



**MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)**  
(An UGC Autonomous Institution, Affiliated to JNTUH, Hyderabad Accredited 2<sup>nd</sup> time by NAAC  
with 'A' Grade & NBA)  
Maisammaguda (H), Medchal-Malkajgiri District, Secunderabad,  
Telangana State – 500100  
www.mrec.ac.in

## Department of Master of Business Administration

### CIRCULAR

Date: 04/09/2017

All the students are hereby informed that Value Added Course on “Advanced-Excel working with Reports” on date 18<sup>th</sup> to 23<sup>rd</sup> September, is being organized by the Master of Business Administration. The resource person for the course is “Dr.Charles Babu”.

Students are advised to register their names to the programme coordinator “Ms.P.Rajitha”, on or before 5<sup>st</sup> September 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.

*ic. 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.

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

201718

**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.

**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.Sudhakara Reddy  
Principal, MREC (A)  
**Convener:** Dr.K.ANIL KUMAR  
HOD MBA  
**Coordinator:** Ms. P. RAJITHA  
Associate 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.Dhanalakshm, 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

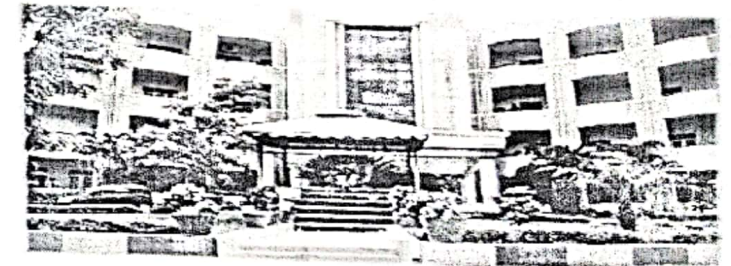


*A One-Week Skill development Course  
(Value added Course)*

*On*

**“ADVANCE – EXCEL WORKING WITH REPORTS”**

**(18<sup>th</sup> to 23<sup>rd</sup> SEP, 2017)**



*Organized by  
Department of*

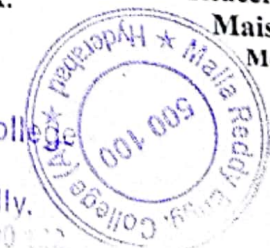
**MASTER OF BUSINESS ADMINISTRATION**

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.

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



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## Registration Form

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

*Rawal*  
PRINCIPAL  
Malla Reddy Engineering College  
(Autonomous)  
Maisammaguda, Dhulapally,  
(Post Via Kompally), Sec'bad-500 1..

## About the Department

The Department of Management of Business Administration has been established since the inception of the institution in the year 2002. The Department has good infrastructure facilities and is equipped with full-fledged laboratories to fulfil the curriculum needs. The Department has well experienced faculty. Around one-third of the faculty members in the department are Doctorate. The department has good number of sanctioned projects, funded by different agencies/industries. The Department is intended to be allotted a Research Centre by JNTU Hyderabad.

## 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 Build Interactive Dashboard Reports with Buttons and Drop Down Means.
- To Streamline and Analyze Data with Excel Pivot Tables and Pivot charts.
- To understand and identify the principles of data analysis and uses of effective design principles when creating and presenting data.
- To explore effectively summarize and present data clearly.

## Topics to be covered

- ❖ VLOOKUP() Function for Looking up Information
- ❖ INDEX()/MATCH() Functions a Powerful Alternative to VLOOKUP
- ❖ TEXT() Function for Formatting
- ❖ CHOOSE() for Ultimate Flexibility in Presenting Data
- ❖ Advanced Filtering
- ❖ Summarizing Data with PivotTables and Pivot Charts
- ❖ Interactive Features to Create User Friendly Reports
- ❖ VBA Magic to Create Dynamic Content

## 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:

- Build interactive dashboard reports.
- Data mine using Excels Array Functions.
- Analyze Excel data using excels Text based functions.



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

**DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION**

Value Added Course

on

**“ADVANCED-EXCEL WORKING WITH REPORTS”**

18<sup>th</sup>– 23<sup>rd</sup>, September 2017

**Programme Schedule**

Date	Time	Topic	Resource Person
18-09-2017	10:10 – 11.00AM	Overview on advanced Excel	Dr. CHARLES BABU
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Making the Connection to the Database	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Making the Connection to the Database	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM		
19-09-2017	9:30 – 11.00AM	Designing the Query	Dr. CHARLES BABU
	11:00 -11:15AM	Tea Break	
	11.16– 12:45 PM	Designing the Query	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Joining Tables	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Joining Tables	
	9:30 – 11.00AM	Adding Fields	
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Adding Fields	

