



EDIFY INSTITUTE OF COMPUTERS

#183, 3rd Floor, 1st Main Road, Ramamurthynagar Bangalore 560016

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Ms Ramaiah College of Arts Science & Commerce, 7th Main Rd, MSRIT, M S R Nagar, Mathikere,
Bengaluru, Karnataka 560054

Students Training Report

MBA 1st Year

Microsoft Excel Basic & Advanced

Final Report

Prepared By

Mr. Rakshith

JULY 2024



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I Executive Summary

This report was prepared to provide management with a summary of the **Microsoft Excel Basic & Advanced** training conducted by the Edify Institute of Computers.

II Objective

The training report objectives were:

To provide a summary of the **Microsoft Excel Basic & Advanced** training activities that took place in the MBA Department.

III About:



Edify Institute of Computers is a Training Institute was founded by experienced information technology professionals and instructors who decided to concentrate in the hottest and fastest growing Information Technology (IT) areas: E-Commerce, Enterprise Resource Planning (ERP), Database administration, Financial Modelling, Business Analytics, and networking. Edify expertise is not limited to IT Education but also extended to Digital marketing, Personality Development, Soft skills, Multimedia & Animations.

Edify Institute of Computers has been educating computer professionals for long time and has launched numerous successful careers in the field of information technology. Edify associated with more than Fifteen colleges in Karnataka. To attain knowledge and add skills every day is a goal that should be given to every student. Providing every student with a platform to refine his/ her skills and make a mark in the computer-literate world. To sharpen one's skills and master new technologies.



Whereas, MS. Ramaiah College of Arts, Science, and Commerce was founded in 1994 by our founder, the late Dr M. S. Ramaiah, and offers both undergraduate and graduate degrees in Arts, Science, Commerce, and Management from Bangalore University. The college is authorised by AICTE in New Delhi and recognised by the Karnataka government.



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IV STUDENTS LIST

SL NO	USN NO	STUDENT NAME
1	P18EV23MO15001	KARNATI MAHIMA
2	P18EV23MO15002	SHASHANK SS
3	P18EV23MO15003	KAREENA A B
4	P18EV23MO15004	D M JAGA JYOTHI
5	P18EV23MO15005	SANJEEV P KASHYAP
6	P18EV23MO15006	P LAKSHMI NARAYAN
7	P18EV23MO15007	SPOORTI R KAMMAR
8	P18EV23MO15008	R HARSHITHA
9	P18EV23MO15009	JESHTA YASHASHWINI R SHETTY
10	P18EV23MO15010	NUTHAN S
11	P18EV23MO15011	AFNAN HUSSAIN
12	P18EV23MO15012	JESSIN J S
13	P18EV23MO15013	JITHENDRA R
14	P18EV23MO15014	SAGAR H C
15	P18EV23MO15015	SRIJAN
16	P18EV23MO15016	ANKITH U NAYAK
17	P18EV23MO15017	AKASH GNANASEKHARAN
18	P18EV23MO15018	SURAJREDDY D V
19	P18EV23MO15019	BOGGAVARAPU VENKATA NAGA SAI SUSANTH
20	P18EV23MO15020	HARSHATH BABU B
21	P18EV23MO15021	RAUNAK SARKAR
22	P18EV23MO15022	JITHIN RAJAN P
23	P18EV23MO15023	MUHAMMAD HAMZA MUSBA
24	P18EV23MO15024	MISBA P
25	P18EV23MO15025	MUNENDRA K M
26	P18EV23MO15026	PRIYA DARSHINI V
27	P18EV23MO15028	PRATEEK GIRISH GIRIRADDI
28	P18EV23MO15029	NIYA KURIAN
29	P18EV23MO15030	SRUSHTI C METI
30	P18EV23MO15031	MONIKA A
31	P18EV23MO15032	R KRUTHIKA
32	P18EV23MO15033	MANOJ M
33	P18EV23MO15034	



