

श्री शाहू छत्रपती शिक्षण मंथन
श्री शहाजी छत्रपती महाविद्यालय

२९६८, सी, दसरा चौक, कोल्हापूर-४९६ ००२.

Affiliated to - Shivaji University, Kolhapur-416 004, Maharashtra

Accredited by NAAC (3rd Cycle) with Grade 'A' (CGPA-3.13)



स्थापना-१९७१

www.shahajicollege.ac.in

K. Shanediwani - M.A. B.Ed. Ph.D.NET (Marathi) B.J.

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Phone : (O) (0231) 2644204, (M) 9960995853

- Notice -

This is informed to all Students that Department of BCA is organizing Add on Course “**Ms-Excel Certification Course**” from the month of **August**, 2024 for **one** month duration. The complete course information will be given at BCA department.

So, Interested Students should contact before **5th August, 2024** with BCA Department of Shri Shahaji Chhatrapati Mahavidyalaya, Kolhapur.

Principal

Shri Shahuji Chhatrapati Mahavidyalaya, Kolhapur
Department of BCA

“Ms-Excel Certification Course”

Academic Year(2024-25)

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[illegible]



Shri ShahuChhatrapatiShikshanSanstha's
SHRI SHAHAJI CHHATRAPATI MAHAVIDYALAYA
2968, 'C' DasaraChowk, Kolhapur-416 002.

Estd. 1971

Website : www.shahajicollege.ac.in

Prin. Dr. R. K. Shanediwan- M.A. B.Ed. Ph.D.NET (Marathi) B.J.

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Notice

All Students of Add-On Course (Ms-Excel Certification) are hereby inform that on Saturday 19/10/2024 there will be your theory exam at 10 am to 11 am and Practical Exam on Tuesday 22/10/2024.

All Students be present for examination on time.

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Principal
(Dr.R.K.Shanidewan)

Shri Shahaji Chhatrapati Mahavidyalaya, Kolhapur

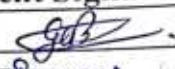
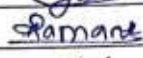
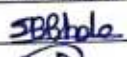
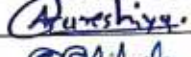
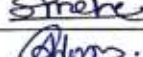
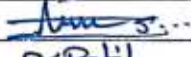
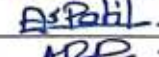
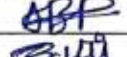
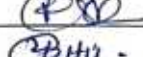
Add-On Course Examination 2024-2025

Course Name: "MS -Excel Certification Course"

Attendance Sheet : (Theory/Practical)

Day & Date: Tuesday - 22/10/2024

Time : 10 am to 11:00 am

Sr. No.	Student Name	Seat No.	Student Signature
1.	Burate Gaurav Gautam	101	
2.	Bamane divya ramesh	102	
3.	Bhole Samruddhi Babaso	103	
4.	Deshmukh mugdha shridharrao	104	
5.	Gareshiya abhishek kanjiram	105	
6.	Halade Shriraj Shivaji	106	
7.	Jugale Chaitanya Umesh	107	
8.	Kadam Khushi Santosh	108	
9.	Koundade Pratiksha Kedari	109	
10.	Kumbhar Atharva Vijay	110	
11.	Kumbhar Namrata Shankar	111	
12.	Mane Sakshi Sakharam	112	
13.	Maniyar Adnan Bashir Ahmed	113	
14.	Mujawar Shadab Karimbaksh	114	
15.	Nipanikar Aditya Sunil	115	
16.	Patil Aniket Shivaji	116	
17.	Patil Arati Balwant	117	
18.	Patil Madhura Namdev	118	
19.	Patil Prathmesh Sambhaji	119	
20.	Patil Pratiksha Pandurang	120	
21.	Patil Shreya Mahesh	121	
22.	Shekh Parvej Moula	122	

Q1. Solve 5 Question each question 10 marks.

1. Using the information given in the table below, calculate the total amount payable by the company to the employees.

Heading for table --- Services Company Ltd Overtime Details

Columns - Date , Name ,Hours -Worked ,Rate, Amount.

