

From

Coordinator  
Department of Mathematics  
S.N. College, Punalur

To

The Principal,  
S.N. College, Punalur

Sir,

Permission may please be given to conduct a certificate course in Microsoft Excel. The course will be organized by the department of Mathematics, S N college, Punalur on Saturdays from 10:am to 1.00 pm. A detailed proposal is submitted for your kind consideration and sanction.

Name of the course : Certificate course in Microsoft Excel

Duration : 10 days (30 hours)

Timing : 3 hours on Saturdays

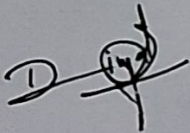
Faculty : Teacher in the Dept. of Mathematics

Beneficiary students : Post Degree Students

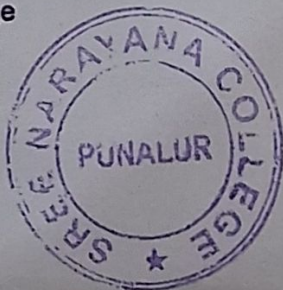
The department will be maintaining the records of the course under the supervision of the Head of the Department.

Yours faithfully

Punalur,  
27.10.2023



Dr. Divya Sadasivan  
Associate Professor & HoD  
Department of Mathematics  
Sree Narayana College  
Punalur

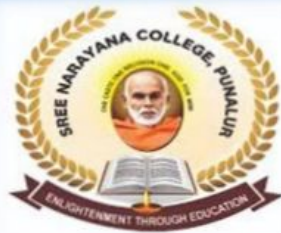


*Permitted*

*27/10/23*

Princ.pal Incharge  
Sree Narayana Colleg  
Punalur

  
Coordinator



**SREE NARAYANA COLLEGE, PUNALUR**  
**DEPARTMENT OF MATHEMATICS**  
**Offers A Certificate Course**  
**For the Academic Year**  
**2023-24**

**MS-EXCEL**

Course duration: 30 hours



Interested students can visit the college website and apply  
<https://www.sncollegepunalur.in/>

# DEPARTMENT OF MATHEMATICS

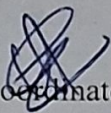
S N COLLEGE, PUNALUR

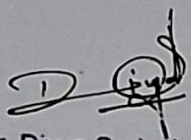
## NOTICE

(To be circulated in P.G. classes)

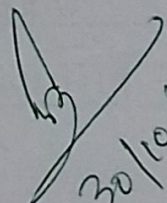
The Department of Mathematics, S N College, Punalur is conducting a certificate course in Microsoft Excel. The post graduate students who are interested to join the course may register. For more details contact the course coordinator, Department of Mathematics.

Punalur,  
30.10.2023

  
Coordinator

  
Dr. Divya Sadasivan  
Associate Professor & HoD  
Department of Mathematics  
Sree Narayana College  
Punalur



  
30/10/2023

Princ.pal Incharge  
Sree Narayana Colleg  
Punalu

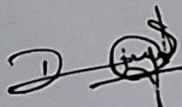
## CERTIFICATE COURSE IN Microsoft Excel