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SL NO	USN NO	STUDENT NAME
34	P18EV23MO15035	BANASHREE R ARADHYA
35	P18EV23MO15036	POOJA MISHRA
36	P18EV23MO15037	NIVEDITHA R
37	P18EV23MO15038	ARUN K A
38	P18EV23MO15039	ARJUN T
39	P18EV23MO15040	ARUN C MOHAN MOKSHITHA SHETTY B V
40	P18EV23MO15041	VAISHNAV M
41	P18EV23MO15042	SHARATH M
42	P18EV23MO15043	VICKY THAKUR
43	P18EV23MO15044	AJSAL MOHAMMED
44	P18EV23MO15045	ASHWINI
45	P18EV23MO15046	ANJALI
46	P18EV23MO15047	MOHAN GOWDA H D
47	P18EV23MO15048	DINAK RAJ H
48	P18EV23MO15049	SHAON BERA
49	P18EV23MO15050	KARTHIK A
50	P18EV23MO15051	JASWANTH C A
51	P18EV23MO15052	SYED SHAKEEL AHMED
52	P18EV23MO15053	PRADUMNA M
53	P18EV23MO15054	CHETAN R
54	P18EV23MO15055	RABIYA BASRI
55	P18EV23MO15056	SUPRIYA GANTI
56	P18EV23MO15057	SANJEED NISTHAR K K
57	P18EV23MO15058	HARINATH N K
58	P18EV23MO15059	MANAV SARDA
59	P18EV23MO15060	SAVIN KUMAR A O
60	P18EV23MO15061	



V Class Details

Date	Topics	No of Hrs
5/6/2024	Workbook Management	2
6/5/2024	Workbook Management	2
6/6/2024	Go to special Questions & Formate Table	2
6/7/2024	Format & Conditional formatting , Pivot table, Shortcuts	2
6/11/2024	Text Functions , page setup	2
6/12/2024	References	2
6/13/2024	Statistical Functions, Powerpivot & Power Query	2
6/14/2024	Charts with Contextual Tab	2
6/15/2024	Sort, Filter, Advance Sort & Advance Filter	2
6/18/2024	Logical Functions, with Vlookup Basic	2
6/19/2024	Vlookup with Advance, Match Function, If Error Function	2
6/20/2024	Format as Table, Dashboard	2
6/21/2024	Dashboard	2
6/24/2024	Demo exam	2
6/25/2024	Revision	2
	TOTAL	30



VI STUDENT'S ATTENDANCE

SL NO	USN NO	STUDENT NAME	NO OF PRESENT	% OF ATTENDANCE
1	P18EV23MO15001	KARNATI MAHIMA	15	100.00%
2	P18EV23MO15002	SHASHANK SS	13	86.67%
3	P18EV23MO15003	KAREENA A B	14	93.33%
4	P18EV23MO15004	D M JAGA JYOTHI	8	53.33%
5	P18EV23MO15005	SANJEEV P KASHYAP	3	20.00%
6	P18EV23MO15006	P LAKSHMI NARAYAN	10	66.67%
7	P18EV23MO15007	SPOORTI R KAMMAR	10	66.67%
8	P18EV23MO15008	R HARSHITHA	14	93.33%
9	P18EV23MO15009	JESHTA	12	80.00%
10	P18EV23MO15010	YASHASHWINI R SHETTY	15	100.00%
11	P18EV23MO15011	NUTHAN S	3	20.00%
12	P18EV23MO15012	AFNAN HUSSAIN	11	73.33%
13	P18EV23MO15013	JESSIN J S	12	80.00%
14	P18EV23MO15014	JITHENDRA R	14	93.33%
15	P18EV23MO15015	SAGAR H C	12	80.00%
16	P18EV23MO15016	SRIJAN	11	73.33%
17	P18EV23MO15017	ANKITH U NAYAK	11	73.33%
18	P18EV23MO15018	AKASH GNANASEKHARAN	14	93.33%
19	P18EV23MO15019	SURAJREDDY D V	12	80.00%
20	P18EV23MO15020	BOGGAVARAPU VENKATA NAGA SAI SUSANTH	11	73.33%
21	P18EV23MO15021	HARSHATH BABU B	13	86.67%
22	P18EV23MO15022	RAUNAK SARKAR	13	86.67%
23	P18EV23MO15023	JITHIN RAJAN P	10	66.67%
24	P18EV23MO15024	MUHAMMAD HAMZA MUSBA	15	100.00%
25	P18EV23MO15025	MISBA P	10	66.67%
26	P18EV23MO15026	MUNENDRA K M	14	93.33%
27	P18EV23MO15028	PRIYA DARSHINI V	15	100.00%
28	P18EV23MO15029	PRATEEK GIRISH GIRIRADDI	14	93.33%
29	P18EV23MO15030	NIYA KURIAN	12	80.00%
30	P18EV23MO15031	SRUSHTI C METI	12	80.00%
31	P18EV23MO15032	MONIKA A	13	86.67%
32	P18EV23MO15033	R KRUTHIKA	13	86.67%



