From

The Head of the Department

Department of Computer Application

MES KEVEEYAM College, Valanchery

To

The principal

M E S KEVEEYAM College, Valanchery

Sir,

Sub: Request for the Approval of Certificate Course

The Department of Computer Application is planning to conduct a certificate Course on "Introduction to Data Analysis using Spread sheet" of 30 hours duration for the second year UG students. So kindly grant permission for the same.

Thanking You

Yours faithfully,

Jama ku

Jama ku

Jama HC

Dept of Comp Place: Valanchery

Date: 22/02/2024

PRINCIPAL

M.E.S KEVESYAM COLLEGE VALANCHERY, PIN 076552

MALAPPURAM



#### M E S KEVEEYAM COLLEGE

Re-accredited by NAAC with A+ Grade(3.44)
(Affiliated to the University of Calicut)

Valanchery - 676552, Malappuram Dt., Kerala

Phone: 0494 - 2644380, 2642670, 2641347(Fax), www.nieskvmcollege.org

Email: principal@meskvmcollege.org

Order No. Acs/2023-24/03

Date: 26/02/2024

Proceedings of the Principal, MES Keveeyam College Valanchery

(Present: Dr. Vinod kumar K.P)

**Ref:** (1) Request from the Head of the Department of Computer Application dt:22/02/2024

(2) Minutes of Board of Studies meeting for approval of the syllabus

#### **ORDER**

As per reference cited (1), request was received from the HOD, Department of Computer Application to start a short term course on "Introduction to Data Analysis using Spread sheet". In the same letter, the head of the department has recommended a panel of academicians to be included in the Board of Studies.

The department of Computer Application is hereby given sanction to conduct a short term course on Introduction to Data Analysis using Spread sheet to the UG students of the college.

The board of studies for the above course is constituted with the following members

- 1. Shamna k ,Assistant Professor,MES Keveeyam College, Valanchery
- 2. Jasna K V ,Assistant Professor,MES Keveeyam College, Valanchery
- 3. Akshaya B ,Assistant Professor,MES Keveeyam College ,Valanchety
- 4. Rashbin, Assistant Professor, MES Keveeyam College, Valanchery
- 5. Thasni, Assistant Professor, MES Keveeyam College , Valanchery
- 6. Ramseena N, Assistant Professor, MES Keveeyam College , Valanchery
- 7. Ms. Nusrath, Assistant Professor, MES Ponnani College
- 8. Ms. Sujithra, Assistant Professor, Sahrdaya College, Kodakara

Order is issued accordingly.

Dr. Vinod kumar K.P

PRINCIPAL
Principal EEYAM COLLEGE
VALANCHERY, PIN 676552
MALAPPURAM

Copy to

- 1. HOD, Department of Computer Application
- 2. File

#### MINUTES OF BOARD OF STUDIES MEETING

Date: 28/02/2024

Time: 3.00 PM

Location: Department Of Computer Application

#### **Attendees**

1. Mrs.Jasna K V: HoD& Assistant Professor, Department of Computer application, MES Keveeyam Valanchery

2. Mrs.Akshaya B: Assistant Professor, Department of Computer application, MES Keveeyam Valanchery

3. Mrs.Shamna k: Assistant Professor, Department of Computer application, MES Keveeyam Valanchery

4. Mrs.Thasni :Assistant Professor, Department of Computer application, MES Keveeyam Valanchery

5. Mrs.Rashbin: Assistant Professor, Department of Computer application, MES Keveeyam Valanchery

#### Agenda

- Introduce the importance of Certificate Course HoD introduced the Certificate Course, its importance, and students' better
- 2. Syllabus discussion schedule total hours for complete
- 3. Discussed about the Practical Output.

#### **Decisions**

- Decide to conduct a certificate course on Introduction To DataAnalysis Using Spreadsheet
- 2. Detailed syllabus discussed.
- 3. Ensure Practical knowledge on the same through Lab .
- 4. Create a request letter, getting approval from the Principal.