### NOMINAL ROLL OF STUDENTS

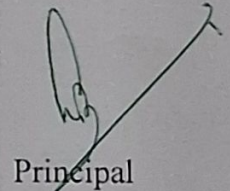
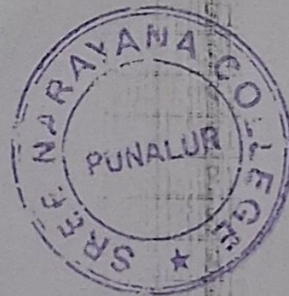
Sl. No.	Candidate Code	Name	Class
1	62021133011	ASHILI RAJ	S3 M.Sc. Mathematics
2	62021133012	ASHNA S	S3 M.Sc. Mathematics
3	62021133013	ASWATHY U S	S3 M.Sc. Mathematics
4	62021133014	ATHIRA A	S3 M.Sc. Mathematics
5	62021133015	FREEDA MARY	S3 M.Sc. Mathematics
6	62021133016	MALAVIKA S	S3 M.Sc. Mathematics
7	62021133017	NAVAL BABUJAN	S3 M.Sc. Mathematics
8	62021133018	RAJASREE R S	S3 M.Sc. Mathematics
9	62021133019	RESHMA R L	S3 M.Sc. Mathematics
10	62021133020	RESHMA S S	S3 M.Sc. Mathematics
11	62021133021	VAISHNAVY S	S3 M.Sc. Mathematics
12	62021133022	VIDYA V	S3 M.Sc. Mathematics
13	62022133001	A G VIJITHRA	S3 M.Sc. Mathematics
14	62022133002	ADERSH R S	S3 M.Sc. Mathematics
15	62022133003	AJMI A N	S3 M.Sc. Mathematics
16	62022133004	AJNA A N	S1 M.Sc. Mathematics
17	62022133005	AMRUTA J C	S1 M.Sc. Mathematics
18	62022133006	ANJANA L	S1 M.Sc. Mathematics
19	62022133007	ARUNADEVI R	S1 M.Sc. Mathematics
20	62022133008	ASWATHY M	S1 M.Sc. Mathematics
21	62022133009	ATHIRA M S	S1 M.Sc. Mathematics
22	62022133010	DROUPATHI NAIR A S	S1 M.Sc. Mathematics
23	62022133011	HARSHA B RAJ	S1 M.Sc. Mathematics
24	62022133012	K SUMI	S1 M.Sc. Mathematics
25	62022133013	SREELEKSHMI U S	S1 M.Sc. Mathematics

Punalur

2.11.2023



Dr. Divya Sadasivan  
Associate Professor & HoD  
Department of Mathematics  
Sree Narayana College  
Punalur



Principal  
Princ.pal Incharge  
Sree Narayana Colleg  
Punalur

# SREE NARAYANA COLLEGE, PUNALUR

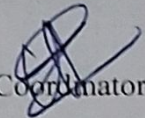
## Department of Mathematics

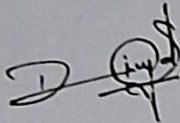
### NOTICE

(to be circulated in all P.G. classes)

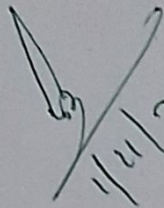
Classes of certificate course in Microsoft Excel will be conducted on Saturdays from 10.00 am to 1.00 pm. Students who have registered for the course are requested to attend the course without fail. The course will be commenced on 4/11/2023.

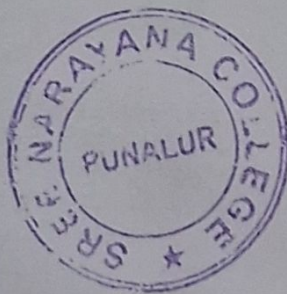
Punalur,  
1.11.2023

  
Coordinator



Dr. Divya Sadasivan  
Associate Professor & HoD  
Department of Mathematics  
Sree Narayana College  
Punalur

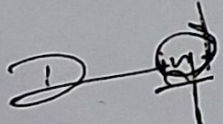
  
11/11/23

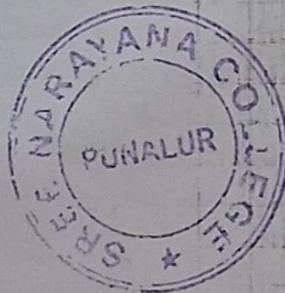


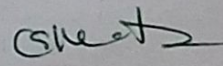
Principal Incharge  
Sree Narayana College  
Punalur

