DAYANANDA SAGAR COLLEGE REPORT

DAILY ACTIVITIY REPORT – TO BE FILLED AFTER 2 HRS OF SESSION

TRAINER NAME : SANTHOSH B.S

SECTION : III SEM BCOM SECTION- A

COURSE NAME : ADVANCE EXCEL

SL NO	DATE	TIME	CLASS	TOPIC COVERED
1	09.03.2021	2:00 PM to 4:00 PM	Advance Excel	Formulas with Multiple Operators • Inserting and Editing a Function • Auto Calculate and Manual Calculation • Defining Names • Using and Managing Defined Names • Displaying and Tracing Formulas • Understanding Formula Errors • Using Logical Functions (IF) • Using Financial Functions (PMT) • Using Database Functions (DSUM) • Using Lookup Functions (VLOOKUP) • User Defined and Compatibility Functions • Financial Functions • Date & Time Functions
2	12.03.2021	2:00 PM to 4:00 PM	Advance Excel	• Changing Excel Default options • Various Selection Techniques • Short Cut Keys • Using Basic Functions • SUM, Average, Max, Min, Count • Absolute Mixed and Relative Referencing • Formatting Cells with Number fonts, Font Formats, Alignments, Borders
3	16.03.2021	2:00 PM to 4:00 PM	Advance Excel	• Formatting Cells with Number fonts, Font Formats, Alignments, Borders ▪ Conditional formatting • Mathematical Functions ▪ SUMIF(), COUNTIF(), AVERAGEIF()

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DAYANANDA SAGAR COLLEGE REPORT

DAILY ACTIVITIY REPORT – TO BE FILLED AFTER 2 HRS OF SESSION

TRAINER NAME : KAVYA

SECTION : III SEM BBA SECTION- A SECTION

COURSE NAME : ADVANCE EXCEL

SL NO	DATE	TIME	CLASS	TOPIC COVERED
1	09.03.2021	2:00 PM to 4:00 PM	Advance Excel	Formulas with Multiple Operators • Inserting and Editing a Function • Auto Calculate and Manual Calculation • Defining Names • Using and Managing Defined Names • Displaying and Tracing Formulas • Understanding Formula Errors • Using Logical Functions (IF) • Using Financial Functions (PMT) • Using Database Functions (DSUM) • Using Lookup Functions (VLOOKUP) • User Defined and Compatibility Functions • Financial Functions • Date & Time Functions
2	12.03.2021	2:00 PM to 4:00 PM	Advance Excel	• Changing Excel Default options • Various Selection Techniques • Short Cut Keys • Using Basic Functions • SUM, Average, Max, Min, Count • Absolute Mixed and Relative Referencing • Formatting Cells with Number fonts, Font Formats, Alignments, Borders
3	16.03.2021	2:00 PM to 4:00 PM	Advance Excel	• Formatting Cells with Number fonts, Font Formats, Alignments, Borders ▪ Conditional formatting • Mathematical Functions ▪ SUMIF(), COUNTIF(), AVERAGEIF()

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				▪ SUMIFS(), COUNTIFS(), AVERAGEIFS()
4	19.03.2021	2:00 PM to 4:00 PM	Advance Excel	• DSUM(), DAVERAGE(), DCOUNT() • Advance paste function Techniques ▪ Paste formulas ▪ Paste validations ▪ Transpose Table ▪ Paste Operation
5	23.03.2021	2:00 PM to 4:00 PM	Advance Excel	• Working with Data Ranges ▪ Sorting by One Column ▪ Sorting by Colors or Icons ▪ Sorting by Multiple Columns ▪ Sorting by a Custom List ▪ Filtering Data ▪ Creating a Custom AutoFilter ▪ Using an Advanced Filter
6	26.03.2021	2:00 PM to 4:00 PM	Advance Excel	• Logical Functions ▪ IF Function ▪ Nested If Function ▪ Complex If and Other Functions • Data Validation • Using and Managing Defined Names • Displaying and Tracing Formulas
7	22.06.2021	2:00 PM to 4:00 PM	Advance Excel	• What IF Analysis • Create Different Scenarios ▪ Scenario Summary: ▪ Goal Seek ▪ Data Tables ▪ Solver ➢ Changing Two Variables/Entity ➢ LP – Simplex Method -Solution