#### **Action Item**

- 1. Mrs.Jasna K V take over
- 2. Mrs.Shama K the structuring syllabus
- 3. Practicals handle by Mrs.Akshaya B
- 4. Time table & certificate arrangements are handled by Mrs.Rashbin

Minutes Recorded by: Mrs.Ramseena n

These minutes will be circulated to all committee members for their reference & review

PRINCÎPAL M E S KEVE EYAM COLLEGE VALAHCHERY, PIN 676552 MALAPPURAM

## MES KEVEEYAM COLLEGE VALANCHERY DEPARTMENT OF COMPUTER APPLICATION

# CERTIFICATE COURSE ON Introduction to Data Analysis using Spread sheet KVM/CC/BCA/23-24/03 (2023-2024)

#### **Objectives**

- To introduce the importance of software tools
- To better understand about the possibilities of Spreadsheet
- To learn the analysis using Spreadsheet
- To apply in real life scenarios

#### **Course Outcomes**

- Understand the significance of Spreadsheet at the time of documentation
- Analysis of data
- Understand and apply in real life at the situation of creating documents

#### **Course Contents**

Theory : 20 Hrs DurationPractical : 10 Hrs Duration

#### Scheme of evaluation

Written Examination (Conventional) : 30 marks
 Practical : 10 marks
 Total : 40 marks

A Grade: 80% and above, B Grade: 60 – 79%, C Grade: 40 – 59%, below 40% D Grade

PRINCIPAL

M E.S KEV EYAM COLLEGE

VALARCHERY, PIN 676552

MALAPPURAM

#### **Introduction To Data Analysis Using Spreadsheet**

KVM/CC/BCA/23-24/03

(2023-2024)

#### **SYLLABUS**

#### Unit 1:( 12 hrs)

Introduction to MS Excel and understanding basic working with it:Quick review on MS Excel Options,Ribbon,Sheets,Difference between Excel 2003,2007,2010 and 2013,Saving Excel File as PDF,CSV and Older Versions-Using Excel Shortcuts,Copy,Cut,Paste,Hide and Link data in rows,columns and Sheet using special paste options – Formatting Cells,Rows,Coulmns and Sheets

#### Unit2:(11 hrs)

Protecting and unprotecting cells,rows,columns and sheets with or without password-page layout and printer properties-Inserting pictures and other objects I worksheets Introduction to Pivot table: Use multiple Pivot tables and Pivot chart to create dashboard,Connect multiple slicers to the pivot tables

#### Unit3:(7 hrs)

Pivot table applications in analytics: Filter the data shown in pivot in different ways to achieve subset of data, Use calculated fields on top of pivot table to calculate profitability and find anomalies.

#### References:

- 1. Winson, Microsoft Excel 2013: Data Analysis and Business modeling, Prentice Hall India Learning Private Limited (2013)
- 2. John Walken bach, Microsoft Excel 2013 bible, Wiley (23 April 2013)