## ATTENDANCE FOR CERTIFICATE COURSE IN MICROSOFT EXCEL

Sl. No.	Candidate Code	Name	4/11/2023	15/11/2023	2/12/2023	29/12/2023	6/1/2024	27/1/2024	13/2/2024	17/2/24	2/3/2024	16/3/2024
1	62021133011	ASHILI RAJ	AS	AS	AS	A	AS	AS	AS	AS	AS	AS
2	62021133012	ASHNA S	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
3	62021133013	ASWATHY U S	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
4	62021133014	ATHIRA A	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
5	62021133015	FREEDA MARY	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
6	62021133016	MALAVIKA S	AS	AS	AS	A	AS	AS	AS	AS	AS	AS
7	62021133017	NAVAL BABUJAN	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
8	62021133018	RAJASREE R S	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
9	62021133019	RESHMA R L	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
10	62021133020	RESHMA S S	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
11	62021133021	VAISHNAVY S	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
12	62021133022	VIDYA V	AS	AS	AS	A	AS	AS	AS	AS	AS	AS
13	62022133001	A G VIJITHRA	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
14	62022133002	ADERSH R S	AS	AS	AS	A	AS	AS	AS	AS	AS	AS
15	62022133003	AJMI A N	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
16	62022133004	AJNA A N	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
17	62022133005	AMRUTA J C	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
18	62022133006	ANJANA L	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
19	62022133007	ARUNADEVI R	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
20	62022133008	ASWATHY M	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
21	62022133009	ATHIRA M S	AS	AS	AS	A	AS	AS	AS	AS	AS	AS
22	62022133010	DROUPATHI NAIR A S	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
23	62022133011	HARSHA B RAJ	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
24	62022133012	K SUMI	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
25	62022133013	SREELEKSHMI U S	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS

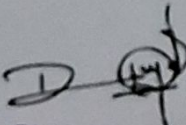
  
**Dr. Divya Sadasivan**  
 Associate Professor & HoD  
 Department of Mathematics  
 Sree Narayana College  
 Punalur

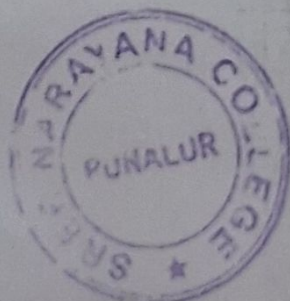



  
**Princ. pal Incharge**  
 Sree Narayana Colleg  
 Punalur

### CLASS REPORT

Date	Faculty member	Portion	Attendance
04/11/2023	Jasmine Rose J	About Excel & Microsoft. Uses of Excel, Excel software, Spreadsheet window pane, Title Bar, Menu Bar, Standard Toolbar, Formatting Toolbar, the Ribbon, File Tab and Backstage View, Formula Bar, Workbook Window, Status Bar, Task Pane, Workbook & sheets	25
25/11/2023	Dr. Divya Sadhasivan	Selecting Columns & Rows, Changing Column Width & Row Height, Autofitting Columns & Rows, Hiding/Unhiding Columns & Rows, Inserting & Deleting Columns & Rows, Cell, Address of a cell, Components of a cell -Format, value, formula, Use of paste and paste special.	24
2/12/2023	Dr. Bijo S. Anand	Using Ranges, Selecting Ranges, Entering Information Into a Range, Using AutoFill	25
23/12/2023	Athul T. B.	Using Formulas, Formula Function s-Sum, Average, if, Count, max, min, Proper, Upper, Lower, Using AutoSum,	22
06/01/2024	Dr. Divya Sadhasivan	Creating Charts such as bar graph, pie chart, Different types of chart, Formatting Chart Objects	21
27/01/2024	Dr. Bijo S. Anand	Changing the Chart Type, Showing and Hiding the Legend, Showing and Hiding the Data Table	25
13/02/2024	Athul T. B.	Sorting, Filter, Text to Column, Data Validation, ANOVA.	23
17/02/2024	Dr. Divya Sadhasivan	Creating PivotTables, Manipulating a PivotTable, Using the PivotTable Toolbar, Changing Data Field, Properties, Displaying a PivotChart, Setting: PivotTable Options. Adding Subtotals to PivotTables	20
02/03/2024	Dr. Bijo S. Anand	Introduction, Workbook Passwords, Protecting Workbooks, Unlocking Cells	25