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SL NO	USN NO	STUDENT NAME	NO OF PRESENT	% OF ATTENDANCE
33	P18EV23MO15034	MANOJ M	13	86.67%
34	P18EV23MO15035	BANASHREE R ARADHYA	13	86.67%
35	P18EV23MO15036	POOJA MISHRA	13	86.67%
36	P18EV23MO15037	NIVEDITHA R	12	80.00%
37	P18EV23MO15038	ARUN K A	7	46.67%
38	P18EV23MO15039	ARJUN T	11	73.33%
39	P18EV23MO15040	ARUN C MOHAN	10	66.67%
40	P18EV23MO15041	MOKSHITHA SHETTY B V	12	80.00%
41	P18EV23MO15042	VAISHNAV M	7	46.67%
42	P18EV23MO15043	SHARATH M	4	26.67%
43	P18EV23MO15044	VICKY THAKUR	12	80.00%
44	P18EV23MO15045	AJSAL MOHAMMED	0	0.00%
45	P18EV23MO15046	ASHWINI	13	86.67%
46	P18EV23MO15047	ANJALI	12	80.00%
47	P18EV23MO15048	MOHAN GOWDA H D	12	80.00%
48	P18EV23MO15049	DINAK RAJ H	12	80.00%
49	P18EV23MO15050	SHAON BERA	2	13.33%
50	P18EV23MO15051	KARTHIK A	12	80.00%
51	P18EV23MO15052	JASWANTH C A	12	80.00%
52	P18EV23MO15053	SYED SHAKEEL AHMED	14	93.33%
53	P18EV23MO15054	PRADUMNA M	6	40.00%
54	P18EV23MO15055	CHETAN R	2	13.33%
55	P18EV23MO15056	RABIYA BASRI	10	66.67%
56	P18EV23MO15057	SUPRIYA GANTI	13	86.67%
57	P18EV23MO15058	SANJEED NISTHAR K K	0	0.00%
58	P18EV23MO15059	HARINATH N K	0	0.00%
59	P18EV23MO15060	MANAV SARDA	3	20.00%
60	P18EV23MO15061	SAVIN KUMAR A O	12	80.00%