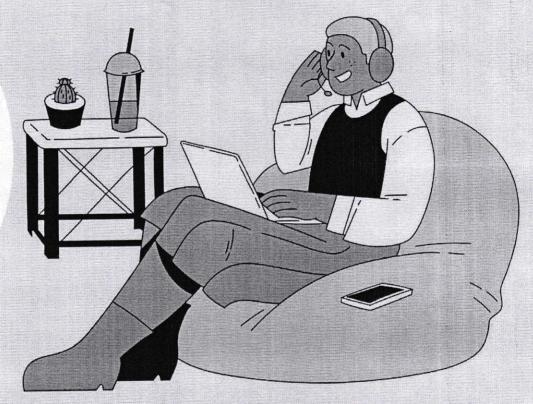




## MES KEVEEYAM COLLEGE VALANCHERY | MALAPPURAM | KERALA | INDIA

# DEPARTMENT OF COMPUTER APPLICATION

PRESENTS



#### CERTIFICATE COURSE ON

INTRODUCTION TO DATA ANALYSIS
USING SPREADSHEET

**REGISTRATION DEADLINE:26-02-2024** 

**DURATION:15 DAYS** 

**ELIGIBILITY: UG STUDENT** 

Kovined

111676552 ALAPPURAM

	۰
-	ı
-	ū
	٧
-	•
_	
-	
	٧
100	г
1	٠.
n	٦
-	
	3
200	•
333	١
_	۰,
•	ø
-	ı
	ч
	•
to 20-03-2021	5
-	_
	d
-	9
	٦
•	•
-	ď
	٧
76	г
-	
	v
-	3
	2
0	~
	ı,
0	
O	1
00	1
20	1
00	7
00	7
001:	77
F (20	7
DC/ 3	77
CE (20	77
DC/ 120	27 75
DCF (20	77
DCE (20	27
IDCE (20	777
IIDCE (20	227
DCL JOBIN	227
DC/ SOLIC	JON
OLIDEE (30	22727
DCI TOUTO	SOL LAND
COLIDEE (20	
COLIBSE (29	いっていること
COLIBSE (29	2000
A COLIDEE (29	
M COLIBSE (29	
M COLIBSE (29	TO CO CO
M COLIBEE (29	
DE LOUIDSE (39	
PLI SOLIDEE (29	
EDM COLIBSE (29	
FEDM COLIDSE (29	
TEDM COLIBSE (29	
TEDM COLIBSE (29	
TEDM COLIDGE (20	LENIN COOKSE (2)
T TEDM COLIDGE (29	LENIN COOKSE (2)
T TEPM COLIDGE (29	COOLST IN
DT TEPM COLIBSE (29-02-20	COOLST IN

DATE	DAY	NAME OF FACULTY ENGAGING THE CLASS	TIME
29/02/2024	THURSDAY	JASNA	3.30-4.30PM 8.30-9.30PM (ONLINE)
01/03/2024	FRIDAY	RASHBIN	8.30-9.30PM (ONLINE)
04/03/2024	MONDAY	THASNI	8.30-9.30AM 3.30-4.30PM
05/03/2024	TUESDAY	JASNA	3.30 – 4.30PM 8.30-9.30PM (ONLINE)
06/03/2024	WEDNESDAY	AKSHAYA	8.30-9.30AM 3.30-4.30PM
07/03/2024	THURSDAY	SHAMNA	8.30-9.30AM 3.30-4.30PM
08/03/2024	FRIDAY	THASNI	3.30-4.30PM 8.30-9.30PM (ONLINE)
09/03/2024	SATURDAY	SHAMNA	3.30-4.30PM (ONLINE) 8.30-9.30PM (ONLINE)
11/03/2024	MONDAY	RASHBIN	8.30-9.30AM 3.30-4.30PM
12/03/2024	TUESDAY	AKSHAYA	8.30-9.30AM 3.30-4.30PM
13/03/2024	WEDNESDAY	JASNA	8.30-9.30AM 3.30-4.30PM
14/03/2024	THURSDAY	SHAMNA	8.30-9.30AM 3.30-4.30PM
15/03/2024	FRIDAY	RASHBIN	8.30-9.30AM 3.30-4.30PM
18/03/2024	MONDAY	JASNA	3.30-4.30PM 8.30-9.30PM (ONLINE)
19/03/2024	TUESDAY	THASNI	3.30-4.30PM 8.30-9.30PM (ONLINE)
20/03/2024	WEDNESDAY	AKSHAYA	3.30-4.30PM

PRINCIPAL M.E.S KEVEEYAM COLLEGE VALANCHERY, PIN 676552 MALAPPURAM

HOD
Dept of Computer Application
MES KEVEEYAM COLLEGE
Valanchery, 676552
Maiappuram District

MES KEVEEYAM COLLEGE VALANCHERY	
Department of Computer Application	
KVM/CC/BCA/23-24/03	