8	25.06.2021	2:00 PM to 4:00 PM	Advance Excel	• Text to Columns • Outline • **Look Up Functions** ▪ V Look Up Function ▪ H Look Up Function ▪ V Lookup with Trim Function ▪ Nested V Look up
9	29.06.2021	2:00 PM to 4:00 PM	Advance Excel	• **Working with PivotTables** ▪ Creating a PivotTable ▪ Specifying PivotTable Data ▪ Changing a PivotTable's Calculation ▪ Filtering and sorting a PivotTable ▪ Working with PivotTable Layout ▪ Grouping PivotTable Items ▪ Updating a PivotTable ▪ Formatting a PivotTable ▪ Creating a PivotChart ▪ Using Slicers ▪ Sharing Slicers Between PivotTables • **Advanced Excel – Charts** ▪ Using Charts ▪ Formatting Charts ▪ Using 3D Graphs ▪ Using Bar and Line Chart together ▪ Using Secondary Axis in Graphs ▪ Sharing Charts with PowerPoint / MS Word, ▪ Dynamically (Data Modified in Excel, Chart would automatically get updated)
10	02.07.2021	2:00 PM to 4:00 PM	Advance Excel	• **Financial Functions** ▪ PV Function ▪ PMT Function ▪ IPMT Function ▪ PPMT Function • **OTHER FUNCTIONS** ▪ OFFSET Function ▪ IFERROR Function ▪ SUMPRODUCT Function

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				• **Working with the Web and External Data** ▪ Inserting a Hyperlink ▪ Importing Data from an Access Database or Text File ▪ Importing Data from the Web and Other Sources ▪ Working with Existing Data Connections • **Working with Macros** ▪ Recording a Macro ▪ Playing and Deleting a Macro ▪ Adding a Macro to the Quick Access Toolbar ▪ Editing a Macro's Visual Basic Code ▪ Inserting Copied Code in a Macro ▪ Declaring Variables and Adding Remarks to VBA Code ▪ Prompting for User Input ▪ Using the If…Then…Else Statement

DAYANANDA SAGAR COLLEGE REPORT

DAILY ACTIVITIY REPORT – TO BE FILLED AFTER 2 HRS OF SESSION

TRAINER NAME : SWAPNA

SECTION : III SEM BBA SECTION - B SECTION

COURSE NAME : ADVANCE EXCEL

SL NO	DATE	TIME	CLASS	TOPIC COVERED
1	09.03.2021	2:00 PM to 4:00 PM	Advance Excel	Formulas with Multiple Operators • Inserting and Editing a Function • Auto Calculate and Manual Calculation • Defining Names • Using and Managing Defined Names • Displaying and Tracing Formulas • Understanding Formula Errors • Using Logical Functions (IF) • Using Financial Functions (PMT) • Using Database Functions (DSUM) • Using Lookup Functions (VLOOKUP) • User Defined and Compatibility Functions • Financial Functions • Date & Time Functions
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6	26.03.2021	2:00 PM to 4:00 PM	Advance Excel	• Logical Functions ▪ IF Function ▪ Nested If Function ▪ Complex If and Other Functions • Data Validation • Using and Managing Defined Names • Displaying and Tracing Formulas
7	22.06.2021	2:00 PM to 4:00 PM	Advance Excel	• What IF Analysis • Create Different Scenarios ▪ Scenario Summary: ▪ Goal Seek ▪ Data Tables ▪ Solver ➢ Changing Two Variables/Profit ➢ LP – Simplex Method -Solution

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8	25.06.2021	2:00 PM to 4:00 PM	Advance Excel	• Text to Columns • Outline • **Look Up Functions** ▪ V Look Up Function ▪ H Look Up Function ▪ V Lookup with Trim Function ▪ Nested V Look up
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GLISTEN PROJECT SOLUTIONS PVT. LTD. Bangalore

				• **Working with the Web and External Data**
				  ▪ Inserting a Hyperlink
				  ▪ Importing Data from an Access Database or Text File
				  ▪ Importing Data from the Web and Other Sources
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				• **Working with Macros**
				  ▪ Recording a Macro
				  ▪ Playing and Deleting a Macro
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				  ▪ Editing a Macro's Visual Basic Code
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GLISTEN PROJECT SOLUTIONS PVT. LTD. Bangalore

DAYANANDA SAGAR COLLEGE REPORT

DAILY ACTIVITIY REPORT – TO BE FILLED AFTER 2 HRS OF SESSION

TRAINER NAME : SWAPNA

SECTION : III SEM BBA SECTION - B SECTION

COURSE NAME : ADVANCE EXCEL

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GLISTEN PROJECT SOLUTIONS PVT. LTD. Bangalore

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				  ▪ Declaring Variables and Adding Remarks to VBA Code
				  ▪ Prompting for User Input
				  ▪ Using the If…Then…Else Statement