2. Use this result to create a pie chart. Hence, calculate the percentage occupied by each animal living in the community.

Animals	Dog	Lion	Snake	Monkey	Tiger
Number	45	5	65	34	6

3. Create a table which use drop down list display data as per item in drop down item.
4. Generate sales table which uses vlookup and hlookup formula.
5. Generate form of student information.
6. perform data – what if analysis on table which have data of sales vouchure.
7. calculate sum , average and percentage of 10 students.

46/50 Sen

Add-on Course Ms-Excel – Examination (Oct -2024)
Answer Key

Seat no: 101
Signature: *[Signature]*
Subject: MS-Excel

Date: 19/10/2024
Supervisor signature: *[Signature]*

1. ☒ a ☐ b ☐ c ☐ d	2. ☒ a ☒ b ☒ c ☐ d	3. ☐ a ☐ b ☐ c ☒ d	4. ☐ a ☐ b ☐ c ☒ d	5. ☐ a ☐ b ☐ c ☒ d	6. ☐ a ☐ b ☒ c ☐ d
7. ☐ a ☐ b ☒ c ☐ d	8. ☐ a ☒ b ☐ c ☐ d	9. ☐ a ☐ b ☐ c ☒ d	10. ☐ a ☒ b ☐ c ☐ d	11. ☐ a ☐ b ☒ c ☐ d	12. ☐ a ☐ b ☒ c ☐ d
13. ☒ a ☐ b ☐ c ☐ d	14. ☐ a ☒ b ☐ c ☐ d	15. ☐ a ☐ b ☐ c ☒ d	16. ☐ a ☒ b ☐ c ☐ d	17. ☐ a ☐ b ☐ c ☒ d	18. ☒ a ☐ b ☒ c ☐ d
19. ☒ a ☐ b ☒ c ☐ d	20. ☒ a ☐ b ☐ c ☒ d	21. ☐ a ☐ b ☒ c ☐ d	22. ☐ a ☐ b ☐ c ☒ d	23. ☒ a ☐ b ☐ c ☐ d	24. ☐ a ☒ b ☐ c ☐ d
25. ☐ a ☐ b ☒ c ☐ d					

Shri Shahu Chhatrapati Shikshan Santha's
Shri Shahaji Chhatrapati Mahavidyalaya, Kolhapur.
ADD-ON COURSE Examination, October- 2024
Subject- Ms-Excel Certification Course

Day & Date-19/10/2024
Time-10.00 am to 11.00 am

Total Marks-50
Pages-03

Q1. Multiple choices questions.

1. What is the default file extension for an Excel workbook?
A. .xls ~~B. .xlsx~~
C. .docx D. .pdf
2. Which function is used to find the average of a range of values?
A. SUM B. COUNT
~~C. AVERAGE~~ D. MAX
3. What is the shortcut key to save a workbook in Excel?
~~A. Ctrl + S~~ B. Ctrl + C
C. Ctrl + V D. Ctrl + P
4. Which symbol is used to start a formula in Excel?
A. @ B. #
C. \$ ~~D. =~~
5. Which of the following is a valid cell reference in Excel?
~~A. A1~~ B. 1A
C. AA0 D. B@2
6. To create a chart, which tab do you use in Excel?
A. Home ~~B. Insert~~
C. Data D. Review
7. What does the COUNTIF function do?
A. Counts the number of cells that are empty
B. Counts the number of cells that contain numbers
~~C. Counts the number of cells that meet a specific condition~~
D. Counts all cells in a range
8. Which of the following functions is used to find the smallest number in a range?
A. MAX ~~B. MIN~~
C. AVERAGE D. SUM
9. Which function returns the current date in Excel?
A. DATE B. TIME
~~C. TODAY~~ D. NOW
10. What is the purpose of the VLOOKUP function?
A. It adds values in a range.
~~B. It searches for a value in the first column of a table and returns a value in the same row.~~
C. It counts the number of cells in a range.
D. It finds the maximum value in a column.
11. How do you create a new worksheet in an Excel workbook?
A. Right-click on the tab and select "New"
B. Use the shortcut key Ctrl + N
~~C. Click on the "+" icon next to the sheet tabs~~
D. Go to the View tab and select "New Sheet"
12. Which function calculates the sum of a range of values?
A. PRODUCT B. COUNT
~~C. SUM~~ D. AVERAGEIF

