

# Certificate Course on INTRODUCTION TO MS-EXCEL

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**Course period: From 3<sup>rd</sup> August, 2022 to 18<sup>th</sup> August, 2022**



**Organized by  
Department of Physics**


**Mugberia Gangadhar Mahavidyalaya**

ACCREDITED BY NAAC WITH GRADE B+  
Affiliated To Vidyasagar University  
Bhupatinagar, Purba Medinipur – 721425

# Certificate course on INTRODUCTION TO MS-EXCEL

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## Notice


 **MUGBERIA GANGADHAR MAHAVIDYALAYA**  
P.O.—BHUPATINAGAR, Dist.—PURBA MEDINIPUR, PIN.—721423, WEST BENGAL, INDIA  
NAAC Re-Accredited B+Level Govt. aided College  
CPE (Under UGC XII Plan) & NOTE Approved Institutions  
DBT Star College Scheme Award Recipient  
E-mail : mugberia\_college@rediffmail.com // www.mugberiangangadharMahavidyalaya.ac.in

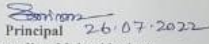
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Date : 26.07.2022

**NOTICE**

This is to hereby notify all the students that the Department of Physics, Mugberia Gangadhar Mahavidyalaya, will commence a certificate course on "INTRODUCTION TO MS-EXCEL" for the period of 03/08/2022 to 18/08/2022 from 2:30 pm to 5:00 pm. The course will feature lectures, interactive sessions, practical, and an examination on topics related to above mentioned topic. The course is specifically designed for undergraduate students. The course access fee for students is set at Rs. 100/-. All students of undergraduate program, are requested to attend this course.



  
Principal 26.07.2022  
Mugberia Gangadhar Mahavidyalaya  
Principal  
Mugberia Gangadhar Mahavidyalaya

**Course Name: Introduction to MS-Excel**

Course duration: 15 days

Organized by: Department of Physics

Coordinator: Dr. Wadut Shaikh, HOD, Department of Physics

Chairperson: Swapan Kumar Misra, Principal , Mugberia Gangadhar Mahavidyalaya

Members: Gourchand Manna, Debasish Das, Sourav Panda , SACT, Department of Physics

**Course objective:**

This course is designed for

- Give students an in-depth understanding of how the office tool is essential in business, education and society
- To understand the basics features of Excel spread program
- To improve the Data interpretation and analysis skills of the beginners

**Syllabus:**

**Introduction to Excel:** Introduction to Excel interface, Idea about rows and columns, Naming Cells, Working with excel workbook and sheets

**Formatting excel workbook:** New, Open, Close, Save, Save As, Formatting Text: Font Size, Font Style Font Color, Use the Bold, Italic and Underline, Wrap text, Merge and Centre Currency, Accounting and other formats, Modifying Columns, Rows & Cells

**Perform Calculations with Functions:** Creating Simple Formulas, Setting up your own formula, Date and Time Functions, Financial Functions, Logical Functions, Lookup and Reference Functions, Mathematical Functions, Statistical Functions, Text Functions.

**Sort and Filter Data with Excel:** Sort and filtering data, Using number filter, Text filter, Custom filtering Removing filters from columns, Conditional formatting

**Create Effective Charts to Present Data Visually:** Inserting Column, Pie chart etc, Create an effective chart with Chart Tool Design, Format and Layout options, Adding chart title, Changing layouts, Chart styles, Editing chart data range, Editing data series, Changing chart

**Use Macros to Automate Tasks:** Creating and Recording Macros, Assigning Macros to the worksheets, Saving Macro enabled workbook

**Proofing and Printing:** Page setup, Setting print area, Print titles Inserting custom Header and Footer Inserting objects in the header and footer Page Setup, Setting margins, Print Preview, Print Enable back ground error checking Setting AutoCorrect Options