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सत्यमेव जयते

INDIA NON JUDICIAL

Government of Karnataka

e-Stamp

Certificate No.	:	IN-KA30016117694142U
Certificate Issued Date	:	07-Feb-2022 10:47 AM
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Purchased by	:	THE DEPARTMENT OF COMMERCE AND MGMT UG DSCASC
Description of Document	:	Article 37 Note or Memorandum
Description	:	MOU
Consideration Price (Rs.)	:	0 (Zero)
First Party	:	NICT COMPUTER EDUCATION PVT LTD
Second Party	:	THE DEPARTMENT OF COMMERCE AND MGMT UG DSCASC
Stamp Duty Paid By	:	THE DEPARTMENT OF COMMERCE AND MGMT UG DSCASC
Stamp Duty Amount(Rs.)	:	100 (One Hundred only)

Please write or type below this line

Memorandum of Understanding (MoU)

This Memorandum of Understanding entered into on 7th **February 2022** at Bengaluru between:

Dayananda Sagar College of Arts, Science & Commerce at Shavige Malleshwara Hills, Kumaraswamy Layout, Bengaluru, Karnataka 560111 (hereinafter referred to as **"DSCASC"** which expression shall, unless excluded by or repugnant to

Statutory Alert:
1. The authenticity of this Stamp certificate should be verified at 'www.shcilestamp.com' or using e-Stamp Mobile App of Stock Holding. Any discrepancy in the details on this Certificate and as available on the website / Mobile App renders it invalid
2. The onus of checking the legitimacy is on the users of the certificate.
3. In case of any discrepancy please inform the Competent Authority.

GOVERNMENT OF KARNATAKA GOVERNMENT OF KARNATAKA GOVERNMENT OF KARNATAKA GOVERNMENT OF KARNATAKA GOVERNMENT OF KARNATAKA

the context, be deemed to include its successors in business whether under the same name or any other style or name and whether incorporated or unincorporated),
And NICT Computer Education Pvt Ltd, having its registered office at #56\1, Chandra Annexe, Chikkallasandra Uttarahalli Main Road, Bangalore 560061 (hereinafter referred to as **"NICT"** which expression shall, unless excluded by or repugnant to the context, be deemed to include its successors in business whether under the same name or any other style or name and whether incorporated or unincorporated)

DSCASC and **NICT** are hereinafter collectively referred to as "Parties" and individually a "Party" (which expression unless repugnant to the context shall mean and include their successors, and permitted assigns as the case may be).
WHEREAS,

- **DSCASC** and **NICT** have agreed to explore and build relationships in the areas of Software Training.
- **NICT** is engaged in providing high-end training in latest technologies to IT Professionals in India since 2011.

Now this Memorandum of Understanding witnesses that:

1.0 Objectives

The objective of entering into this Agreement by the Parties are:

1.1 To provide the students of DSCASC the quality training programs in the modules that are useful for them to enhance their skill levels and improve their employability.

1.2 To train and guide the students of DSCASC in getting industry certifications that would enable them to improve of placement quotient and higher package.

1.3 To establish a closer co-operation and relationship between DSCASC and NICT to provide DSCASC students the training on latest requirements of industry to develop their knowledge and skills and bridge the gap between industry and academia.

2.0 Courses Offered

In the spirit of the above objectives the **NICT** has agreed to provide the training to the students of **DSCASC** on the following courses and as per the duration and price as mentioned.

Sl. No.	Course	Duration	Fees (including GST)	Certificate
1	EXCEL AND ADVANCED EXCEL	40 hours	Rs. 1,000	NICT Certificate
2	TALLY PRIME LEVEL 1	40 hours	Rs. 3,000	Authorized Tally Certificate
3	TALLY PRIME LEVEL 2	30 hours	Rs.2,000	Authorized Tally Certificate
4	DIGITAL MARKETING	30 hours	Rs.2,000	NICT Certificate

All the above courses shall be conducted to the students of BBA and B.Com. Department of **DSCASC** on regular basis. The course will run on offline mode and the **NICT** will send their faculty to college to take the classes in **DSCASC** classrooms. However, if the Government / University imposes restrictions for physical classes for Covid-19 health reasons, the course will run on online platform during that restrictions period.

3.0 Mode of Payment

50% of Payment will be released after the completion of 50% of classes and syllabus. Similarly, full payment will be made after the completion of classes and syllabus.

Responsibilities of the Parties

4.0 Responsibilities of DSCASC

4.1 DSCASC shall provide entire infrastructure facilities including classrooms and other facilities that are necessary for practical training.

4.2 DSCASC shall monitor the progress and quality of the courses through regular feedback forms and persons appointed by it for the purpose.

4.3 Arrangement for the release of payments from the management as per the mode of payment.

5.0 Responsibilities of NICT

5.1 **NICT** Institution shall appoint qualified and experienced persons as faculty members to deliver the course to the complete satisfaction of students.

