

A Brief report Certificate course in MS-Office 2013

Centre for Information Technology conducted a Certification programme in MS-OFFICE 2013 for the First Semester MBA from 17th October 2017 – 9th Excel, 2018.

The main objective of this course is to create awareness about different packages in MS-OFFICE-2013 which helps them in their internship and Dissertation report preparation and to create weightage for the students resume that helps them during placements. Mr.Saikumar velu C R Corporate trainer, NICT, Bangalore, Nagasubba Reddy Asst.Professor, RVIM were resource persons.

Course details are as follows:

- Total number of hours : 40
- Duration of the course : 3 Months
- Number of students : 170

Various topics covered in the course duration were as follows:

MS-EXCEL

1. Introduction MS-Excel
2. Format cells and Ranges
3. Sort and Filter
4. Vlookup and Hlookup
5. What-if analysis
6. Goal seek
7. Conditional formatting
8. Preparation of charts
9. Formulas (If statement and nested statements)
10. Built in functions
11. Count if, average if functions

Feedback was collected from all the students and was found to be good. Certificates were distributed for all the students who satisfied the eligibility criteria.