  
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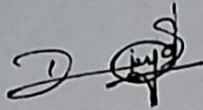


  
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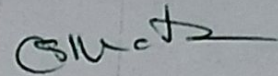
16/03/2024	Athul T. B.	Excel as online: Calculations, cells, dates, external references, fields lists for a PivotChart or PivotTable report, filters, slices, and timeline controls, formatting, named items, sparklines, and tables	25
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### Evaluation

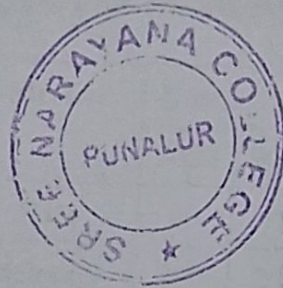
Date	Invigilator	Exam type
23/03/2024	Athul T. B.	Practical Exam



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# Sree Narayana College, Punalur

PRACTICAL EXAMINATION, MARCH 2024

Certificate Course in Microsoft Excel

Time : 90 min.

Max. Marks : 50

Answer all questions.

Each question carries 10 marks.

1. Find the mode and median of the following data

68, 89, 47, 66, 87, 28, 48, 94, 84, 60, 46, 37, 100, 16, 74, 11, 76, 81, 93, 64,  
32, 43, 45, 17, 96, 31, 58, 41, 75, 65, 91, 55, 8, 23, 15, 95, 22, 56, 27, 92, 69,  
33, 2, 35, 44, 51, 5, 73, 14, 70, 26, 39, 50, 9, 29, 7, 12, 72, 36, 10, 49, 57, 97,  
85, 20, 54, 86, 3, 80, 6, 40, 79, 24, 90, 98, 61, 42, 4, 83, 62, 99, 52, 59, 38, 25,  
53, 34, 71, 77, 67, 13, 18, 78, 1, 19, 21, 63, 82, 30, 88

2. Draw a subdivided bar diagram from the following data?

Stream	Number of students		
	2009	2010	2011
Arts	50	70	75
Science	200	250	300
Commerce	100	120	130

3. Three samples below have been obtained from normal population with equal variance.

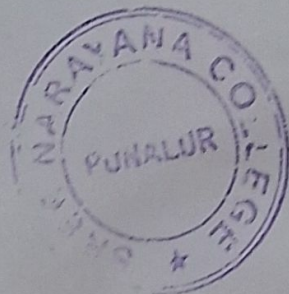
Test the hypothesis that the population mean are equal.

Sample 1 12 15 8 11 9

Sample 2 8 12 13 9 10

Sample 3 13 11 8 9 12

4. Create a Pivot chart from the following data.



NFL Offensive Player stats, 19...

