DHEMPE COLLEGE OF ARTS & SCIENCE
Miramar, Panaji-Goa

Data analytics using spread sheet

[2 Credits 30 hours]

Course Objective:

The purpose of this course is to teach students to identify spread sheet terminology; create formulas and functions; use formatting features; and generate charts, graphs, and data analysis.

Learning Outcome:

The students will be able to format and analyse the data in the desired form using spread sheet.

Course Contents

1. Data Analysis –Overview.,Types of Data Analysis,Data Analysis with Excel,Data Analysis Process (2)

2. Data Analysis with Excel – Overview,Working with Range Names, Copying Name using Formula Autocomplete.,Range Name Syntax Rules.,Creating Range Names, Creating Names for Constants,Managing Names,Scope of a Name, Deleting Names with Error Values,Editing Names, Applying Names, Using Names in a Formula,Viewing Names in a Workbook ,Using Names for Range Intersections , Copying Formulas with Names.(5)

3. Tables,Difference between Tables and Ranges,Create Table , Table Name ,Managing Names in a Table ,Table Headers replacing Column Letters,Propagation of a Formula in a Table ,Resize Table, Remove Duplicates, Convert to Range..(4)

4. Cleaning Data with Text Functions.,Removing Unwanted Characters from Text ,Extracting Data Values from Text, Formatting data with text functions(4)

5. Date and Time:Date Formats, Converting Dates in Serial Format to Month-Day-Year Format,Converting Dates in Month-Day-Year Format to Serial Format , Obtaining Today's Date ,Finding a Workday after Specified Days..Time Formats, Converting Times in Serial Format to Hour-Minute-Second Format,Converting Times in Hour-Minute-Second Format to Serial Format, Obtaining the Current Time, Obtaining Time from Hour, Minute and Second .(4)

6. Filtering.: Filter by Selected Values , Filter by Text., Filter by Date ,Filter by Numbers, Filter by Cell Color , Filter by Font Color.,Filter by Cell Icon , Clear Filter (5)

7. Quick Analysis,Quick Analysis with TOTALS., Sum,-Average, Count, Total,Running Total , Sum of Columns.(6)

Reference:
1. Tutorials point, Data analysis with Excel

Ms Shilpa Naik

Dempo Charities Trust

Dhempe College of Arts & Science

Miramar – Goa.

Academic Year : **2019 - 20**

SHORT TERM COURCE ATTENDANCE SHEET

Name of the Course : Data Analysis using spread sheet.

Topic : _____

Class :- TYBSc.

Batch :- _____

Roll no.	Name of Student	1	2	3	4	5	6	7	8	9	10
	Lecture No. Date:-	17/7/19	23/7/19	24/7/19	30/7/19	31/7/19	6/8/19	7/8/19	13/8/19	14/8/19	20/8/19
	Time:-	3.30 to 5.30	3.30 to 5.30	3.30 to 5.30	3.30 to 5.30	3.30 to 5.30	3.30 to 5.30	3.30 to 5.30	3.30 to 5.30	3.30 to 5.30	3.30 to 5.30
	SHAWN VALEN FERRO	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
104	Smita Malik.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
109	Fatima . A . H	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
106	Vibhav Pissurlenkar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
102	Ganesh Bisht	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
101	Narayan Bandodkar	NSB	NSB	NSB	NSB	NSB	NSB	NSB	NSB	NSB	NSB
103	Tejas Lotlikar	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas
105	Sweta Naik	Bloik	Bloik	Bloik	Bloik	Bloik	Bloik	Bloik	Bloik	Bloik	Bloik
107	Nihal Shetye	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Name & Signature of the Teacher   Ms. Teja Kundaikar

In-Charge

Dempo Charities Trust
Dhempe College of Arts & Science
Miramar – Goa.
Academic Year : **2019 - 20**
SHORT TERM COURCE ATTENDANCE SHEET

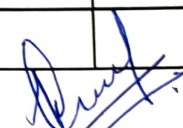Name of the Course : Data Analysis using Libre spreadsheet.

Topic : _____

Batch:-_____

Class :- TYBSc.

Roll no.	Name of Student	11	12	13	14	15	16	17	18	19	20
	Lecture No.	11	12	13	14	15	16	17	18	19	20
	Date:-	21/8/19	27/8/19	28/8/19	11/9/19	17/9/19	24/9/19	25/9/19	26/9/19	13/12/19	20/12/19
	Time:-	3.30 to 5.30	3.30 to 5.30	3.30 to 5.30	3.30 to 5.30	3.30 to 5.30	3.30 to 5.30	3.30 to 5.30	3.30 to 5.30	3.30 to 5.30	3.30 to 5.30
	SHAWN VALEN FERRO										
101	Narayan Bandodke										
102	Ganesh Bisht										
103	Tejas Lotlikar										
104	Smita Malik										
105	Sweta Naik										
106	Vithav Pissurlenkar										
107	Nihal Shetye										
108											
109	Fatima. A. H										

Name & Signature of the Teacher Ms. Teja Kundaikar

In-Charge

Dempo Charities Trust

Dhempe College of Arts & Science

Miramar – Goa.

Academic Year : **2019 - 20**

SHORT TERM COURCE ATTENDANCE SHEET

Name of the Course : Data Analysis using spread sheet.

Class :- TYBSc.

Topic : _____

Batch :- _____

Lecture No.	1	2	3	4	5	6	7	8	9	10
Date :-	17/7/19	23/7/19	24/7/19	30/7/19	31/7/19	6/8/19	7/8/19	13/8/19	14/8/19	20/8/19
Time :-	3.30 to 5.30	3.30 to 5.30	3.30 to 5.30	3.30 to 5.30	3.30 to 5.30	3.30 to 5.30	3.38 to 5.30	3.30 to 5.30	3.30 to 5.30	3.30 to 5.30

Roll no.	Name of Student										
	SHAWN VALEN FERRO										
104	Smita Malik.										
109	Fatima . A. H										
106	Vibhav Pissurlenkar										
102	Ganesh Bisht										
101	Narayan Bandodke										
103	Tejas Lotlikar										
105	Sweta Naik										
107	Nihal Shetye										

Name & Signature of the Teacher Ms. Teja Kundaikar

In-Charge

d:\backup\h drive\dept 17-18\short term course\short term attendance.docx

Dempo Charities Trust's
Dhempe College of Arts and Science
Panaji, Goa

Report of Value-added courses held in the academic year 2019-2020

Name of the Course : **Data Analysis using Spreadsheet**
Students will be able to do the following: Create a spreadsheet and perform the basic operation on the same Data analysis using the spreadsheet. Working with range names, tables cleaning data with function. Conditional formatting, Sorting, filtering, subtotal of the data in the spreadsheet, pivot table, data visualization, financial analysis, formula auditing, and data analysis.

No. of students	:	**09**
Fees	:	**Rs.1000/-**
Resource Person	:	**MsTeja Kundaikar**
Co-ordinator	:	**MsTeja Kundaikar**
Duration: (Dates) From	:	**17/07/2019 to 20/12/2020 (40 contact hours)**
Attendance Record Maintained/Not Maintained	:	**Maintained**
Certificates: Issued/Not issued	:	**Not Issued**
Proposal: Submitted/Not submitted	:	**Submitted**
Student forms: Submitted/Not submitted	:	**Submitted**
Bills: Settled/Not settled :	:	**Not settled**