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VII MARKS SHEET

SL NO	USN NO	STUDENT NAME	MARKS
1	P18EV23MO15012	AFNAN HUSSAIN	887
2	P18EV23MO15018	AKASH GNANASEKHARAN	925
3	P18EV23MO15047	ANJALI	950
4	P18EV23MO15017	ANKITH U NAYAK	943
5	P18EV23MO15039	ARJUN T	943
6	P18EV23MO15046	ASHWINI	925
7	P18EV23MO15035	BANASHREE R ARADHYA	900
8	P18EV23MO15020	BOGGAVARAPU VENKATA NAGA SAI SUSANTH	875
9	P18EV23MO15055	CHETAN R	950
10	P18EV23MO15049	DINAK RAJ H	887
11	P18EV23MO15021	HARSHATH BABU B	887
12	P18EV23MO15052	JASWANTH C A	900
13	P18EV23MO15009	JESHTA	850
14	P18EV23MO15013	JESSIN J S	943
15	P18EV23MO15014	JITHENDRA R	925
16	P18EV23MO15003	KAREENA A B	943
17	P18EV23MO15001	KARNATI MAHIMA	906
18	P18EV23MO15051	KARTHIK A	975
19	P18EV23MO15034	MANOJ M	775
20	P18EV23MO15025	MISBA P	925
21	P18EV23MO15048	MOHAN GOWDA H D	850
22	P18EV23MO15041	MOKSHITHA SHETTY B V	943
23	P18EV23MO15032	MONIKA A MUHAMMAD HAMZA	875
24	P18EV23MO15024	MUSBA	950
25	P18EV23MO15026	MUNENDRA K M	900
26	P18EV23MO15037	NIVEDITHA R	950
27	P18EV23MO15030	NIYA KURIAN	925
28	P18EV23MO15006	P LAKSHMI NARAYAN	906
29	P18EV23MO15036	POOJA MISHRA	887
30	P18EV23MO15054	PRADUMNA M PRATEEK GIRISH	906
31	P18EV23MO15029	GIRIRADDI	875
32	P18EV23MO15028	PRIYA DARSHINI V	962
33	P18EV23MO15008	R HARSHITHA	900
34	P18EV23MO15033	R KRUTHIKA	868
35	P18EV23MO15022	RAUNAK SARKAR	850
36	P18EV23MO15015	SAGAR H C	950



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SL NO	USN NO	STUDENT NAME	MARKS
37	P18EV23MO15061	SAVIN KUMAR A O	750
38	P18EV23MO15002	SHASHANK SS	900
39	P18EV23MO15007	SPOORTI R KAMMAR	943
40	P18EV23MO15016	SRIJAN	906
41	P18EV23MO15031	SRUSHTI C METI	925
42	P18EV23MO15057	SUPRIYA GANTI	812
43	P18EV23MO15019	SURAJREDDY D V	900
44	P18EV23MO15053	SYED SHAKEEL AHMED	906
45	P18EV23MO15044	VICKY THAKUR	875
46	P18EV23MO15010	YASHASHWINI R SHETTY	925

SL NO	USN NO	STUDENT NAME	MARKS
1	P18EV23MO15045	AJSAL MOHAMMED	AB
2	P18EV23MO15040	ARUN C MOHAN	70
3	P18EV23MO15038	ARUN K A	61
4	P18EV23MO15004	D M JAGA JYOTHI	57
5	P18EV23MO15059	HARINATH N K	AB
6	P18EV23MO15023	JITHIN RAJAN P	60
7	P18EV23MO15060	MANAV SARDA	52
8	P18EV23MO15011	NUTHAN S	AB
9	P18EV23MO15056	RABIYA BASRI	58
10	P18EV23MO15058	SANJEED NISTHAR K K	AB
11	P18EV23MO15005	SANJEEV P KASHYAP	AB
12	P18EV23MO15050	SHAON BERA	AB
13	P18EV23MO15043	SHARATH M	74
14	P18EV23MO15042	VAISHNAV M	50



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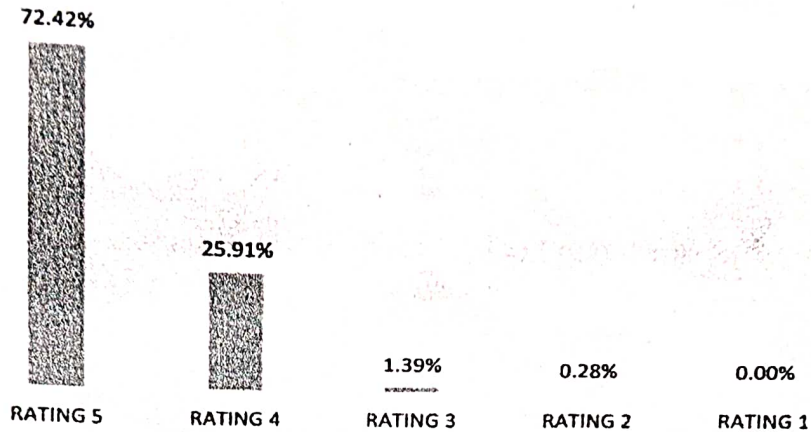
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Email: Rakhsith@edifyinstitute.com