Year	Player	Age	Hometown	Home State	Tm	G	GS	Cmp	Att	Yds	TD	Int	Pos
2006	LaDainian Tomlinson	27	Rosebud	TX	SDG	16	16	2	3	20	2	0	RB
2013	Peyton Manning	37	New Orleans	LA	DEN	16	16	450	659	5477	55	10	QB
2007	Tom Brady	30	San Mateo	CA	NWE	16	16	398	578	4806	50	8	QB
2011	Aaron Rodgers	28	Chico	CA	GNB	15	15	343	502	4643	45	6	QB
2011	Drew Brees	32	Austin	TX	NOR	16	16	468	657	5476	46	14	QB
2004	Daunte Culpepper	27	Ocala	FL	MIN	16	16	379	548	4717	39	11	QB
2000	Marshall Faulk	27	New Orleans	LA	STL	14	14	0	0	0	0	0	RB
2011	Cam Newton	22	College Park	GA	CAR	16	16	310	517	4051	21	17	QB
2003	Priest Holmes	30	Fort Smith	AR	KAN	16	16	0	1	0	0	0	RB
2002	Priest Holmes	29	Fort Smith	AR	KAN	14	14	0	1	0	0	0	RB
2011	Tom Brady	34	San Mateo	CA	NWE	16	16	401	611	5235	39	12	QB
2005	Shaun Alexander	28	Florence	KY	SEA	16	16	0	0	0	0	0	RB
2004	Peyton Manning	28	New Orleans	LA	IND	16	16	336	497	4557	49	10	QB
2013	Drew Brees	34	Austin	TX	NOR	16	16	446	650	5162	39	12	QB
2009	Aaron Rodgers	26	Chico	CA	GNB	16	16	350	541	4434	30	7	QB
2000	Daunte Culpepper	23	Ocala	FL	MIN	16	16	297	474	3937	33	16	QB
2009	Chris Johnson	24	Orlando	FL	TEN	16	16	0	1	0	0	0	RB
2012	Drew Brees	33	Austin	TX	NOR	16	16	422	670	5177	43	19	QB

5. Prepare a sheet with two columns and protect each column with a password.

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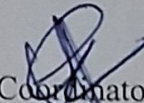
Princ. pal Incharge  
Sree Narayana Colleg  
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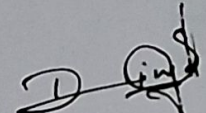


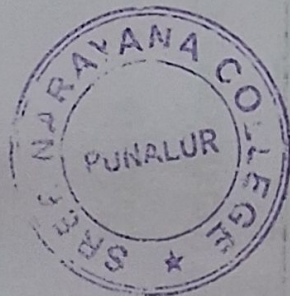
## SCORE CARD

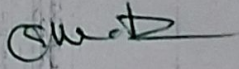
Sl. No.	Candidate Code	Name	Total Mark (50)	Grade Obtained
1	62021133011	ASHILI RAJ	45	A
2	62021133012	ASHNA S	40	A
3	62021133013	ASWATHY U S	45	A
4	62021133014	ATHIRA A	50	A
5	62021133015	FREEDA MARY	48	A
6	62021133016	MALAVIKA S	49	A
7	62021133017	NAVAL BABUJAN	42	A
8	62021133018	RAJASREE R S	50	A
9	62021133019	RESHMA R L	48	A
10	62021133020	RESHMA S S	46	A
11	62021133021	VAISHNAVY S	43	A
12	62021133022	VIDYA V	50	A
13	62022133001	A G VIJITHRA	43	A
14	62022133002	ADERSH R S	50	A
15	62022133003	AJMI A N	50	A
16	62022133004	AJNA A N	49	A
17	62022133005	AMRUTA J C	50	A
18	62022133006	ANJANA L	47	A
19	62022133007	ARUNADEVI R	50	A
20	62022133008	ASWATHY M	43	A
21	62022133009	ATHIRA M S	44	A
22	62022133010	DROUPATHI NAIR A S	48	A
23	62022133011	HARSHA B RAJ	50	A
24	62022133012	K SUMI	46	A
25	62022133013	SREELEKSHMI U S	47	A

29-03-2024  
Punalur

  
Coordinator

  
Dr. Divya Sadasivan  
Associate Professor & HoD  
Department of Mathematics  
Sree Narayana College  
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Princ. pal Incharge  
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# SREE NARAYANA COLLEGE, PUNALUR

Affiliated to University of Kerala

Re-accredited by NAAC with "B" Grade


## CERTIFICATE COURSE IN MICROSOFT EXCEL

### CERTIFICATE OF PARTICIPATION

This is to certify that A G VIJITHRA, has completed the Certificate Course in Microsoft Excel offered by the Department of Mathematics, Sree Narayana College, Punalur and has secured A grade.

  
Coordinator



  
Principal

Date of Issue: 27-03-2024

Principal Incharge  
Sree Narayana College  
Punalur.