PESIAMS
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ಪಿಇಎಸ್ ಇನ್ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್ಡ್ ಮ್ಯಾನೇಜ್ಮೆಂಟ್ ಸ್ಟಡೀಸ್

(ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸಂಯೋಜನೆಗೊಂಡ/ಅಂಗೀಕೃತ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಮಾನ್ಯತೆ ಪಡೆದಿದೆ)

ಎನ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ – 577 204 (ಕರ್ನಾಟಕ)

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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)

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 couser 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.
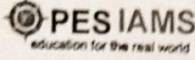4. Access and manipulate data using the database functions of Excel.

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Authorized Signatory

Syllabus

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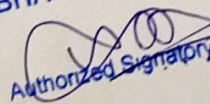
UNIT-3: SPREAD SHEET Working with EXCEL (12 Hours)

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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(ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾಲಯಕ್ಕೆ ಮಾನ್ಯವಾಗಿರುವುದು ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರ ಮಾನ್ಯತೆ ಪಡೆದ)

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Course Time Table – 2018-19

Date	TIME	CONTENT OF THE COURSE
07-10-2018	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
14-10-2019	10.00AM - 1.00PM	Conditional formatting Importing data and text to columns
	2.00PM - 5.00PM	Functions, Mathematical, String, IF, AND, OR
21-10-2019	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
28-10-2019	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
04-11-2019	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

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List of Students (III M.Com/V B.Com/BBA) Participated in Advanced Excel Certificate Program AY 2018-19

Sl. No.	Name
1	ABHISHEK R
2	AMSHA S L
3	APOORVA PATIL
4	ARPITHA P
5	ASHITHA T S
6	BANU K T
7	BHANUSHREE G M
8	BHARANI R
9	DIVYA D M
10	GOURAVI S D
11	KATHYAYANI S.K
12	KAVYA G R
13	NARASAMMA V
14	NEEHA KOUSAR
15	POOJA N
16	PRASHKILA T S
17	PRIYANKA V
18	RAJINI O
19	RAMESH M R
20	RAMYA M
21	ROHINI S
22	ROSLIN MASCARENHAS
23	RUMANA
24	SANGHAVI D S
25	SANIHA E K
26	SHAGUFTHA
27	SHAHEEN TAJ
28	SHREYA B R
29	SINCHANA U K

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30	AMULYA V S
31	CHANDANA B.N
32	CHANDRASHEKAR S
33	DARSHAN N JAIN
34	DEEPAK L
35	DIVYA D
36	FAIZA TANHEEM
37	GANESH S BHAT
38	KANKANALA VENKATA SUMADEEPTHI
39	KHUSHBU B JAIN
40	MALLIKARJUN NAGARAJ YALIGAR
41	MANISHA R PATEL
42	MANOJ V
43	MEGHANA G K
44	MEGHASHREE R
45	MOHAMMED ALI F
46	MOHAMMED ASIF
47	ROHAN R JAIN
48	RUCHIKA U JAIN
49	SACHIN S.K
50	SAGAR D A
51	SAGAR DEEP K.J
52	SAHANA K M
53	SALONI V JAIN
54	SANJAY K.E
55	SHASHWATHI N S
56	SHRINIDHI H S
57	SHYNIKA C JAIN
58	SINCHANA N.S
59	SOUNDARYA P
60	SOURABH MEHTA

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61	SPARSHA GOWDA
62	SURAKSHA M S
63	TOM SHAJU MANIALY
64	UJWAL SIRVI T
65	VEERESH PATIL G M
66	VENKATESH V G
67	YASHWANTH S S
68	AISHWARYA K
69	ABDUL KHADER JEELANI
70	HEMANTH B L
71	JOYAL JOY
72	KANCHANA N S
73	KAVYA N
74	LAKSHMI D S
75	MIZBA H
76	MOHAMMED AFIF SHARIEFF
77	MOHAMMED FAIZAN RAZA
78	MOHAMMED IMRAN
79	MOHAMMED SEAHAN
80	MOHAMMED YUSHA

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CERTIFICATE

This is to certify that Mr./Ms. _Sohana K.M_ of _V B.Com_ has successfully completed the 30 Hours of Certification Course on _Advanced Excel_ held during _07-10-2018_ to _04-11-2018_ conducted by PES Institute of Advanced Management Studies, Shivamogga in association with Bhagath Motors, Bangalore.

K.J.Sailatha
Principal

Principal
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Manager-Operations

PES Institute of Advanced Management Studies, Shivamogga

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Bhagath Motors. Bangalore

CERTIFICATE

This is to certify that Mr./Ms. _Deepak L_ of _3rd Sem M.Com_ has successfully completed the 30 Hours of Certification Course on _Advanced Excel_ held during _07-10-2018_ to _04-11-2018_ conducted by PES Institute of Advanced Management Studies, Shivamogga in association with Bhagath Motors, Bangalore.

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