VIII Students Opinion

Overall Classes Rating



Comments on course

We can learn very easy and simple.. very useful for us.. thank you

-Jessin J S

The teaching was good and doubts were cleared and overall it was a very good class.

-Kareena AB

very well Explained and easy to Understand

-Ankith U Nayak



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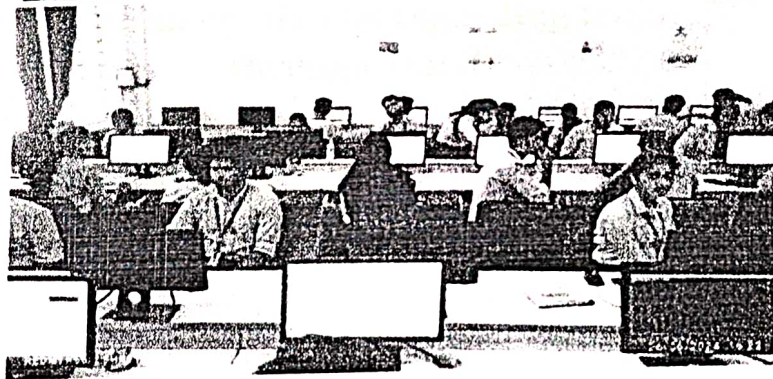
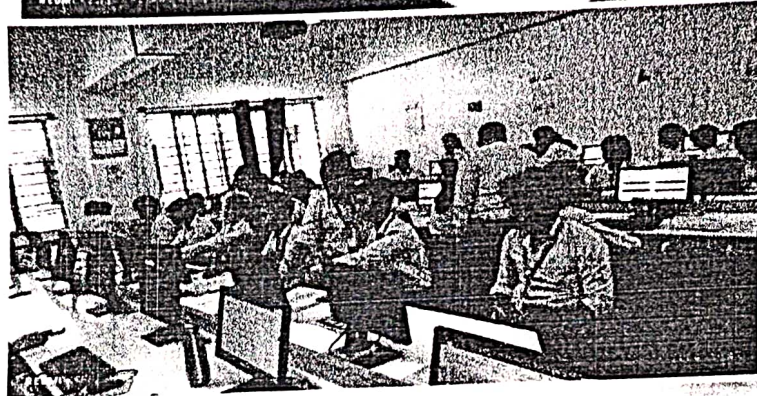
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IX PHOTO





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X Thank You


Please accept our sincere thanks for the excellent support provided by MS RAMAIAH and staff in organizing the Microsoft Excel Basic & Advanced training for MBA Students. We have received some very good responses from the attendees.

We are impressed by the facilities provided in the Session Hall for conducting the event MS RAMAIAH technical and administrative staff was very skill full in handling the program. The effort of MS RAMAIAH team contributed appreciably to the success of the program.

The effectiveness of the interaction between the trainer and the students was enhanced by the timely support given by MS RAMAIAH staff during the program. We believe this program was one of the most productive ones we have has in the past.

Thank you once again for the outstanding support and professionalism shown. Looking forward to working with MS RAMAIAH in the future.

**Request to share an opinion us regarding training program
through email.**

 rakshith@edifyinstitute.com

PROFILE

Name: Shreyas Babu

Education: M B A

Address: #18/5 4th main road Samapangiramanagar Blore 27

Contact No.: 9964194324

Entity Name: Edify Institute of Computers

I am a hardworking, motivated and enthusiastic National Head with a proven track record in business and project management. I always strive to achieve the highest standard possible, at any given task and in any situation. I am accustomed to working in a challenging and fast – paced environment, particularly when dealing with multiple projects and priorities at the same time.