# Certificate course on INTRODUCTION TO MS-EXCEL

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## List of students

Sl. No.	Student Name	Gender
1	Amrita Maity	F
2	Debjani Maiti	F
3	Jayasri Mondal	F
4	Krishna Jana	F
5	Kuheli Barik	F
6	Loknath Maiti	M
7	Mitesh Das	M
8	Piyali Manna	F
9	Pralay Maity	M
10	Prasenjit Jana	M
11	Priya Das	F
12	Saborni Das	F
13	Sampa Sangram	F
14	Sangati Karan	F
15	Sima Kotal	F
16	Sonali Khatua	F
17	Soumayakanta Kar	M
18	Soumen Bera	M
19	Soumitra Pahari	M
20	Soumya Kanti Bhakta	M
21	Sova Manna	M
22	Subhadip Manna	M
23	Subrata Patra	M
24	Sumana Giri	F
25	Sumana Samanta	F
26	Sunita Bera	F
27	Sunita Mandal	F
28	Suvankar Manna	M

29	Abir Manna	M
30	Anima Mandal	F
31	Anushree Maity	F
32	Arpita Kuila	F
33	Biswajit Shit	M
34	Debjani Jana	F
35	Debmalya Pal	M
36	Gouranga Bera	M
37	Indrani Das	F
38	Jayashree Das	F
39	Koustavi Maity	F
40	Krishnendu Barman	M
41	Madhuchhanda Das	M
42	Prasun Kumar Das	M
43	Priyanka Mallik	F
44	Putul Kuila	F
45	Rahuldev Dhara	M
46	Rajkumr Pradhan	M
47	Ranita Majhi	F
48	Rohita Giri	F
49	Rumpi Maity	F
50	Sagar Bag	M
51	Sangita Patra	F
52	Sanjoy Mondal	M
53	Sayanika Kuila	F
54	Silpa Mandal	F
55	Snehendu Pradhan	M
56	Soumen Maity	M
57	Subrata Khanra	M
58	Sumita Samanta	F
59	Suparna Debnath	F
60	Suranjan Maity	M
61	Tanmay Pahari	M

Female: 33

Male: 28

## Attendance sheet

## Attendance sheet

1	Amrita Maity	3/ 8	4/ 8	6/ 8	7/ 8	8/ 8	9/ 8	10/ 8	11/ 8	13/ 8	14/ 8	16/ 8	17/ 8	18/ 8
2	Debjani Maiti	✓	✓	.	✓	✓	✓	✓	✓	.	✓	✓	✓	✓
3	Jayasri Mondal	✓	✓	✓	✓	✓	✓	.	✓	✓	✓	✓	✓	.
4	Krishna Jana	✓	✓	✓	✓	✓	.	✓	✓	✓	✓	.	✓	.
5	Kuheli Barik	✓	✓	✓	✓	✓	✓	✓	✓	.	✓	✓	✓	✓
6	Loknath Maiti	✓	✓	.	✓	✓	✓	✓	.	✓	✓	✓	✓	✓
7	Mitesh Das	✓	✓	✓	✓	✓	✓	.	✓	✓	✓	✓	✓	✓
8	Piyali Manna	✓	✓	.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9	Pralay Maity	✓	✓	✓	✓	✓	.	✓	✓	✓	✓	✓	.	✓
10	Prasenjit Jana	✓	✓	✓	✓	.	✓	✓	✓	✓	.	✓	✓	✓
11	Priya Das	✓	✓	✓	✓	✓	✓	.	✓	✓	✓	✓	.	✓
12	Saborni Das	✓	✓	✓	.	✓	✓	✓	.	✓	✓	✓	✓	✓
13	Sampa Sangram	✓	✓	✓	✓	✓	.	✓	✓	✓	✓	.	✓	✓
14	Sangati Karan	✓	✓	✓	.	✓	✓	✓	.	✓	✓	✓	.	✓
15	Sima Kotal	✓	.	✓	✓	.	✓	✓	✓	✓	.	✓	✓	✓
16	Sonali Khatua	✓	✓	.	✓	✓	✓	✓	.	✓	✓	✓	✓	.
17	Soumayakanta Kar	✓	✓	✓	✓	✓	.	✓	✓	✓	✓	✓	.	✓



