



**MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)**  
(An UGC Autonomous Institution, Affiliated to JNTUHI, Hyderabad Accredited 2<sup>nd</sup> time by NAAC  
with 'A' Grade & NBA and Recipient of World Bank Assistance under TEQIP--II S.C. I.I)  
Maisammaguda (H), Medchal-Malkajgiri District, Secunderabad,  
Telangana State – 500100  
www.mrec.ac.in

**Department of Master of Business Administration**

**CIRCULAR**

Date: 14/10/2018

All the students are hereby informed that Value Added Course on “Advanced Excel for Data Analytics” on date 22<sup>nd</sup> to 27<sup>th</sup> October, is being organized by the Master of Business Administration. The resource person for the course is “Dr.K.Ravi shankar”.

Students are advised to register their names to the programme coordinator “Ms.K.Neeraja”, on or before 15<sup>th</sup> October and utilize this opportunity to enhance their skills by attending the programme.

The detailed schedule of the programme will be displayed in the notice board.



*K. Anil*  
**Head of the Department**

HEAD OF THE DEPARTMENT  
Master of Business Administration  
MALLAREDDY ENGINEERING COLLEGE  
(AUTONOMOUS)  
Maisamma Guda, Sec'bad - 500 100

Copy to:

- 1) Circulation in Students classroom
- 2) All HOD's
- 3) Notice Boards
- 4) PA to principal for filing.

*Ravi Shankar*  
**PRINCIPAL**  
Malla Reddy Engineering College  
(Autonomous)  
Maisammaguda, Dhulapally,  
(Post Via Kompally), Sec'bad-500 100

## About the Institution

Malla Reddy Engineering College (Autonomous) is one of the reputed engineering colleges in Hyderabad, Telangana. MREC (A) is part of Malla Reddy Group of Institutions (MRGI), founded by Sri. Ch. Malla Reddy, currently Hon'ble Minister, Labor and Employment, Factories, Women and Child Welfare and Skill Development, Govt. of Telangana State. The college is situated in a serene, lush green environment in Maisammaguda, Gundlapochampally, Medchal(M), Medchal-Malkajgiri District Telangana- 500100.

The college was established in 2002 and is an autonomous institution approved by UGC and affiliated to JNTUH. The college is re-accredited by NAAC with 'A' Grade (II Cycle) and was conferred autonomous status by JNTUH in 2011 and by UGC in 2014 for a period of 6 years. Our eligible UG and PG programs received NBA accreditation and some of them received reaccreditation too. The college caters to wide ranging aspirations and goals of student communities by offering new courses in UG courses provides PG courses and MBA along with programs in various streams of Engineering & Technology and Management. It boasts of world-class infrastructure and well-equipped laboratories in all departments and is skillfully and smartly guided by **Dr. A. Ramaswami Reddy, Director, MREC (A)** and **Dr. A. Raveendra, Principal, MREC (A)** who have a rich teaching and industrial experience.

Mr.

## Advisory Committee

**Chief Patrons:** Sri. Ch. Malla Reddy, Minister-  
Telangana State-India.

Founder Chairman  
Malla Reddy Group of

### Institutions

**Patrons:** Sri.Ch. Mahender Reddy  
Secretary, MRGI

**Dr.Ch.Bhadra Reddy**  
President, MRGI

**Co-Patrons:** A.Sudhakar Reddy  
Principal, MREC (A)

**Convener:** Dr.K.ANIL KUMAR  
HOD MBA

**Coordinator:** Ms.K.NEERAJA  
Asst.Professor,MBA

## Organizing Committee:

Dr. K.Anil Kumar, Professor ,MBA.  
P.BuelaPrasannakumari, Assoc.Professor,MBA

A.Latha, Assoc.Professor,MBA

P.Rajitha, Asst.Professor, MBA

VVL Sameera, Asst.Professor, MBA

M.Balanji Reddy, Asst.Professor

K. Neeraja, Asst.Professor, MBA.

Mrs.K.Dhanalakshmi, Asst.Professor

G.Ashok Kumar, Asst.Professor, MBA.

B.Kiran kumar reddy, Asst.Professor, MBA.

M.Poojitha Bhardwaj, Asst.Professor, MBA

D.Sandhya, Asst.Professor, MBA

Dr.G.Praveen Kumar, Assoc.Professor,MBA

Mr.G.Bharani Vamsi, Asst.Professor, MBA.