#### Introduction To Data Analysis using Spreadsheet

Sl No	Name of the students	11/03/	/24	12/0	3/24	13/0	3/24	14/0	3/24	15/0	3/24	18/0	3/24	19/03	3/24
1	Shifa K A	A 9	*	D. S.	A. A.	The state of the s	W.	S.	No.	Soft of the second	A.	De la company	De la	Ode/	D. S.
2	Asna K V	W.	J.	W.	No.	X	28	XX:	Th.	XX	XX	Z.	XXXX	No.	Z.
3	Nasim P	A 9	A-	A	A	A	R	A	A	A	A	A	AI	AI-	A
4	Rinsha K P	Mr. g	gu	de.	du	2h	Sh	ahr	Du	ar.	An	gh	Oh	An	An
5	Shahana Banu	m2 8	hour	Jan	3han	Drang	Show	Share	Jones	2 ham	Show	Share	Share	Dan	John
6	Liba Hanoon U	XX S	)%.	Je.		The same	Table 1	100 m	381.	1×.	XX.	<b>10</b> /	J.	Va.	the !
7	Syed Shahabas	Sep (	S. C.	and the		3		38	50	Sola	198	Charles Charles	W.	AND!	
8	Safa Thesni K	Gusto &	Seele		0	8	(8)		(38)	(8)	S	4000	(8)	(88)	(38)
9	Thasreefa V	haso	nash	Thesh	There	hest	2 hus	That	hush	hish	Thursh	high	hech	Theat	har
10	Ahabana K P	Ahabo A	haba	Ahaba	Alaba	Araba	Ahabe	Araba	Ahub	Ahuba	Ahaba	Aluba	Ahaban	Ahaba	phaba
11	Reema	De serve	ecino	Verny	Reemi	Vegno	Cenu	Deens	Reend	Deenw	Reene	Reems	Beene	Remo	Reema
12	Aiswarya K	My d	N.	de	ON MARCHAN	No	TABLE .	- Albur	All	ANSW	116	Alm	Ø6-	Olan	1/2
13	Anupriya k	Total &	And I	22	De.	E.	XX.	And.	X.	De.	Day!	Den?	Jan.	John State	D2.

Signature of teachers who had engaged the sessions:

Abeliaya - B Alch

Signature of HoD:

Dept of Computer Application
MES KEVEEYAM COLLEGE
Valanchery, 676552
Malappuram District

PRINCIPAL M.E.S KEVERYAM COLLEGE VALANCHER .; PIN 676552 MALAPPURAM

MES KEVEEYAM COLLEGE VALANCHERY	
Department of Computer Application	
KVM/CC/BCA/23-24/0	a a a a

#### Introduction To Data Analysis using Spreadsheet

Sl No	Name of the students	11/03/24	12/03/24	13/03/24	14/03/24	15/03/24	18/03/24	19/03/24
14	Pooja M	self of	J. J.	A. St.	& Q	2/2	22	2/4 3/4
15	Rinu C	Do. Da	De 1997	De do	64 St	Dr. 64.	A DE	\$ 64.
16		Gravepu Compeler	Auraelie Zunaelie	Sorreity Sorreity	Banker Sameth	Burneth Barrein	Barnselve Bornselve	Quenuclas Quenals
17	Faheema	Thing Taken	Chart Care	Spen John	A De la companya della companya della companya de la companya della companya dell		John Man	Mari Man.
18	Adithya K	SHA SOU	21 De	state oth	out out	Och du	and oth	alah alah
19	Rishana K	Box Don	Bur Ry	Say Ba	Roy Bai	Bry Bry	Sur Du	Bow Roy

M.E.S KEVEEYAM COLLEGE VALANGMERY, PIN 676552 MALAPPURAM

Signature of teachers who had engaged the sessions: Rother Rathin

Signature of HoD:

day

HOD
Dept of Computer Application
MES KEVERYAM COLLEGE
Valanchery, 676552
Jappuram District