  
Principal  
Mugberia Gangadhar Mahavidyalaya





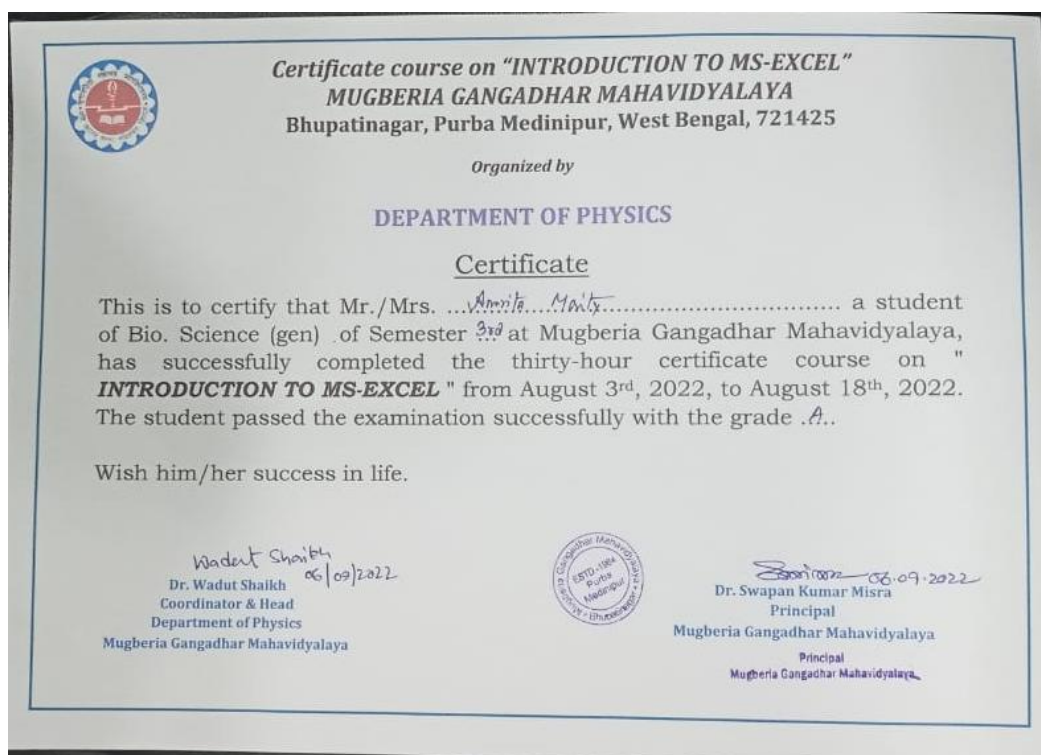




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Sample certificate





**Certificate course on "INTRODUCTION TO MS-EXCEL"**  
**MUGBERIA GANGADHAR MAHAVIDYALAYA**  
Bhupatinagar, Purba Medinipur, West Bengal, 721425

Organized by

**DEPARTMENT OF PHYSICS**

Certificate

This is to certify that Mr./Mrs. Pritya Das a student of Bio. Science (gen) of Semester 3rd at Mugberia Gangadhar Mahavidyalaya, has successfully completed the thirty-hour certificate course on "**INTRODUCTION TO MS-EXCEL**" from August 3<sup>rd</sup>, 2022, to August 18<sup>th</sup>, 2022. The student passed the examination successfully with the grade A.

Wish him/her success in life.

Wadut Shaikh  
26/09/2022  
Dr. Wadut Shaikh  
Coordinator & Head  
Department of Physics  
Mugberia Gangadhar Mahavidyalaya



Swapan Kumar Misra  
26-09-2022  
Dr. Swapan Kumar Misra  
Principal  
Mugberia Gangadhar Mahavidyalaya  
Principal  
Mugberia Gangadhar Mahavidyalaya



Swapan Kumar Misra  
Principal  
Mugberia Gangadhar Mahavidyalaya