M. Rajini, Asst.Professor, MBA

Ch.Pushpavathi, Asst.Professor, MBA

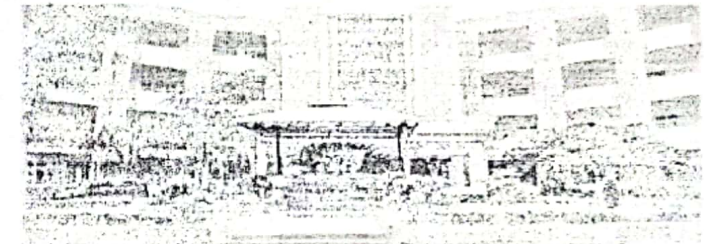


*A One-Week Skill development Course  
(Value added Course)*

*On*

**"ADVANCE – EXCEL FOR DATA  
ANALYTICS"**

(22<sup>nd</sup> to 27<sup>th</sup> OCT, 2018)



*Organized by*

**Department of**

**MASTER OF BUSINESS  
ADMINISTRATION**

**MALLA REDDY ENGINEERING COLLEGE**

(AUTONOMOUS) MAIN CAMPUS

An UGC Autonomous Institution, Approved by

AICTE & Affiliated to JNTUH-Hyderabad

Reaccredited by NAAC with 'A' Grade (II Cycle)

Maisammaguda(H), Gundlapochampally (V),

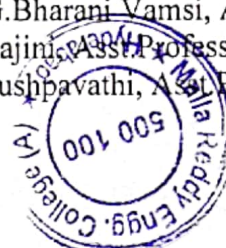
Medchal (M), Medchal - Malkajgiri District

Telangana - 500100, India.

*Raveendra*  
**PRINCIPAL**

**Malla Reddy Engineering College  
(Autonomous)**

**Maisammaguda, Dhulapally,  
(Post Via Kompally), Sec'bad-500 100.**





Name of the Participant :-----

Branch & Year :-----

Name of Institution:-----

Address for Communication:-----

Mobile Number:-----

E-Mail ID:-----

**DECLARATION:**

The information furnished above is true to the best of my Knowledge.

Place:

Date:

Signature of Applicant

*Paul*  
PRINCIPAL  
M. S. R. Engineering College  
(Autonomous)  
Maisamma  
(Post Via Kempally), Sec'bad-500 100

The MBA program of JNTUH was started in MREC (A) in the year 2007. The MBA department has the vision to achieve excellence and a leadership position in management education and to become a major learning resource centre in the field of Management studies in the entire South India. The MBA department adopts an open system in training and development of students' personality, which is essential for managerial positions. Stalwarts from both the industry and the academia constantly provide inputs for students.

**Overview of the Programme**

The use of Excel is widespread in the industry. It is a very powerful data analysis tool and almost all big and small businesses use excel in their day to day functioning. This is an introductory programme in the use of Excel and is designed to give you a working knowledge of Excel with the aim of getting to use it for advance topics in business statistics later. The programme is designed keeping in mind two kinds of learners – those who have very little functional knowledge of Excel and those who use Excel regularly but at a peripheral level and wish to enhance their skills. The programme takes you from basic operations such as reading data into excel using various data formats, organizing and manipulating data, to some of the more advanced functionality of Excel. All along, Excel functionality is introduced using easy to understand examples which are demonstrated in a way that learners can become comfortable in understanding and applying them.

**Objectives of the Programme**

- To teach participants the advanced formulas as well as how to use which formula for which occasion.
- To equip participants with the knowledge on how to debug and audit the advanced formulas.
- To explore the magic of analyzing data using Advanced Excel.

**Topics to be covered**

- ❖ Introduction to Advance Excel Sheets
- ❖ Data validation
- ❖ Preparing your data for analysis
- ❖ Methods of summarizing data
- ❖ Report visualization techniques in excel
- ❖ Decision making with Excel.

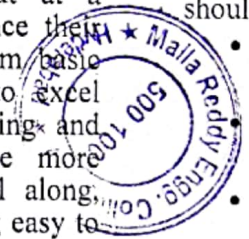
**Certificate**

After successful completion of the course the certificates shall be issued to the participants.

**Outcome of the program**

After completing the Course, Participants should be able to:

- Apply advanced formulas to lay data in readiness for analysis.
- Use advanced techniques for report visualizations.
- Leverage on various methodologies for summarizing data.
- Understand and apply basic principles of laying out excel models for decision making.