MES KEVEEYAM COLLEGE VALANCHERY	
Department of Computer Application	
KVM/CC/BCA/23-24/0 <b>3</b>	

#### Introduction To Data Analysis using Spreadsheet

Sl No	Name of the students	29/02	2/24	01/0	3/24.	04/0	3/24	05/0	3/24	06/0	3/24	07/03	3/24	08/03	3/24
1	Shifa K A	Shipe	Ships	Alfra.	Styles	Styling	Dign-	of the	8hor	Stora-	& Street	Stage	8/2 Size	Soften States	Ship.
2	Asna K V	De.P	J. P	dal	DAY.	Ast	184	De. P	Bert	A8.A	121	18 t	XX.	Na.P	188
3	Nasim P	A	R	A	A	A	A	A	P	A	A	A	A	R	A
4	Rinsha K P	Dut	<u>Am</u>	Øn-	<b>A</b>	an	De	A	a	M	Mu	Sh	oh	The	. Sh
5	Shahana Banu	Sans	Jus	82	Din	Jus	Sm	Die	Sam	Jus	Spir	Sim	Dang	Solo	Sm
6	Liba Hanoon U	¥36.	XX.	W.	XV.	1	×/.	18/2	X80/.	X%/.	Val.	V/.	₹°	Vol.	XX
7	Syed Shahabas	188. S	Carol	R	CA	95"	(H)	68	500	436	33	Carp.	518.	(MC) (	Cross
8	Safa Thesni K	200	23/	S	(8)	8	8	3	Code	A	Cale	A STATE OF THE STA	9	(gen	got y
9	Thasreefa V	hash	They	Trade	her	hil	high	hust	Josh .	John (	high	Sheet	hist	Rose .	high
10	Ahabana K P	Ahaba	Ahaba	Ahubo	Alhab	Ahabo	Alph	Phalo	Phelo	4 habin	. Dhubua	Ahuboo	Ahubin	Ahabo	- Olaha
11	Reema	Reeman	Dearing	Dogwo	Reeno	Reema	Deem	Veenn	Neems	Reemo	Reemi	Downer,	Deerno	De erna	Reen
12	Aiswarya K	Ahr		- Day	ANN.	Non	Alha	None	- Alm	der	All .	- OBL	9160	- New	ONS
13	Anupriya k	des	Del	Aces	John	Dung	Z.	E.		The second	Je R	A SUR	OC.	Ang.	8

Signature of teachers who had engaged the sessions:

Rashbin Rolling

Signature of HoD:

HOD
Dept of Computer Application
MES KEVEEYAM COLLEGE
Valanchery, 676552
Malappuram District

PRINCIPAL M E.S KEVEEYAM COLLEGE VALANCHERY, PIN 676552 MALAPPURAM

MES KEVEEYAM COLLEGE VALANCHERY	· ·				
Department of Computer Application	1 X		2 5 2	8	4
KVM/CC/BCA/23-24/0 <b>3</b>	e q	- II		2 9 8	

#### Introduction To Data Analysis using Spreadsheet

Sl No	Name of the students	29/02/24	01/03/24	04/03/24	05/03/24	06/03/24	07/03/24	08/03/24
14	Pooja M	Quilty Ville	Sent to Service	And John	25/2 25/2	Park Park	Carlo Carlo	255 Pert
15	Rinu C	\$ 50	£ €.	\$ 50	\$ . St	ST 32	Dr. 69	De 29.
16	Sameeha	Bunnelus Bunkeen	Contrador Bourge	Bange he	Bungalin Bungah	Borne et la Comenta	Bonge han	Jameen Zenneh
17	Faheema	Manage Magazine	Mair. Man.	Barren Sail	Mary Mary	Mark Mark	My. My.	Mar Mar
18	Adithya K	Ah sh	and old	Ash dal	all of	all dels	and at	od od
19	Rishana K	Rue Por	Bur Row	Bushin	Bu Ra	RW Bu	Rm Rm	BARN

Signature of teachers who had engaged the sessions:

Signature of HoD:

HOD
Dept of Computer Application
MES KEVEEYAM COLLEGE Valanchery, 676552 Malappuram District

> PRINCIPAL M.E.S KEVEEYAM COLLEGE VALANCHERY, PIN 676552

MALAPPURAM

Nam	e:	
Roll.	No:	



#### MES KEVEEYAM COLLEGE VALANCHERY

#### **Certificate Course Examination**

#### CC/BCA/41—Introduction to Data Analysis using Spread sheet

Time : 1.15 Hrs

Maximum Marks: 30

### PART A Answer all questions Each question carries 2 marks

- 1. Define Protecting cells
- 2. What is PDF
- 3. Define Excel short cuts
- 4. Define Page layout
- 5. What is Formatting cells

#### **PART B**

#### Answer any two questions Each question carries 5 marks

- 5. Write a note on Page layout and Printer properties
- 6. Explain Inserting pictures in worksheet
- 7. What is pivot tables

#### PART C

Answer any one question Each question carries 10marks

- 8. Explain Difference between Excel 2003, 2007,2010 and 2013.
- 9. How to calculate profitability and find anomalies.

PRINCIPAL
M.E.S KEVEEYAM COLLEGE
VALANCHELLY, 9IN 676552
MALAPPURAM

#### SHORT TERM COURSE ON Introduction to Data Analysis using Spreadsheet (CC/BCA/23-24/03)

SI.No	Student Name	Mark					
1	SHIFA K A	25					
2	ASNA K V	24					
3	MOHAMMED NASHIM P	30					
4	RINSHA K P	28					
5	SHAHANA BANU K	22					
6	LIBA HANOON U	19					
7	SYED SHAHABAS	19					
8	SAFA THESNI K	26					
9	THASREEFA V	27					
10	AHABANA K P	29					
11	REEMA	27					
12	AISWARYA	24					
13	ANU PRIYA	26					
14	POOJA M	28					
15	RINU C	25					
16	SAMEEHA	23					
17	FAHEEMA	23					
18	ADITHYA K	28					
19	RISHANA K	29					

PRINCIPAL
M.E.S.KE./EEYAM COLLEGE
VALANCH ERM 11 1878552
MALAPPURAM

Jasna. kv

HOD
Dept of Computer Application
MES KEVEEYAM COLLEGE
Valanchery, 676552
Malappuram District

, MES Keveeyam College, Valanchery	NON	APPLICATI	COMPUTER	Department of COMPUTER APPLICATION
" conducted by the	" INTRODUCTION TO DATA ANALYSIS USING SPREADSHEET	UALYSIS USIA	ON TO DATA AL	" INTRODUCTI

Co-ordinator

Course Facilitator

Head of the Department

Prof. Dr. K. P. Vinod Kumar

Principal

HOD
Dept of Computer Application
MES KEVEEYAM COLLEGE
Valanchery, 676552

MALAPPURAM

N 676552

Malappuram District

Roy



# 

Valanchery | Kerala

NAAC accredited with 'A+' Grade www.meskeveeyamcollege.ac.in

# Certificate

This is to certify that Rinu C

has successfully completed the certificate course on

Department of COMPUTER APPLICATION INTRODUCTION TO DATA AMALYSIS USING SPREADSHEET , MES Keveeyam College, Valanchery " conducted by the

during the academic year 2023-24.

Ms. Jameela. M. K

Co-ordinator

poly) ourse Facilitz

Course Facilitator

ad of the Depar

Head of the Department
HOD
Dept of Computer Application
MES KEVEEYAM COLLEGE
Valanchery, 676552
Malappuram District

Prof. Dr. K. P. Vinod Kumar

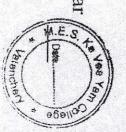
Dr. K. P. Vinod Kumar

Ritigicipal

M.E.S KEVEEYAM COLLEGE

VALANCHERY, PIN 676552

MALAPPURAM



KVM-CC-23-24/