

No.

**Certificate Program offered by M/S Bhagath Motors**

on

**Advanced Excel to BBA/B.Com/M.Com Students – AY - 2017-18**

This Certificate Course is offered to learn the most advanced formulas, functions and types of financial analysis to be an Excel power user. This advanced Excel training course builds on free Excel Crash Course and is designed specifically for spreadsheet users who are already proficient and looking to take their skills to an advanced level. This course will help students become a financial analyst in investment banking, private equity, corporate development, equity research and FP&A.

**Objectives**

1. To develop a theoretical and practical understanding among students about the importance of excel use in today's competitive global business.
2. Set up the chart function of Excel to represent numeric data in multiple formats.
3. Differentiate between formulas and functions in Excel.
4. Access and manipulate data using the database functions of Excel.



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NH 206, Sagar Road  
SHIVAMOGGA-577 204

For **BHAGATH MOTORS**  
  
Authorized Signatory

## Syllabus

### UNIT-1: Excel Basics (6 Hours)

Introduction to spreadsheets, Office and Excel overview, Basic text and cell formatting, Basic arithmetic calculation, Special paste, Freeze pane, Auto completion of series, Sort and filter, Charts, Data validation

### UNIT-2: Advanced Excel Capabilities (12 Hours)

Conditional formatting Importing data and text to columns, Functions, Mathematical, String, IF, AND, OR, Match, Search, Vlookup, Data Validation, Creating drop down, Lists using different data sources, Adding Pictures and Shapes to a Worksheet.

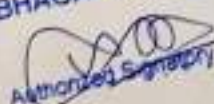
### UNIT-3: SPREAD SHEET Working with EXCEL (12 Hours)

Workbook Protection, Keyboard Shortcuts, Creating and Updating Subtotals, Formatting functions, pivot table, formulas, text to columns, conditional format, chart features, working with graphics in EXCEL using worksheets as database in accounting, Recording and editing Macros.

  
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**Course Timetable - 2019-20**

Date	TIME	CONTENT OF THE COURSE
11-08-2019	10.00AM - 1.00PM	Introduction to spreadsheets, Office and Excel overview, Basic text and cell formatting
	2.00PM - 5.00PM	Basic arithmetic calculation, Special paste, Freeze pane, Auto completion of series, Sort and filter, Charts, Data validation
18-08-2019	10.00AM - 1.00PM	Conditional formatting Importing data and text to columns
	2.00PM - 5.00PM	Functions, Mathematical, String, IF, AND, OR
25-08-2019	10.00AM - 1.00PM	Match, Search, Vlookup, Data Validation, Creating drop down
	2.00PM - 5.00PM	Lists using different data sources, Adding Pictures and Shapes to a Worksheet
01-09-2019	10.00AM - 1.00PM	Workbook Protection, Keyboard Shortcuts, Creating and Updating Subtotals
	2.00PM - 5.00PM	Formatting functions, pivot table, formulas, text to columns, conditional format, chart features
08-09-2019	10.00AM - 1.00PM	Utilities/Tools, Comparative study between manual process and automated Process
	2.00PM - 5.00PM	working with graphics in EXCEL using worksheets as database in accounting, Recording and editing Macros

  
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Phone : 8147053085

Website : [pestrust.edu.in/pesiams](http://pestrust.edu.in/pesiams)

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**PES Institute of Advanced Management Studies**

(Affiliated to Kuvempu University, Recognized by Govt. of Karnataka)

N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)



**List of Students (III M.Com/III B.Com/BBA) Participated in Advanced Excel Certificate Program AY 2019-20**

Sl. No.	Name
1	ANANDA N
2	CHANDANA G.P
3	CHANDANA JADAV
4	CHEZHAN R
5	IMTIYAZ AHMED
6	MADAN B K
7	MISBA TAJ
8	NETHRAVATHI B N
9	POOJA N
10	RAKSHITHA N S
11	SAVYA D.S
12	SHAZIYA BANU
13	SHIVAKUMARA A S
14	SNEHA R CHAUHAN
15	SOWMYA A.S
16	SYEDA KAUNAIN
17	TASMIYA KOUNAIN
18	AISHWARYA S
19	ARCHANA M NAYAK
20	ASHWINI P
21	ESHWAR M PATEL
22	KARTHIK C M
23	LEKHA P K
24	NISCHITH S P
25	SABIRA
26	SANJAY C
27	SHWETHA S GULGULE
28	SWATHI B J
29	SWATHI R

  
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30	UMME HANI
31	ABDUL SATTAR
32	ABHISHEK B S
33	ADITI DRAVID
34	AFIYA
35	AMOGHA T.K
36	ANKITH S M
37	ARCHANA G N
38	BHUMIKA N.E
39	BHUVAN R.P GINGAD
40	CHANDANA V
41	CHARAN K G
42	CHINTANA N
43	CHIRAG J JAIN
44	CHIRAG U JAIN
45	DARSHAN B
46	DARSHAN N R
47	DHRUVAN D
48	FARAZ ANWAR
49	GOWRISHANKAR Y N
50	GOWTHAM K
51	GURUSWAMY H.R
52	HEMANTH JADHAV C
53	KAVYA T.S
54	KRISHNA JETTY R
55	KUSHI P.B
56	LOHITH H K
57	MADHU DYAVAKKALAVAR
58	MAHAMAD KAIF
60	MOHAMMED ARFAD
61	MOHAMMED IBRAHIM

  
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62	MURUGENDRA KUMAR B
63	NITEESH GOWDA M M
64	PAVAN M
65	POOJA T S
66	PRAMOD DRAVID N H
67	PRATHEEK K
68	PREETHAM R B
69	RANJITH REDDY T R
70	RASHMI N
71	ROHAN B Y
72	SAFIYA NOORAIN S
73	SAHANA P
74	SANJAY GAIKWAD D
75	SATHVIK B.S
76	SHAIK SUHEL AKRAM
77	SHASHANK N DASAR
78	SHIVRAJ K R
79	SONIYA R
80	SUMANA NAZ
81	ADARSH B
82	AISHWARYA B P
83	ANKITHA B R
84	ARSHU R
85	ASTHIK S
86	LALITHSINGH PUROHITH
87	LUQMAN PASHA
88	MAHAMMAYI D PRABHU
89	MALLIKARJUNA M
90	MANJUNATHA M
91	MANOHAR K S
92	MEGHA G

  
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93	MOHAMMED MASOOD
94	MOHAMMED SHAHID
95	MOHAN R
96	MURALI G
97	NIDHI J R

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## Bhagath Motors, Bangalore

# CERTIFICATE

This is to certify that Mr./Ms. Swathi R of III M. Com has successfully completed the 30 Hours of Certification Course on Advanced Excel held during 11-08-2019 to 08-09-2019 conducted by PES Institute of Advanced Management Studies, Shivamogga in association with Bhagath Motors, Bangalore.

*K. Sainatha*  
Principal

*K. Sainatha*  
Principal  
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*[Signature]*  
Manager-Operations





# PES Institute of Advanced Management Studies, Shivamogga

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&



Bhagath Motors. Bangalore

## CERTIFICATE

This is to certify that Mr./Ms. Arshu R of M B. Co has successfully completed the 30 Hours of Certification Course on Advanced Excel held during 11-08-2019 to 08-09-2019 conducted by PES Institute of Advanced Management Studies, Shivamogga in association with Bhagath Motors, Bangalore.

*K. S. Sainatha*  
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Manager-Operator