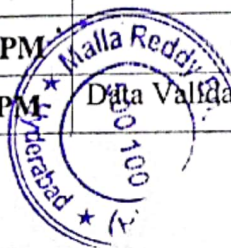


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 Telangana State – 500100, [www.mrce.ac.in](http://www.mrce.ac.in)

**DEPARTMENT OF MASTER OF BUSIONESS ADMINISTRATION**

Value Added Course  
 on  
**“Advanced-Excel working For Analytics”**  
 22<sup>nd</sup> – 27<sup>th</sup> , October 2018  
**Programme Schedule**

Date	Time	Topic	Resource Person
22-10-2017	10:10 – 11.00AM	Data Analysis with Excel – Overview, Tables	Mr.Ravi Shankar
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Cleaning Data with Text Functions	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Working with Time Values	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Conditional Formatting	
23-10-2017	9:30 – 11.00AM	Sorting, Filtering	Mr.Ravi Shankar
	11:00 -11:15AM	Tea Break	
	11.15– 12:45 PM	Subtotals with Ranges	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Quick Analysis	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Lookup Functions	
24-10-2017	9:30 – 11.00AM	PivotTables	Mr.Ravi Shankar
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Data Visualization	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Data Validation	



*Ravi Shankar*  
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	2:30 – 2:45PM	Tea Break	
	2:45 – 4:00 PM	Financial Analysis	
25-10-2017	9:30 – 11.00AM	Working with Multiple Sheets	Mr.Ravi Shankar
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Formula Auditing, Inquire	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Data Consolidation	
	2:30 – 2:45PM	Tea Break	
	2:45 – 4:00 PM	Optimization with Excel Solver	
	26-10-2017	9:30 – 11.00AM	
11:00 -11:15AM		Tea Break	
11.15 – 12:45 PM		What-If Analysis with Data Tables	
12:45 – 1:30PM		Lunch	
1:30 – 2:30 PM		What-If Analysis with Scenario Manager	
2:30 – 2:45PM		Tea Break	
2:45 – 4:00 PM		What-If Analysis with Goal Seek	
27-10-2017	9:30 – 11.00AM	Importing Data into Excel	Mr.Ravi Shankar
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Exploring Data with Power View Charts	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Exploring Data with Power View Maps	
	2:30 – 2:45PM	Tea Break	
	2:45 – 4:00 PM	Aesthetic Power View Reports	

*[Signature]*  
Coordinator

*[Signature]*  
HOD



Principal  
**Malla Reddy Engineering College**  
 (Autonomous)  
 Maisammaguda, Dhulapally,  
 (Post Via Korapally), Sec'bad-500 100.





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Telangana State - 500100, www.mrec.ac.in

VAC List of Students 2018-19

S.NO	ROLL NO	NAME OF THE STUDENT	COURSE	DURATION	
				FROM	TO
1	17J41E0001	AMARNATH REDDY	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
2	17J41E0002	A SAI KIRAN	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
3	17J41E0003	A NAGENDRA BABU	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
4	17J41E0004	BALI RAM	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
5	17J41E0005	SANTHOSH KUMAR	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
6	17J41E0006	BANGLA ROIINI	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
7	17J41E0007	BODDU SRIKANTH	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
8	17J41E0009	BOYA KURUMURTHY	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
9	17J41E0010	CH SAMPATH KUMAR	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
10	17J41E0012	C SRAVANI	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
11	17J41E0013	C SANDEEP KUMAR	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
12	17J41E0014	C SOWNDARYA	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
13	17J41E0015	C HARI DURGA PRASAD	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
14	17J41E0016	DEVERKONDA MANASA	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
15	17J41E0017	G SUDHEER	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
16	17J41E0018	G SAI VIKAS	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
17	17J41E0019	G NAGA MALLIKA	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
18	17J41E0020	G SRIKRISHNA DEVARAY	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
19	17J41E0021	G ANIL KUMAR	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
20	17J41E0022	J DEVERAJ	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
21	17J41E0023	J LALITHA	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
22	17J41E0024	K AKHIL	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
23	17J41E0025	K CHAITANYA	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
24	17J41E0027	K RAJA VERMA	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
25	17J41E0028	K REVATHI	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
26	17J41E0030	K HARSHINI PRIYA	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
27	17J41E0031	K PURUSHOTHAM	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
28	17J41E0033	M MOHAMMED YASEEN	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
29	17J41E0034	M ABHISHEK	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
30	17J41E0035	M VIJAYA LAXMI	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
31	17J41E0036	N SREE HARI	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
32	17J41E0037	M SARITHA	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
33	17J41E0039	M JYOTHI	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
34	17J41E0040	M SWATHI	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
35	17J41E0041	N HEMA	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
36	17J41E0042	N SUPRAJA	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
37	17J41E0043	N SAI MOUNIKA	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
38	17J41E0045	PADAMATI ANUSHA	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
39	17J41E0046	P VINOD REDDY	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
40	17J41E0047	P SHIVA KUMAR	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
41	17J41E0048	P PRABHAKAR	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
42	17J41E0050	P KARTHIK	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
43	17J41E0052	PRIYANKA NAYAK	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
44	17J41E0053	DEEPAK REDDY	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
45	17J41E0055	P PAVAN KUMAR	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
46	17J41E0057	T SIVA	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
47	17J41E0058	P CHAKRAPANI REDDY	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
48	17J41E0059	B SAMANTHA	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018
49	17J41E0060	Y BHARGAVI	ADVANCED EXCEL WITH DATA ANALYTICS	22/10/2018	27/10/2018