5.2 **NICT** provides these classes exclusively for the students of DSCASC and shall not include any outsiders in the classes without the written permission of the Principal of **DSCASC.**

5.3 The expenses in connection with regular lectures, practical sessions, remuneration to teaching faculty and supporting staff, internal evaluation will be borne by **NICT.**

5.4 The **NICT** Institution shall inspect the venue of programs periodically in respect of the infrastructure facilities including qualified staff for teaching and training so as to confirm to the standards of **DSCASC.**

5.5 **NICT** will maintain quality and time in delivering the training and will provide qualified, experienced and excellent trainers and the quality of the program will not be diluted.

6.0 Joint Responsibilities

6.1 **DSCASC** will collect three feedbacks in the duration of the course. Dissatisfactory performance will have to be addressed by **NICT** by another substitution within a week.

6.2 Any expansion or modification relating to the Certification programs shall be decided jointly by the **DSCASC** and **NICT** Institutions.

6.3 The syllabus for the courses offered shall be discussed and finalized jointly by the **DSCASC** and **NICT** Institutions and released before the commencement of the course.

7.0 Miscellaneous

7.1 The collaboration comes into effect from the academic year 2022-23 onwards.

7.2 All payments to **NICT** by the **DSCASC** Institution under this MOU, shall be made to,

SHANMUGAM INFOTECH
ACCOUNT NO: 217805000816
ICICI BANK,
UTTARAHALLI BRANCH
IFSC CODE: ICIC0002178

7.3 This MOU shall be valid for a period of One year from this date and can be renewed for a further period of One year on mutual consent.

7.4 The rights and obligations undertaken by the Parties in this MOU shall not be transferred, assigned, delegated, etc. in any manner to any third party, unless a written consent of the same is obtained by the concerned party from the other Parties to this MOU.

7.5 If from the side of either parties, any of the clauses in the MOU is not fulfilled, the other party can take suitable measures with the mutual discussion between the parties.

7.6 If any issue arises that is not mentioned here, it can be resolved by discussion between The Principal of **DSCASC** and The Director of **NICT.**

7.7 Any legal implications will be confined to Bangalore Jurisdiction only.

7.8 In witness whereof the parties have signed this Memorandum of Understanding on this Seventh day of February month of year Two Thousand Twenty Two, hereinabove written.

For,
Dayananda Sagar College of Arts, Science and Commerce

Sri Galiswamy
Secretary
Dayananda Sagar Institutions

For,
NICT Computer Education Pvt Ltd,

Mr. Manjunath S.
Centre Head
NICT Computer Education Pvt Ltd.

Witness:

Dr. Nagaraj Shenoy
Principal/ Director
Dayananda Sagar College of Arts,
Science and Commerce

S. USHA
Centre Co-ordinator
NICT Computer Education
PVT LTD.

V Sem BBA - B (Remaining 14 Students)

NICT Computer Education Pvt Ltd

an ISO 9001 : 2015 Certified Organization
Registered under Government – Dept of Collegiate Education

52, "Bhagavathi Towers", 4th Floor, 33rd Cross, 4th Block, Jayanagar, Bangalore – 560 011.
Phone: +91 80 22443347 / 22443334 / 41210488, Mobile: +91 9686227070 / 7676212345

NICT & College Association Attendance Register

College Name: Dayananda Sagar College of Arts, Science & Com.

☑ Under Graduate. ☐ Post Graduate

☐ B.Com. ☑ BBA ☐ BBM. ☐ MBA

☐ Others BBA - B.

Semester: V. Section: _____

NICT Booklet No: _____

Subject: Tally level- (2)

Class Cycle & Class Time:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	9-11Am.					

Faculty Name: Prabhavathi

Co-ordinator Name: _____ Contact No: _____

No of Hours: 30hr Start Date: 24/2/2022 End Date: _____

NICT Computer Education Pvt Ltd is associated with

NICT COMPUTER EDUCATION · AUTODESK · COREL Training Partner · kotak Life Insurance · Microsoft Office Specialist · Student Academic Program · Tally · SAP · tcs iON

I sem BBA 'B' (Remaining)