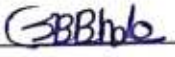
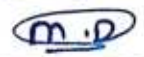
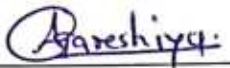
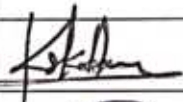
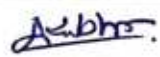
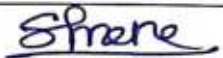
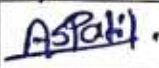
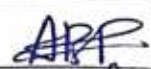
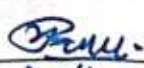
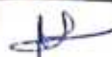
13. What is the shortcut key to insert a new row in Excel?
☒ A. Ctrl + R B. Ctrl + I
C. Ctrl + Shift + + D. Ctrl + N
14. What does the IF function do in Excel?
A. Finds the sum of a range
☒ B. Compares a condition and returns one value if true and another if false
C. Sorts data in a column
D. Finds duplicates in a range
15. Which of the following is not a type of chart in Excel?
A. Line Chart B. Bar Chart
☒ C. Pie Chart ☒ D. Grid Chart
16. What is the use of the Merge & Center button?
A. Merge cells and align text to the left
B. Merge cells and align text to the right
☒ C. Merge selected cells and center the content
D. Merge cells without aligning the text
17. Which of these functions is used to round a number to the nearest integer?
☒ A. ROUND B. SUM
C. CEILING D. FLOOR
18. How do you lock a cell reference in a formula?
A. By adding a # B. By adding a *
☒ C. By adding a \$ D. By adding a &
19. What is the maximum number of rows in Excel 365?
☒ A. 1048576 B. 65536
C. 104857 D. 1000000
20. Which of the following is a logical function in Excel?
☒ A. IF B. SUM
C. AVERAGE D. ROUND
21. Which of the following is used to create a drop-down list?
☒ A. Data Validation B. Conditional Formatting
C. Sort & Filter D. Formulas
22. What is the use of Freeze Panes in Excel?
☒ A. It locks the cell value.
B. It keeps certain rows or columns visible while scrolling.
C. It adds a border around cells.
D. It merges multiple cells.
23. Which function calculates the number of cells that contain numbers in a range?
A. COUNT
☒ C. COUNTIF B. COUNTA
D. COUNTBLANK
24. How do you start recording a macro in Excel?
A. Go to the Data tab
C. Go to the Home tab and click on "Macros" B. Go to the View tab and click on "Record Macro"
D. Use the shortcut Alt + M
25. What does the CONCATENATE function do?
A. Adds numbers together
B. Multiplies values in a range
☒ C. Joins multiple text strings into one
D. Finds the maximum of a range

SHRI SHAHAJI CHHATRAPATI MAHAVIDYALAYA
DASARA CHOWK, KOLHAPUR

Add On
"Ms Excel Certification Course"
Certificate Attendance sheet

Date:

Time:

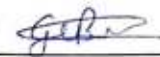
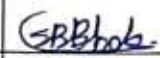
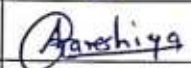
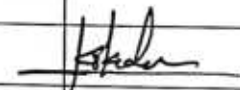
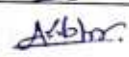
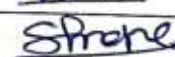
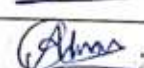
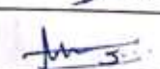
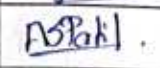
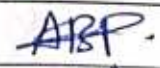
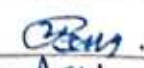
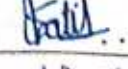
Sr.No	Student Name	Sign
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3.	Bhole Samruddhi Babaso	
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SHRI SHAHAJI CHHATRAPATI MAHAVIDYALAYA
DASARA CHOWK, KOLHAPUR

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Date:

Time:

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Shri Shahu Chhatrapati Smakshan Samithi
Shri Shahaji Chhatrapati Mahavidyalaya, Kolhapur
Department of B.C.A.