MBA HOD

*K. Anil*  
HEAD OF THE DEPARTMENT  
Master of Business Administration  
MALLAREDDY ENGINEERING COLLEGE  
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**DEPARTMENT OF MASTER OD BUSINESS ADMINISTRATION**  
ACADEMIC YEAR: 2018-19  
SUMMARY REPORT

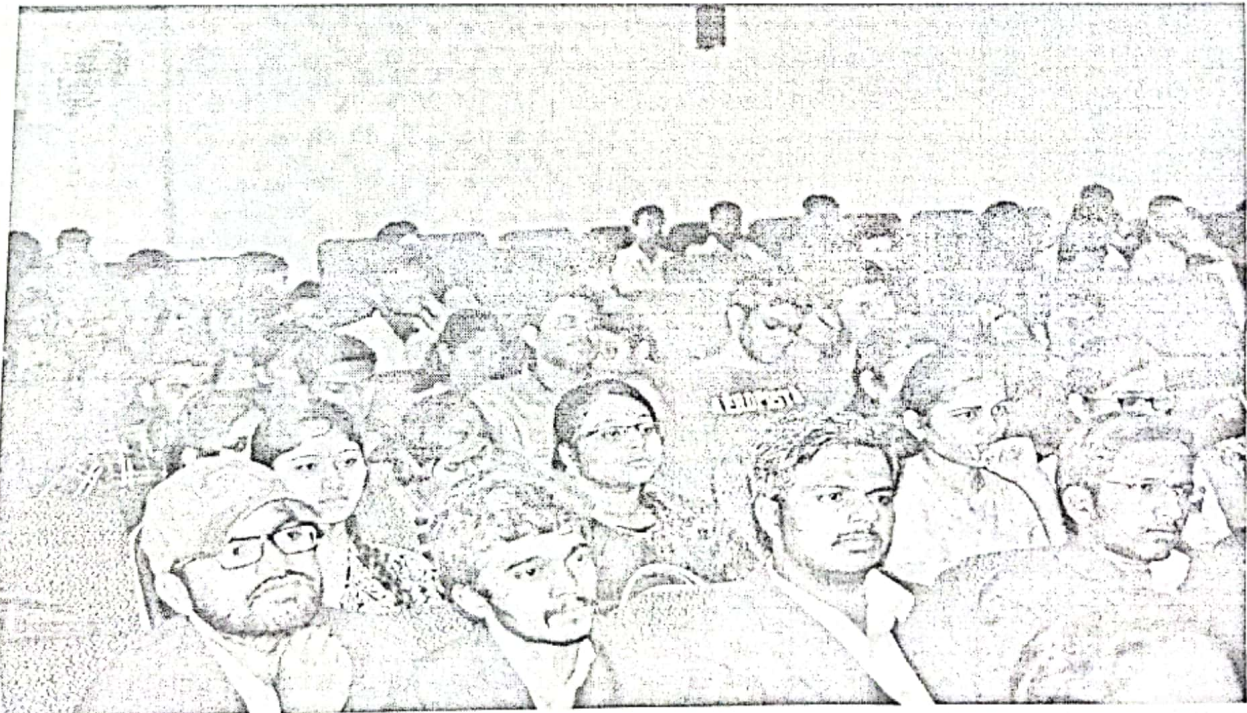
Value added course name: “Advanced Excel for Data Analytics”

Value added course Instructor: Mr. Ravi Shankar

This software is not only capable of doing basic data computations, but you can also perform data analysis using it. It is widely used for many purposes including the likes of financial modeling and business planning. It can become a good stepping stone for people who are new to the world of data analysis.