- Proficient in **MS Office Applications** (Word, Excel, PowerPoint).
- Expertise in **Digital Marketing**.
- Specialization in **Power BI & Financial Modelling**
- Competence in **Tally & Quick Books Accounting software**.
- **Graphic Designer**.
- Internet proficient, dedicated to ensuring a high level of customer service at all times.
- Advanced administrative skills.
- 80 wpm typing.
- Multi-line phone management, planning, organizing, and scheduling, sales skills.
- Exceptional communication skills in English.

Business & Project Management:

- Worked in Kristu Jayanti College, New Horizon College, Indian Academy Group of Institutions, Sindhi College, Maharani Lakshmi Ammanni College so on,
- Everyday coaching **50+new people with 100+ employees**.
- Tally Accounts consultant in **coffee board of Government of India**.
- Senior Trainer in **Indian Oil Ltd**.
- Senior Trainer of Computer Courses to **20+ reputed Colleges**.

Value-Added Program Report

Course: Microsoft Excel Basic and Advance

Vendor: Yedify Institute of Computers LLP

Organized by: PG Department of Management - MBA (2023-25 batch)

Duration: 30 hours

Date: 4th June 2024 to 29th June 2024

Faculties Name: Mr. Shreyas S Babu

The Value-Added Program on Microsoft Excel Basic and Advance, was organized by the PG Department of Management at Ramaiah College, in collaboration with Yedify Institute of Computers LLP, was conducted successfully from 4th June 2024 to 29th June 2024. This comprehensive 30-hour program aimed to equip participants with essential skills in Microsoft Excel to enhance their employability and overall competence.

The program covered a wide range of topics to ensure that participants were well-prepared for various competitive exams and to improve their overall skill set. The following topics were covered in the program:

- Workbook Management
- Go to special Questions and Format Table
- Format & Conditional formatting, Pivot table, shortcuts
- Tect Functions, page setup
- References
- Statistical functions, power pivot & power query
- Charts & contextual tab
- Sort, Filter, advance sort & advance filter
- Logical functions with VLOOKUP basic
- VLOOKUP with advance, match function, if error function
- Format as table, dashboard
- Dashboard
- Demo Exam
- Revision



RAMAIAH
College of Arts, Science
& Commerce-Autonomous

ಎಮ್ ಎಸ್ ರಾಮಯ್ಯ ಕಲಾ, ವಿಜ್ಞಾನ ಮತ್ತು ವಾಣಿಜ್ಯ ಕಾಲೇಜು
M S Ramaiah College of Arts, Science and Commerce
Re-accredited 'A' by NAAC, Permanently Affiliated to Bengaluru City University,
Approved by Government of Karnataka, Approved by AICTE, New Delhi,
Recognized by UGC under 2f & 12B of UGC act 1956

The program had a diverse curriculum, covering a broad range of topics. This ensured that participants gained a comprehensive understanding of the aptitude and soft skills required in various professional sectors.

The program received overwhelmingly positive feedback from participants. They reported increased confidence and competence in the covered topics.

The Value-Added Program on Microsoft Excel Basic and Advance, organized by the PG Department of Management in collaboration with Yedify Institute of Computers LLP was a resounding success. It provided participants with a solid foundation in various excel basics and advance, enhancing their employability and overall competency. The program's diverse curriculum, experienced faculty, interactive learning, practical application, and focus on MS Excel were key factors contributing to its success.

This program has undoubtedly added significant value to the participants, making them better-prepared candidates for future competitive examinations and well-rounded professionals in their respective fields.