Attendance Sheet 1

Sl	Student Name	Roll Number	Date: 24/2 Signature	Dt: 25/2 Signature	Dt: 28/2 Signature	Dt: 2/3 Signature	Dt: 3/3 Signature	Dt: 04/3 Signature
1	Syeda Hafsa	19CC26008	1	1	1	1	1	1
2	Abhishek. H. R	19CQC26001	1	A	1	1	1	1
3	Ankita Saha	19CQC26012	1	1	1	A	1	1
4	Ashlesha Kumari	19CQC26016	1	1	A	1	1	1
5	Avinee T Kashyap	19CQC26018	1	1	1	1	1	1
6	Harshitha. N. Sharma	C26040	1	1	1	1	1	1
7	Harshitha. S	19CQC26041	A	1	1	1	1	1
8	Harshitha. P	19CQC26046	1	1	1	A	1	1
9	Imaajunagshi Jamir	19CQC26047	1	1	1	1	1	A
10	Iqlee Shahwar	19CQC26048	1	1	1	1	A	1
11	Jashwitha. B	19CQC26051	1	1	1	1	1	1
12	Khushi. D. Naik	19CQC26052	1	1	1	1	1	1
13	Prajwal. C. Sunkad	CQC26075	1	A	1	1	1	1
14	Rithika. B. H	19CQC26085	1	1	1	1	1	A
15								
16								
17								
18								
19								
20								

V Sem BBA 'B' (Remaining)

Attendance Sheet 2

Sl	Student Name	Roll Number	Date: 7/3 Signature	Dt: 8/3 Signature	Dt: 9/3 Signature	Dt: 01/9 Signature	Dt: 02/9 Signature	Dt: 05/9 Signature
1	Syeda Hafsa	19CC26008	1	A	1	1	1	A
2	Abhishek. H. D	19CQC26001	1	1	1	1	1	1
3	Ankita Saha	19CQC26012	1	A	1	1	A	1
4	Ashlesha Kumari	19CQC26016	A	1	1	1	1	A
5	Avineet Kashyap	19CQC26018	1	1	A	1	1	1
6	Harshitha. N. Sharma	QC26040	1	1	1	1	1	1
7	Harshitha. S	19CQC26041	1	1	A	1	1	1
8	Hrishitha. P	19CQC26046	1	1	1	1	1	1
9	Imnajungshi Jamir	19CQC26047	A	1	1	A	1	1
10	Iqbal Shahwar	19CQC26048	1	1	1	1	1	1
11	Jashvitha. R	19CQC26051	1	A	1	1	A	1
12	Khushi. D. Naik	19CQC26052	1	1	A	1	1	1
13	Prajwal. C. Sunkad	19CQC26075	1	1	1	1	1	1
14	Rithik. B. H	19CQC26085	1	A	1	1	1	1
15								

V Sem BBA B' (Remaining)

Attendance Sheet 3

Sl	Student Name	Roll Number	Date: 06/9 Signature	Dt: 07/9 Signature	Dt: 08/9 Signature	Dt: Signature	Dt: Signature	Dt: Signature
1	SYEDA HAFSA	19BCC26008	1	1	1			
2	ABHISHEK.H.D	19CQC26001	1	A	1			
3	ANKITA SAHA	19CQC26012	A	1	1			
4	ASHLESHA KUMARI	19CQC26016	1	1	1			
5	AVINEET KASHYAP	19CQC26018	1	1	1			
6	HARSHITHA.N.SHARMA	19CQC26040	1	1	A			
7	HARSHITHA.P	19CQC26041	1	1	1			
8	HRISHITHA.P	19CQC26046	1	1	1			
9	IMNAJUNIGSHIJAMIR	19CQC26047	1	A	1			
10	IQLEEL SHAHWAR	19CQC26048	1	1	1			
11	JASHVITHA.R	19CQC26051	1	1	1			
12	KHUSHI.D.NAIK	19CQC26052	A	1	1			
13	PRAJWAL.C.SUNKAD	19CQC26075	1	1	A			
14	RITHIK.B.K.	19CQC26085	1	1	1			
15								
16								
17								
18								
19								
20								
21								