Even before learning R or Python, it is advisable to have knowledge of Excel. It does no harm to add Excel in your skill sets. Excel, with its wide range of functions, visualization, arrays empowers you to quickly generate insights from data which would be hard to see otherwise.

Excel will become even more popular for non-data scientists doing more work, more often, with data. This learning path extends the Master Excel for Data Science learning path, into VBA coding, data viz, and advanced interfacing between Excel and R.



*[Signature]*  
Co-Ordinator



*Raveesh*  
PRINCIPAL  
Malla Reddy Engineering College  
(Autonomous)  
Maisammaguda, Dhulapally,  
Post Via Kompally, Sec'bad-500 100

*k Anil*  
MBA HOD  
HEAD OF THE DEPARTMENT  
Master of Business Administration  
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Maisammaguda, Dhulapally (Post via Kompally), Secunderabad - 500 100.



## Certificate of Completion

This is to certify that *Mr./Ms* AMARNATH REDDY bearing  
*Roll No* 17J41E0001 has successfully completed *Value Added Course*  
*in* Advance- Excel for Data Analytics conducted by the Department of  
MBA from 22/10/2018 to 27/10/2018.

*[Signature]*

COORDINATOR

*[Signature]*

HOD

*[Signature]*

PRINCIPAL

*Randa*  
PRINCIPAL  
Malla Reddy Engineering College  
(Autonomous)  
Maisammaguda, Dhulapally,  
(Post Via Kompally), Sec 500 100.  
Hyderabad \*  
College (A)



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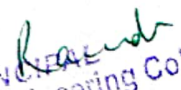
This is to certify that Mr./Ms A SAI KIRAN bearing  
Roll No 17J41E0002 has successfully completed Value Added Course  
in Advance- Excel for Data Analytics conducted by the Department of  
MBA from 22/10/2018 to 27/10/2018.

  
COORDINATOR

  
HOD

  
PRINCIPAL



  
Principal  
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*Certificate of Completion*

*This is to certify that Mr./Ms* A NAGENDRA BABU *bearing*  
*Roll No* 17J41E0003 *has successfully completed Value Added Course*  
*in* Advance- Excel for Data Analytics *conducted by the Department of*  
MBA *from* 22/10/2018 *to* 27/10/2018.



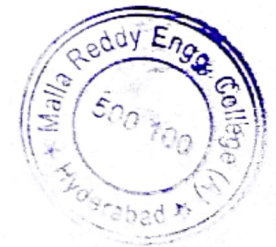
COORDINATOR



HOD



PRINCIPAL



*Raund*

**PRINCIPAL**  
Malla Reddy Engineering College  
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## Certificate of Completion


This is to certify that Mr./Ms BALI RAM bearing  
Roll No 17J41E0004 has successfully completed Value Added Course  
in Advance- Excel for Data Analytics conducted by the Department of  
MBA from 22/10/2018 to 27/10/2018.

  
COORDINATOR

  
HOD

  
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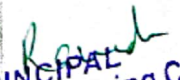
This is to certify that Mr./Ms SANTHOSH KUMAR bearing  
Roll No 17J41E0005 has successfully completed Value Added Course  
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COORDINATOR

  
HOD

  
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(Post Via Kompally), Sec'bad-500 100



# MALLA REDDY ENGINEERING COLLEGE

(Autonomous)

(UGC Autonomous Institution, Affiliated to JNTUH, Accredited 2nd time by NAAC with 'A' Grade)  
Maisammaguda, Dhulapally (Post via Kompally), Secunderabad - 500 100.



## Certificate of Completion

This is to certify that Mr./Ms BANGLA ROHINI bearing  
Roll No 17J41E0006 has successfully completed Value Added Course  
in Advance- Excel for Data Analytics conducted by the Department of  
MBA from 22/10/2018 to 27/10/2018

  
COORDINATOR

  
HOD

  
PRINCIPAL



*Ravend*  
PRINCIPAL  
Malla Reddy Engineering College  
(Autonomous)  
Maisammaguda, Dhulapally,  
(Post Via Kompally), Sec'bad-500 100.