

Certificate Course

(2016-2017)

Spread Sheet Technology

Spreadsheet Technology

Objectives

Enables the student to utilize, the advance features taught in this course in an office environment with maximum efficiency. Understanding and working with the Excel interface getting to know your way around the application, how to access functionality and how to customize it.

UNIT-I

Introduction to spreadsheet basics: Creating, editing, saving and printing spreadsheets-Working with functions & formulas. **Templates:** Creating and Using Templates

UNIT-II

Data analysis: Sub Total Reports, Auto Filter-Password Protecting Worksheets
Conditional Formatting: Changing the format of cells depending on their value
Cell Formatting: Basic font formatting, alignment –Including horizontal and vertical alignment, wrapping, merging- Formatting tools.

UNIT-III

Pivot tables: Creating tables-Manipulating data-Interpreting data -Reporting- Character Functions-Date Functions-Age Calculations-Consolidation of Data-Data Validation. **Charts:** columns charts, line charts, pie charts, bar charts, area charts, scatter charts and other charts

UNIT-IV

Macros: Definition and use, Record a macro-Assign a macro, run a macro -Store a macro.
Sorting and Filtering: Techniques for sorting and filtering data, including controlling the order of precedence in a sort

UNIT-V

Develop the Worksheet: Plan a worksheet, Row and Column labels -Split worksheet/ box /bar, Copy data and formulas -Display /move toolbars. **Use multiple windows:** Copy/ paste between Worksheets-Link worksheets, Consolidate worksheets -Import and link from other Applications. **Graphic Operations:** Create charts - Enhance charts- Drawing toolbar features

Reference Books:

1. How to do everything with Microsoft office excels 2007-Guy Hart Davis.
2. Excel 2007 simple steps- dream tech press.

Daehemm
f Head of the Department

P. Isahelm
signature of staff

NEHRU MEMORIAL COLLEGE (AUTONOUOUS)

PUTHANAMPATTI

DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE ON SPREAD SHEET TECHNOLOGY

TIME: 3.30 TO 4.30

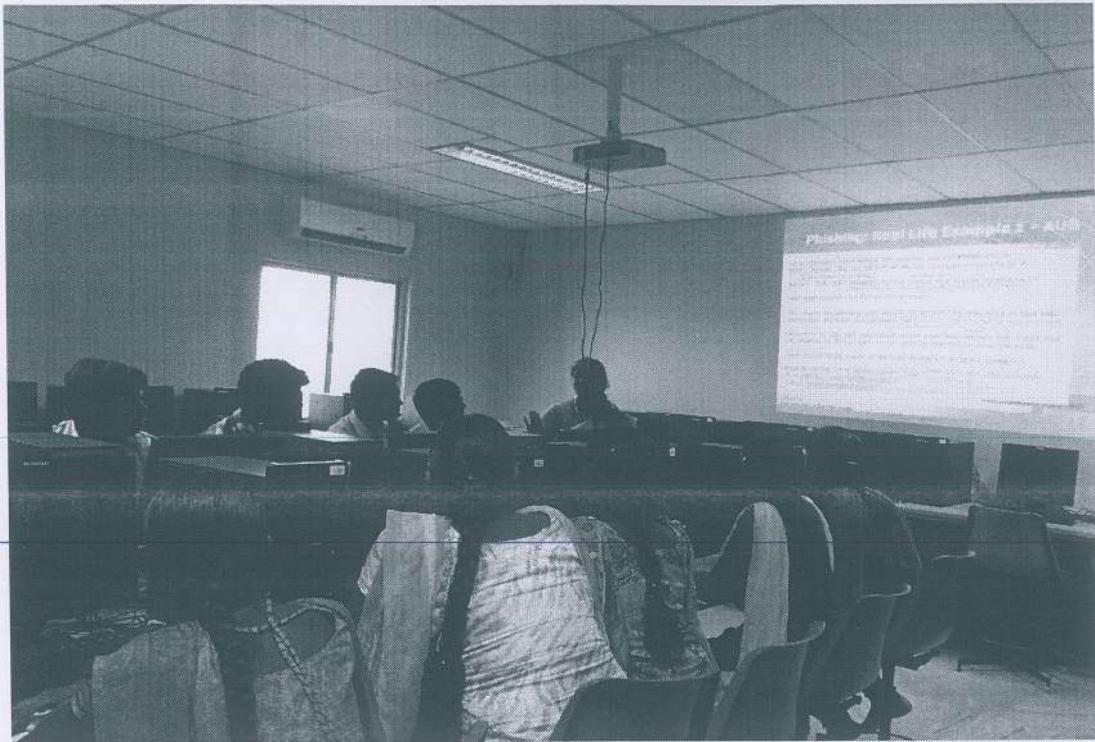
STAFF INCHARGE: P. ISABELLA

STUDENT NAME LIST:

S.NO	NAME	ROLL NUMBER	DEPARTMENT
1.	B. NANDHINI	U14M1528	MATHS
2.	C. ANUSUYA	U14M1504	MATHS
3.	S. ANUSUYA	U14M1505	MATHS
4.	M. KOTHAI	U14M1522	MATHS
5.	S. PRIYADHARSHINI	U14M1540	MATHS
6.	G.KAVITHA	U14M1520	MATHS
7.	R. SOWNDARYA	U14M1553	MATHS
8.	R. AMSAVALLI	U14M1501	MATHS
9.	R. DIVYA	U14M1512	MATHS
10.	S. PAPPATHI	U14M1536	MATHS
11.	P. SELVI	U14M1549	MATHS
12.	R. SHALINI	U14M1551	MATHS
13.	R. RAHINI	U14M1541	MATHS
14.	G. ANJALAI	U14M1502	MATHS
15.	N. SANTHIYA	U14M1545	MATHS
16.	K. PRIYA	U14M1539	MATHS
17.	R.SUVETHA	U14M1557	MATHS
18.	D. KAYALVIZHI	U14M1521	MATHS
19.	A. MENAGA DEVI	U14M1526	MATHS
20.	A. SENBAGAVALLI	U14M1550	MATHS
21.	R. DHANAPAL	U14BB2820	BBA
22.	S. SHEELA	U14BB2812	BBA
23.	V. PRIYA	U14BB2808	BBA
24.	E. KAVIN	U14BB2826	BBA
25.	R. ABARNA	U14BB2801	BBA
26.	M. KAMALA	U14BB2805	BBA

Signature of HOD

P. Isabella
Signature of staff.





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Tamil Nadu, INDIA.

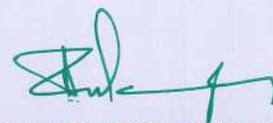


CERTIFICATE

*This is to certify that NANDHINI, B. (VAC14M1528)
has successfully completed the Certificate Course on
“**SPREAD SHEET TECHNOLOGY**” conducted in APRIL 2017.*


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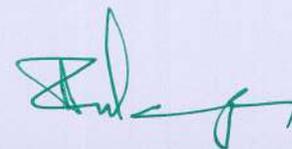


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*This is to certify that ANUSUYA , C. (VAC14M1504)
has successfully completed the Certificate Course on
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Tamil Nadu, INDIA.



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*This is to certify that PRIYA , K. (VAC14M1539)
has successfully completed the Certificate Course on
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Tamil Nadu, INDIA.



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*This is to certify that KAVITHA, G. (VAC14M1520)
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Tamil Nadu, INDIA.



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*This is to certify that KAVIN , E. (VAC14BB2826)
has successfully completed the Certificate Course on
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