI	80
8	BA	Y197099005	KAVALAKUNTAMARIYABABU	63
9	BA	Y197099011	PUNALACHINABABU	55
10	BA	Y193099017	ACHYUTHAKOMALI	51
11	BA	Y193099009	REDDYBOYINASAGARBABU	52
12	BA	Y192099005	KORRAPATYUVARAJU	51
13	BA	Y197099004	GOTTIPATINASARDASU	51
14	BA	Y191099024	SHAIKBAJI	51
15	BA	Y193099005	KAMBHAMPATISRAVANTHI	65
16	BA	Y191099004	DARAARUNA	71
17	B.COM	Y192099010	RAYANIKIRANKUMAR	73
18	B.SC	Y193099016	TELLABATISIVAPRASAD	77
19	B.SC	Y193099014	MOOLABALAKOTAIAH	87
20	B.SC	Y193099002	ATCHUKATLAPRATHYUSHA	75
21	BA	Y191099020	POOLASIDDIAH	66
22	BA	Y191099023	SHAIKARIF	62
23	BA	Y191099006	GOKANAKONDAVAMSI	66
24	B.COM	Y192099003	JIRANAYOMI	66
25	B.COM	Y197099009	KORRAPATIKOTESWARARAO	66
26	B.SC	Y193099022	MODAVATHMAHESHNAIK	54
27	B.SC	Y193099020	JEEDIMALLASIREESHA	58

**Outcome:**

Most of the students showed good performance in the assessment. With frequent practice, they would find themselves job ready to work as Data entry operator or any other role that requires Excel skills. The remaining, at least got confidence that they could learn Excel with little more effort.

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K.V.S. KOTESWARLU  
 IQAC COORDINATOR  
 SGK GOVT DEGREE COLLEGE, VINUKONDA  
 PALNADU DIST - 522 647



*[Handwritten signature]*  
 Principal  
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**SGK GOVERNMENT DEGREE COLLEGE, VINUKONDA**  
**PALNADU DISTRICT 522 647**

An ISO 9001: 2015 Certified Institution, Affiliated to Acharya Nagarjuna University



## **BRIEF REPORT**

Department of Computer Science organized a Certificate Course “**ADVANCED EXCEL**”. The duration of the course is 1 Month (30 Hours) and the course was conducted from **01.07.2021 to 10.08.2021**. This course is designed for people who want to learn the knowledge and skills they need to work in “**Advanced Excel**”. **33** students of **II BA, II B.Com & II B. Sc** registered in this course. Sri D. Siva Phanindra Lecturer in Computer Science acted as the Resource Person for this Course. During the course, students are evaluated using assignment, Quizzes and a final exam. All the **33** students successfully completed the course and received certificates of completion.

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*K.V.S. Koteswari*

**IQAC COORADINATOR**  
**SGK GOVT DEGREE COLLEGE, VINUKONDA**  
**PALNADU DIST - 522 647**



*[Handwritten signature]*

**Principal**  
**SGK Govt. Degree College**  
**Vinukonda - 522647**  
**Palnadu Dist., A.P.**





Estd:1981

# SGK GOVERNMENT DEGREE COLLEGE VINUKONDA

(Affiliated to Acharya Nagarjuna University, Guntur)

Guntur District, Andhra Pradesh, India-522647



## CERTIFICATE

This Certificate is awarded to

**KAVALAKUNTAMARIYABABU, BA**

Student of SGK Govt. Degree College, Vinukonda.

for completed and passed the **CERTIFICATE COURSE IN Advanced Excel**

01.07.2021 to 10-08-2021

Conducted by Department of Computer Science, SGK Govt. Degree College, Vinukonda

**CONVENER**

**PRINCIPAL**



Estd:1981

# SGK GOVERNMENT DEGREE COLLEGE VINUKONDA

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Guntur District, Andhra Pradesh, India-522647



## CERTIFICATE

This Certificate is awarded to

MALLELALAKSHMIKANTHPYARELAL, BA

Student of SGK Govt. Degree College, Vinukonda.

for completed and passed the **CERTIFICATE COURSE IN Advanced Excel**

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Conducted by Department of Computer Science, SGK Govt. Degree College, Vinukonda

**CONVENER**

**PRINCIPAL**



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(Affiliated to Acharya Nagarjuna University, Guntur)

Guntur District, Andhra Pradesh, India-522647



## CERTIFICATE

This Certificate is awarded to

**SHAIKBAJI, BA**

Student of SGK Govt. Degree College, Vinukonda.

for completed and passed the **CERTIFICATE COURSE IN Advanced Excel**

01.07.2021 to 10-08-2021

Conducted by Department of Computer Science, SGK Govt. Degree College, Vinukonda

**CONVENER**

**PRINCIPAL**





Estd:1981

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Guntur District, Andhra Pradesh, India-522647



## CERTIFICATE

This Certificate is awarded to

**BHIMANADHAMVENKATESWARLU, BA**

Student of SGK Govt. Degree College, Vinukonda.

for completed and passed the **CERTIFICATE COURSE IN Advanced Excel**

01.07.2021 to 10-08-2021

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**CONVENER**

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## CERTIFICATE

This Certificate is awarded to

**GOTTIPATINASARDASU, BA**

Student of SGK Govt. Degree College, Vinukonda.

for completed and passed the **CERTIFICATE COURSE IN Advanced Excel**

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Guntur District, Andhra Pradesh, India-522647



## CERTIFICATE

This Certificate is awarded to

**REDDYBOYINASAGARBABU, BA**

Student of SGK Govt. Degree College, Vinukonda.

for completed and passed the **CERTIFICATE COURSE IN Advanced Excel**

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Guntur District, Andhra Pradesh, India-522647



## CERTIFICATE

This Certificate is awarded to

**SURABHIMARY, BA**

Student of SGK Govt. Degree College, Vinukonda.

for completed and passed the **CERTIFICATE COURSE IN Advanced Excel**

01.07.2021 to 10-08-2021

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**CONVENER**

**PRINCIPAL**



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# SGK GOVERNMENT DEGREE COLLEGE VINUKONDA

(Affiliated to Acharya Nagarjuna University, Guntur)

Guntur District, Andhra Pradesh, India-522647



## CERTIFICATE

This Certificate is awarded to

**JEEDIMALLASIREESHA, B.SC**

Student of SGK Govt. Degree College, Vinukonda.

for completed and passed the **CERTIFICATE COURSE IN Advanced Excel**

01.07.2021 to 10-08-2021

Conducted by Department of Computer Science, SGK Govt. Degree College, Vinukonda

**CONVENER**

**PRINCIPAL**



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