Ma Jhy

Placement Officer

AK
HOD

Placements & Corporate Relations



RAMAIAH
College of Arts, Science
& Commerce

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+91 80 2360 6905
F +91 80 2360 6213

E principal.msrmcasc@gmail.com
W www.msrmcasc.edu.in

MO-200: Microsoft Excel (Excel and Excel 2019) – Skills Measured

Manage worksheets and workbooks (10-15%)

Import data into workbooks

- Import data from .txt files
- Import data from .csv files

Navigate within workbooks

- Search for data within a workbook
- Navigate to named cells, ranges, or workbook elements
- Insert and remove hyperlinks

Format worksheets and workbooks

- Modify page setup
- Adjust row height and column width
- Customize headers and footers

Customize options and views

- Customize the Quick Access toolbar
- Display and modify workbook content in different views
- Freeze worksheet rows and columns
- Change window views
- Modify basic workbook properties
- Display formulas

Configure content for collaboration

- Set a print area
- Save workbooks in alternative file formats
- Configure print settings
- Inspect workbooks for issues

Manage data cells and ranges (20-25%)

Manipulate data in worksheets

- Paste data by using special paste options
- Fill cells by using Auto Fill
- Insert and delete multiple columns or rows
- Insert and delete cells

Format cells and ranges

- Merge and unmerge cells
- Modify cell alignment, orientation, and indentation
- Format cells by using Format Painter
- Wrap text within cells
- Apply number formats
- Apply cell formats from the Format Cells dialog box
- Apply cell styles
- Clear cell formatting



Define and reference named ranges

- Define a named range
- Name a table

Summarize data visually

- Insert Sparklines
- Apply built-in conditional formatting
- Remove conditional formatting

Manage tables and table data (15-20%)

Create and format tables



- Create Excel tables from cell ranges
- Apply table styles
- Convert tables to cell ranges

Modify tables

- Add or remove table rows and columns
- Configure table style options
- Insert and configure total rows

Filter and sort table data

- Filter records

- Sort data by multiple columns

Perform operations by using formulas and functions (20-25%)

Insert references

- Insert relative, absolute, and mixed references
- Reference named ranges and named tables in formulas

Calculate and transform datas

- Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions
- Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions
- Perform conditional operations by using the IF() function

Format and modify text

- Format text by using RIGHT(), LEFT(), and MID() functions
- Format text by using UPPER(), LOWER(), and LEN() functions
- Format text by using the CONCAT() and TEXTJOIN() functions

Manage charts (20-25%)

Create charts

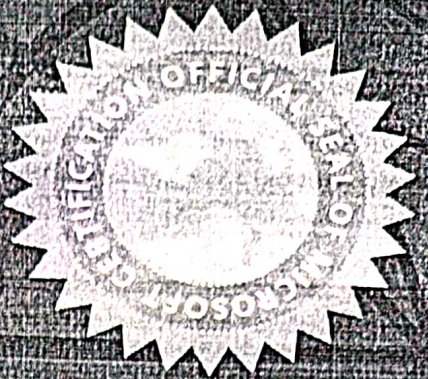
- Create charts
- Create chart sheets

Modify charts

- Add data series to charts
- Switch between rows and columns in source data
- Add and modify chart elements

Format charts

- Apply chart layouts
- Apply chart styles
- Add alternative text to charts for accessibility



Microsoft Office Specialist

Aishwarya T S

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Excel Associate

Excel and Excel 2019

Date of achievement: March 31, 2022
verify.certipoint.com 4VAK-XM/8s

A handwritten signature in black ink, appearing to read "S. Nadella".

Satya Nadella
Chief Executive Officer



	P18EV23M015056	Rabiya Basri	Al	Pl	Pl	Pl	Pl	Pl	Pl	Pl	Pl	Pl	Pl	Pl	Pl	Pl	Pl	Pl	Pl	Pl	Pl	Pl
	P18EV23M015057	Supriya Ganiti	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm
57	P18EV23M015058	Sanjeed Nishar K K	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm
58	P18EV23M015059	Harithath Nk	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm
59	P18EV23M015060	Manav Sarada	Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav
60	P18EV23M015061	Savin Kumar A O	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm	Sm

Madhu

Placed and Officer