

"Dissemination of Education for Knowledge, Science and Culture"

- Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

## Raje Ramrao Mahavidyalaya, Jath

Dist.: Sangli – 416404, Maharashtra, India (Affiliated to Shivaji University, Kolhapur)



### Certificate Course In "MS-Excel: Basic to Advance"

Admission  
Open for  
2022-23

Last Date of  
Application is  
04/02/2023



### OBJECTIVES OF COURSE

- To identify the different components of the Excel worksheet.
- To enter text and formulas in to an Excel worksheet.
- To construct formulas to manipulate numeric data in an Excel Worksheet.
- To set up the chart function of Excel to represent numeric data in multiple formats.
- To access and manipulate data using the database functions of MS-Excel.
- To create simple & complex macros in MS-Excel.
- To learn MS-Excel Features and how activities can be performed effectively and efficiently using MS-Excel.
- Use of Advanced Excel formulas and features in intensive data analyses.
- To explore the magic of analyzing data using Advanced Excel.
- Statistical data analysis using MS-EXCEL.

### NATURE OF PROGRAMME

Period of Course: 6/2/2023 to 14/3/2023

Duration of Course : 30 Hours

Eligibility of Course : 12<sup>th</sup> Pass

Intake capacity : 30 Student

Admission : First come first served basis

Registration fee: No

Register on below link upto 04/02/2023  
<https://forms.gle/2LrXVHTEyTreoYFu5>



WITH REGARDS

Prof. (Dr.) Suresh S. Patil (Principal, Raje Ramrao Mahavidyalaya, Jath)

- CONTACT -

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