DSCASC

NICT Computer Education

ISO 9001:2015 Certified Oganization
www.nictcomputereducation.com

CERTIFICATE OF MERIT

This is to certify that

Abhinaba Banik

Student of

Dayananda Sagar College of Arts, Science & Commerce

has successfully completed the course in

TallyPRIME Essentials

and secured Grade A

Date of Issue: 23 Dec 2021
Certifiate No: 00474
Duration: 2 Months

Authorised Signatory
NICT Computer Education Pvt Ltd

DSCASC

NICT Computer Education

ISO 9001:2015 Certified Oganization
www.nictcomputereducation.com

CERTIFICATE OF MERIT

This is to certify that

Abhimannue A B

Student of

Dayananda Sagar College of Arts, Science & Commerce

has successfully completed the course in

MS Excel & Advanced Excel

and secured Grade A+

Date of Issue: 23 Dec 2021

				▪ SUMIFS(), COUNTIFS(), AVERAGEIFS()
4	19.03.2021	2:00 PM to 4:00 PM	Advance Excel	• DSUM(), DAVERAGE(), DCOUNT() • Advance paste function Techniques ▪ Paste formulas ▪ Paste validations ▪ Transpose Table ▪ Paste Operation
5	23.03.2021	2:00 PM to 4:00 PM	Advance Excel	• Working with Data Ranges ▪ Sorting by One Column ▪ Sorting by Colors or Icons ▪ Sorting by Multiple Columns ▪ Sorting by a Custom List ▪ Filtering Data ▪ Creating a Custom AutoFilter ▪ Using an Advanced Filter
6	26.03.2021	2:00 PM to 4:00 PM	Advance Excel	• Logical Functions ▪ IF Function ▪ Nested If Function ▪ Complex If and Other Functions • Data Validation • Using and Managing Defined Names • Displaying and Tracing Formulas
7	22.06.2021	2:00 PM to 4:00 PM	Advance Excel	• What IF Analysis • Create Different Scenarios ▪ Scenario Summary: ▪ Goal Seek ▪ Data Tables ▪ Solver ➢ Changing Two Variables/Entity ➢ LP – Simplex Method -Solution

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8	**25.06.2021**	**2:00 PM to 4:00 PM**	**Advance Excel**	• Text to Columns • Outline • **Look Up Functions** ▪ V Look Up Function ▪ H Look Up Function ▪ V Lookup with Trim Function ▪ Nested V Look up
9	**29.06.2021**	**2:00 PM to 4:00 PM**	**Advance Excel**	• **Working with PivotTables** ▪ Creating a PivotTable ▪ Specifying PivotTable Data ▪ Changing a PivotTable's Calculation ▪ Filtering and sorting a PivotTable ▪ Working with PivotTable Layout ▪ Grouping PivotTable Items ▪ Updating a PivotTable ▪ Formatting a PivotTable ▪ Creating a PivotChart ▪ Using Slicers ▪ Sharing Slicers Between PivotTables • **Advanced Excel – Charts** ▪ Using Charts ▪ Formatting Charts ▪ Using 3D Graphs ▪ Using Bar and Line Chart together ▪ Using Secondary Axis in Graphs ▪ Sharing Charts with PowerPoint / MS Word, ▪ Dynamically (Data Modified in Excel, Chart would automatically get updated)
10	**02.07.2021**	**2:00 PM to 4:00 PM**	**Advance Excel**	• **Financial Functions** ▪ PV Function ▪ PMT Function ▪ IPMT Function ▪ PPMT Function • **OTHER FUNCTIONS** ▪ OFFSET Function ▪ IFERROR Function ▪ SUMPRODUCT() etc.

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				• **Working with the Web and External Data**
				  ▪ Inserting a Hyperlink
				  ▪ Importing Data from an Access Database or Text File
				  ▪ Importing Data from the Web and Other Sources
				  ▪ Working with Existing Data Connections
				• **Working with Macros**
				  ▪ Recording a Macro
				  ▪ Playing and Deleting a Macro
				  ▪ Adding a Macro to the Quick Access Toolbar
				  ▪ Editing a Macro's Visual Basic Code
				  ▪ Inserting Copied Code in a Macro
				  ▪ Declaring Variables and Adding Remarks to VBA Code
				  ▪ Prompting for User Input
				  ▪ Using the If…Then…Else Statement

DAYANANDA SAGAR COLLEGE REPORT

DAILY ACTIVITIY REPORT – TO BE FILLED AFTER 2 HRS OF SESSION

TRAINER NAME : CHANNABASSAPA

SECTION : III SEM BCOM SECTION- B

COURSE NAME : ADVANCE EXCEL

SL NO	DATE	TIME	CLASS	TOPIC COVERED
1	09.03.2021	2:00 PM to 4:00 PM	Advance Excel	Formulas with Multiple Operators • Inserting and Editing a Function • Auto Calculate and Manual Calculation • Defining Names • Using and Managing Defined Names • Displaying and Tracing Formulas • Understanding Formula Errors • Using Logical Functions (IF) • Using Financial Functions (PMT) • Using Database Functions (DSUM) • Using Lookup Functions (VLOOKUP) • User Defined and Compatibility Functions • Financial Functions • Date & Time Functions
2	12.03.2021	2:00 PM to 4:00 PM	Advance Excel	• Changing Excel Default options • Various Selection Techniques • Short Cut Keys • Using Basic Functions • SUM, Average, Max, Min, Count • Absolute Mixed and Relative Referencing • Formatting Cells with Number fonts, Font Formats, Alignments, Borders
3	16.03.2021	2:00 PM to 4:00 PM	Advance Excel	• Formatting Cells with Number fonts, Font Formats, Alignments, Borders ▪ Conditional formatting • Mathematical Functions ▪ SUMIF(), COUNTIF(), AVERAGEIF()