"Ms-Excel Certification Course"

Academic Year(2024-25)

Sr.No.	Name	7/10/	8/10/	9/10/	10/10/	14/10/	15/10/	16/10/	17/10/
1	Burate Gaurav Gautam	GP	GP	GP	GP	GP	GP	GP	GP
2	BAMANE DIVYA RAMESH								
3	Bhole Samruddhi Babaso	SPBhole	SPBhole	SPBhole	SPBhole	SPBhole	SPBhole	SPBhole	SPBhole
4	DESHMUKH MUGDHA SHRIDHARRAO	M.D	M.D	M.D	M.D	M.D	M.D	M.D	M.D
5	GARESHIYA ABHISHEK KANJIRAM								
6	Halade Shriraj Shivaji	SHalade	SHalade	SHalade	SHalade	SHalade	SHalade	SHalade	SHalade
7	Jugale Chaitanya Umesh	UJugale	UJugale	UJugale	UJugale	UJugale	UJugale	UJugale	UJugale
8	Kadam Khushi Santosh	KKadam	KKadam	KKadam	KKadam	KKadam	KKadam	KKadam	KKadam
9	Koundade Pratiksha Kedari	PKK	PKK	PKK	PKK	PKK	PKK	PKK	PKK
10	Kumbhar Atharva Vijay	AKumbhar	AKumbhar	AKumbhar	AKumbhar	AKumbhar	AKumbhar	AKumbhar	AKumbhar
11	Kumbhar Namrata Shankar	NKumbhar	NKumbhar	NKumbhar	NKumbhar	NKumbhar	NKumbhar	NKumbhar	NKumbhar
12	Mane Sakshi Sakharam	SMane	SMane	SMane	SMane	SMane	SMane	SMane	SMane
13	Maniyar Adnan Bashir Ahmed	AManiyar	AManiyar	AManiyar	AManiyar	AManiyar	AManiyar	AManiyar	AManiyar
14	Mujawar Shadab Karimbaksh	SMujawar	SMujawar	SMujawar	SMujawar	SMujawar	SMujawar	SMujawar	SMujawar
15	Nipanikar Aditya Sunil	ANipanikar	ANipanikar	ANipanikar	ANipanikar	ANipanikar	ANipanikar	ANipanikar	ANipanikar
16	Patil Aniket Shivaji	APatil	APatil	APatil	APatil	APatil	APatil	APatil	APatil
17	Patil Arati Balwant	APatil	APatil	APatil	APatil	APatil	APatil	APatil	APatil
18	Patil Madhura Namdev	MPatil	MPatil	MPatil	MPatil	MPatil	MPatil	MPatil	MPatil
19	Patil Prathmesh Sambhaji	PPatil	PPatil	PPatil	PPatil	PPatil	PPatil	PPatil	PPatil
20	Patil Pratiksha Pandurang	PPatil	PPatil	PPatil	PPatil	PPatil	PPatil	PPatil	PPatil
21	Patil Shreya Mahesh	SPatil	SPatil	SPatil	SPatil	SPatil	SPatil	SPatil	SPatil
22	Shekh Parvej Moula								

Shri Shahaji Chhatrapati Mahavidyalaya, Kolhapur

Department of BCA

Add-On Course 2024-2025

Course Name: "MS-Excel Certification Course"