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				• SUMIFS(), COUNTIFS(), AVERAGEIFS()
4	19.03.2021	2:00 PM to 4:00 PM	Advance Excel	• DSUM(), DAVERAGE(), DCOUNT() • Advance paste function Techniques ▪ Paste formulas ▪ Paste validations ▪ Transpose Table ▪ Paste Operation
5	23.03.2021	2:00 PM to 4:00 PM	Advance Excel	• Working with Data Ranges ▪ Sorting by One Column ▪ Sorting by Colors or Icons ▪ Sorting by Multiple Columns ▪ Sorting by a Custom List ▪ Filtering Data ▪ Creating a Custom AutoFilter ▪ Using an Advanced Filter
6	26.03.2021	2:00 PM to 4:00 PM	Advance Excel	• Logical Functions ▪ IF Function ▪ Nested If Function ▪ Complex If and Other Functions • Data Validation • Using and Managing Defined Names • Displaying and Tracing Formulas
7	22.06.2021	2:00 PM to 4:00 PM	Advance Excel	• What IF Analysis • Create Different Scenarios ▪ Scenario Summary: ▪ Goal Seek ▪ Data Tables ▪ Solver ➢ Changing Two Variables/Entity ➢ LP – Simplex Method -Solution

8	25.06.2021	2:00 PM to 4:00 PM	Advance Excel	• Text to Columns • Outline • **Look Up Functions** ▪ V Look Up Function ▪ H Look Up Function ▪ V Lookup with Trim Function ▪ Nested V Look up
9	29.06.2021	2:00 PM to 4:00 PM	Advance Excel	• **Working with PivotTables** ▪ Creating a PivotTable ▪ Specifying PivotTable Data ▪ Changing a PivotTable's Calculation ▪ Filtering and sorting a PivotTable ▪ Working with PivotTable Layout ▪ Grouping PivotTable Items ▪ Updating a PivotTable ▪ Formatting a PivotTable ▪ Creating a PivotChart ▪ Using Slicers ▪ Sharing Slicers Between PivotTables • **Advanced Excel – Charts** ▪ Using Charts ▪ Formatting Charts ▪ Using 3D Graphs ▪ Using Bar and Line Chart together ▪ Using Secondary Axis in Graphs ▪ Sharing Charts with PowerPoint / MS Word, ▪ Dynamically (Data Modified in Excel, Chart would automatically get updated)
10	02.07.2021	2:00 PM to 4:00 PM	Advance Excel	• **Financial Functions** ▪ PV Function ▪ PMT Function ▪ IPMT Function ▪ PPMT Function • **OTHER FUNCTIONS** ▪ OFFSET Function ▪ IFERROR Function ▪ SUMPRODUCT etc.

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DAYANANDA SAGAR COLLEGE REPORT

DAILY ACTIVITIY REPORT – TO BE FILLED AFTER 2 HRS OF SESSION

TRAINER NAME : SRAVANI

SECTION : III SEM BCOM SECTION- C

COURSE NAME : ADVANCE EXCEL

SL NO	DATE	TIME	CLASS	TOPIC COVERED
1	09.03.2021	2:00 PM to 4:00 PM	Advance Excel	Formulas with Multiple Operators • Inserting and Editing a Function • Auto Calculate and Manual Calculation • Defining Names • Using and Managing Defined Names • Displaying and Tracing Formulas • Understanding Formula Errors • Using Logical Functions (IF) • Using Financial Functions (PMT) • Using Database Functions (DSUM) • Using Lookup Functions (VLOOKUP) • User Defined and Compatibility Functions • Financial Functions • Date & Time Functions
2	12.03.2021	2:00 PM to 4:00 PM	Advance Excel	• Changing Excel Default options • Various Selection Techniques • Short Cut Keys • Using Basic Functions • SUM, Average, Max, Min, Count • Absolute Mixed and Relative Referencing • Formatting Cells with Number fonts, Font Formats, Alignments, Borders
3	16.03.2021	2:00 PM to 4:00 PM	Advance Excel	• Formatting Cells with Number fonts, Font Formats, Alignments, Borders ▪ Conditional formatting • Mathematical Functions ▪ SUMIF(), COUNTIF(), AVERAGEIF()