Period : 19th August,2024 to 4th October,2024

Exam Month : October,2024

Seat No.	Name	Grade	Paper I (Theory)	Paper II (Practical)	Grand Total	Percentage	Remarks
101	Burate Gaurav Gautam	A+	46	45	91	91	Pass
102	Bamane Divya Ramesh	A+	42	38	80	80	Pass
103	Bhole Samruddhi Babaso	A	30	45	75	75	Pass
104	Deshmukh Mugdha Shridharrao	A+	46	45	91	91	Pass
105	Gareshiya Abhishek Kanjiram	A+	48	40	88	88	Pass
106	Halade Shriraj Shivaji	A	30	35	65	65	Pass
107	Jugale Chaitanya Umesh	A	40	35	75	75	Pass
108	Kadam Khushi Santosh	A	38	30	68	68	Pass
109	Koundade Pratiksha Kedar	A+	36	45	81	81	Pass
110	Kumbhar Atharva Vijay	A+	40	45	85	85	Pass
111	Kumbhar Namrata Shankar	A+	40	40	80	80	Pass
112	Mane Sakshi Sakharam	A	42	35	77	77	Pass
113	Maniyar Adnan Bashir Ahmed	A	36	38	74	74	Pass
114	Mujawar Shadab Karimbaksh	A+	44	38	82	82	Pass
115	Nipanikar Aditya Sunil	A	40	38	78	78	Pass
116	Patil Aniket Shivaji	A+	36	44	80	80	Pass
117	Patil Arati Balwant	A+	38	45	83	83	Pass
118	Patil Madhura Namdev	A+	38	45	83	83	Pass
119	Patil Prathmesh Sambhaji	A	36	35	71	71	Pass
120	Patil Pratiksha Pandurang	A+	42	44	86	86	Pass
121	Patil Shreya Mahesh	A+	38	45	83	83	Pass
122	Shekh Parvej Moula	A	34	30	64	64	Pass

Shri Shahaji Chhatrapati Mahavidyalaya, Kolhapur
Department of BCA

Add-On Course 2024-2025

Course Name: "MS -Excel Certification Course"
Period : 19th August,2024 to 4th October,2024
Exam Month : October,2024

Seat No.	Name	Grade	Paper I (Theory)	Paper II (Practical)	Grand Total	Percentage	Remarks
101	Burate Gaurav Gautam	A+	46	45	91	91	Pass
102	Bamane Divya Ramesh	A+	42	38	80	80	Pass
103	Bhole Samruddhi Babaso	A	30	45	75	75	Pass
104	Deshmukh Mugdha Shridharrao	A+	46	45	91	91	Pass
105	Gareshiya Abhishek Kanjiram	A+	48	40	88	88	Pass
106	Halade Shirraj Shivaji	A	30	35	65	65	Pass
107	Jugale Chaitanya Umesh	A	40	35	75	75	Pass
108	Kadam Khushi Santosh	A	38	30	68	68	Pass
109	Koundade Pratiksha Kedari	A+	36	45	81	81	Pass
110	Kumbhar Atharva Vijay	A+	40	45	85	85	Pass
111	Kumbhar Namrata Shankar	A	42	35	77	77	Pass
112	Mane Sakshi Sakharan	A	36	38	74	74	Pass
113	Maniyar Adnan Bashir Ahmed	A	44	38	82	82	Pass
114	Mujawar Shadab Karimbaksh	A	40	38	78	78	Pass
115	Nipaniker Aditya Sunil	A+	36	45	81	81	Pass
116	Patil Aniket Shivaji	A+	38	44	82	82	Pass
117	Patil Arati Balwant	A+	36	44	80	80	Pass
118	Patil Madhura Namdev	A+	38	45	83	83	Pass
119	Patil Prathmesh Sambhaji	A	36	35	71	71	Pass
120	Patil Pratiksha Pandurang	A+	42	44	86	86	Pass
121	Patil Shreya Mahesh	A+	38	45	83	83	Pass
122	Shekh Parvej Moula	A	34	30	64	64	Pass



Shri Shahu Chhatrapati Shikshan Sanstha's
SHRI SHAHAJI CHHATRAPATI MAHAVIDYALAYA, KOLHAPUR

Accredited by NAAC in 3rd Cycle with Grade 'A' (CGPA-3.13)

BCA DEPARTMENT

(2024 - 2025)

Certificate Course in Introduction to Cyber Security & Ethical Hacking

CERTIFICATE

This is to certify that Shri./Smt. Bamane Divya Ramesh

has attended the certificate course in **"MS Excel Certification Course"** under the

BCA Department from 19th August, 2024 to 5th October, 2024 & complete the course

satisfactorily in A+ grade.

Mrs. S. S. Shevade
BCA Coordinator

Mr. S. H. Kamble
Commerce HOD

Dr. R. D. Mandanikar
IQAC, Coordinator

Dr. R. K. Shanediwan
Principal