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				▪ SUMIFS(), COUNTIFS(), AVERAGEIFS()
4	19.03.2021	2:00 PM to 4:00 PM	Advance Excel	• DSUM(), DAVERAGE(), DCOUNT() • Advance paste function Techniques ▪ Paste formulas ▪ Paste validations ▪ Transpose Table ▪ Paste Operation
5	23.03.2021	2:00 PM to 4:00 PM	Advance Excel	• Working with Data Ranges ▪ Sorting by One Column ▪ Sorting by Colors or Icons ▪ Sorting by Multiple Columns ▪ Sorting by a Custom List ▪ Filtering Data ▪ Creating a Custom AutoFilter ▪ Using an Advanced Filter
6	26.03.2021	2:00 PM to 4:00 PM	Advance Excel	• Logical Functions ▪ IF Function ▪ Nested If Function ▪ Complex If and Other Functions • Data Validation • Using and Managing Defined Names • Displaying and Tracing Formulas
7	22.06.2021	2:00 PM to 4:00 PM	Advance Excel	• What IF Analysis • Create Different Scenarios ▪ Scenario Summary: ▪ Goal Seek ▪ Data Tables ▪ Solver ➢ Changing Two Variables/Entity ➢ LP – Simplex Method -Solution

8	25.06.2021	2:00 PM to 4:00 PM	Advance Excel	• Text to Columns • Outline • **Look Up Functions** ▪ V Look Up Function ▪ H Look Up Function ▪ V Lookup with Trim Function ▪ Nested V Look up
9	29.06.2021	2:00 PM to 4:00 PM	Advance Excel	• **Working with PivotTables** ▪ Creating a PivotTable ▪ Specifying PivotTable Data ▪ Changing a PivotTable's Calculation ▪ Filtering and sorting a PivotTable ▪ Working with PivotTable Layout ▪ Grouping PivotTable Items ▪ Updating a PivotTable ▪ Formatting a PivotTable ▪ Creating a PivotChart ▪ Using Slicers ▪ Sharing Slicers Between PivotTables • **Advanced Excel – Charts** ▪ Using Charts ▪ Formatting Charts ▪ Using 3D Graphs ▪ Using Bar and Line Chart together ▪ Using Secondary Axis in Graphs ▪ Sharing Charts with PowerPoint / MS Word, ▪ Dynamically (Data Modified in Excel, Chart would automatically get updated)
10	02.07.2021	2:00 PM to 4:00 PM	Advance Excel	• **Financial Functions** ▪ PV Function ▪ PMT Function ▪ IPMT Function ▪ PPMT Function • **OTHER FUNCTIONS** ▪ OFFSET Function ▪ IFERROR Function ▪ SUMPRODUCT () etc

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DAYANANDA SAGAR COLLEGE REPORT

DAILY ACTIVITIY REPORT -- TO BE FILLED AFTER 2 HRS OF SESSION

TRAINER NAME : MUKESH KUMAR

SECTION : III SEM BCOM SECTION- D

COURSE NAME : ADVANCE EXCEL

SL NO	DATE	TIME	CLASS	TOPIC COVERED
1	09.03.2021	2:00 PM to 4:00 PM	Advance Excel	Formulas with Multiple Operators • Inserting and Editing a Function • Auto Calculate and Manual Calculation • Defining Names • Using and Managing Defined Names • Displaying and Tracing Formulas • Understanding Formula Errors • Using Logical Functions (IF) • Using Financial Functions (PMT) • Using Database Functions (DSUM) • Using Lookup Functions (VLOOKUP) • User Defined and Compatibility Functions • Financial Functions • Date & Time Functions
2	12.03.2021	2:00 PM to 4:00 PM	Advance Excel	• Changing Excel Default options • Various Selection Techniques • Short Cut Keys • Using Basic Functions • SUM, Average, Max, Min, Count • Absolute Mixed and Relative Referencing • Formatting Cells with Number fonts, Font Formats, Alignments, Borders
3	16.03.2021	2:00 PM to 4:00 PM	Advance Excel	• Formatting Cells with Number fonts, Font Formats, Alignments, Borders ▪ Conditional formatting • Mathematical Functions ▪ SUMIF(), COUNTIF(), AVERAGEIF()

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5	23.03.2021	2:00 PM to 4:00 PM	Advance Excel	• Working with Data Ranges ▪ Sorting by One Column ▪ Sorting by Colors or Icons ▪ Sorting by Multiple Columns ▪ Sorting by a Custom List ▪ Filtering Data ▪ Creating a Custom AutoFilter ▪ Using an Advanced Filter
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10	02.07.2021	2:00 PM to 4:00 PM	Advance Excel	• **Financial Functions** ▪ PV Function ▪ PMT Function ▪ IPMT Function ▪ PPMT Function • **OTHER FUNCTIONS** ▪ OFFSET Function ▪ IFERROR Function ▪ SUMPRODUCT Q...

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