*Principal*  
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20-09-2017	12:45 – 1:30PM	<b>Lunch</b>	Dr. CHARLES BABU
	1:30 – 2:30 PM	Adding Criteria.	
	2:30 – 2:45PM	<b>Tea Break</b>	
	2:45 –4:00 PM	Adding Criteria.	
21-09-2017	9:30 – 11.00AM	Returning Data to the Spreadsheet	Dr. CHARLES BABU
	11:00 -11:15AM	<b>Tea Break</b>	
	11.15 – 12:45 PM	Returning Data to the Spreadsheet	
	12:45 – 1:30PM	<b>Lunch</b>	
	1:30 – 2:30 PM	Returning Data to the Spreadsheet	
	2:30 – 2:45PM	<b>Tea Break</b>	
22-09-2017	9:30 – 11.00AM	Adding Formulas to the Dataset	Dr. CHARLES BABU
	11:00 -11:15AM	<b>Tea Break</b>	
	11.15 – 12:45 PM	Adding Formulas to the Dataset	
	12:45 – 1:30PM	<b>Lunch</b>	
	1:30 – 2:30 PM	Adding Formulas to the Dataset	
	2:30 – 2:45PM	<b>Tea Break</b>	
23-09-2017	9:30 – 11.00AM	Adding Formulas to the Dataset	Dr. CHARLES BABU
	11:00 -11:15AM	<b>Tea Break</b>	
	11.15 – 12:45 PM	Creating a Pivot Table	
	12:45 – 1:30PM	<b>Lunch</b>	
	1:30 – 2:30 PM	Adding fields to the Pivot Table	
	2:30 – 2:45PM	<b>Tea Break</b>	
	2:45 –4:00 PM	Refinements	

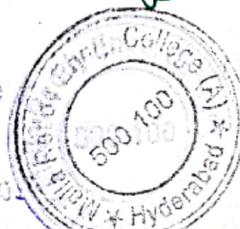
*P. Rajitha*  
Coordinator

*K. Anil*  
HOD

*Ram*

*Sury*  
Principal

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Sec'bad-500100

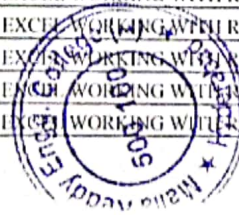


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 Telangana State - 500100, www.mrec.ac.in  
 VAC List of Students 2017-18

S NO	ROLL NO	NAME OF THE STUDENT	COURSE	DURATION	
				FROM	TO
1	17J41E0001	AMARNATH REDDY	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
2	17J41E0002	A SAI KIRAN	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
3	17J41E0003	A NAGENDRA BABU	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
4	17J41E0004	BALI RAM	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
5	17J41E0005	SANTHOSH KUMAR	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
6	17J41E0006	BANGLA ROHINI	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
7	17J41E0007	BODDU SRIKANTH	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
8	17J41E0009	BOYA KURUMURTHY	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
9	17J41E0010	CH SAMPATH KUMAR	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
10	17J41E0012	C SRAVANI	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
11	17J41E0013	C SANDEEP KUMAR	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
12	17J41E0014	C SOWNDARYA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
13	17J41E0015	C HARI DURGA PRASAD	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
14	17J41E0016	DEVERKONDA MANASA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
15	17J41E0017	G SUDHEER	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
16	17J41E0018	G SAI VIKAS	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
17	17J41E0019	G NAGA MALLIKA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
18	17J41E0020	G SRIKRISHNA DEVARAY	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
19	17J41E0021	G ANIL KUMAR	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
20	17J41E0022	J DEVERAJ	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
21	17J41E0023	J LALITHA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
22	17J41E0024	K AKHIL	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
23	17J41E0025	K CHAITANYA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
24	17J41E0027	K RAJA VERMA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
25	17J41E0028	K REVATHI	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
26	17J41E0030	K HARSHINI PRIYA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
27	17J41E0031	K PURUSHOTHAM	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
28	17J41E0033	MD. YASEEN	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
29	17J41E0034	M ABHISHEK	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
30	17J41E0035	M VIJAYA LAXMI	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
31	17J41E0036	N SREE HARI	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
32	17J41E0037	M SARITHA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
33	17J41E0039	M JYOTHI	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
34	17J41E0040	M SWATHI	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
35	17J41E0041	N HEMA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
36	17J41E0042	N SUPRAJA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
37	17J41E0043	N SAI MOUNIKA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
38	17J41E0045	P. ANUSHA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
39	17J41E0046	P VINOD REDDY	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
40	17J41E0047	P SHIVA KUMAR	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
41	17J41E0048	P PRABHAKAR	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
42	17J41E0050	P KARTHIK	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
43	17J41E0052	PRIYANKA NAYAK	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
44	17J41E0053	DEEPAK REDDY	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
45	17J41E0055	P PAVAN KUMAR	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
46	17J41E0057	T SIVA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
47	17J41E0058	P CHAKRAPANI	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017
48	17J41E0059	B SAMANTHA	ADVANCED EXCEL WORKING WITH REPORTS	18/9/2017	23/9/2017

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



*K. Anil*  
**HEAD OF THE DEPARTMENT**  
 Master of Business Administration  
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**DEPARTMENT OF MASTER OD BUSINESS ADMINISTRATION**

ACADEMIC YEAR: 2017-18

**SUMMARY REPORT**

Value added course name: “Advanced Excel working with Reports”

Value added course Instructor: Dr. Charles Babu

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.



*P. Rytta*  
Co-Ordinator



*Ravi*  
**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  
**MALLAREDDY ENGINEERING COLLEGE**  
**(AUTONOMOUS)**  
Maisamma Guda, Sec'bad - 500 100

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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 WORKING WITH REPORTS conducted by the Department of  
MBA from 18/9/2017 to 23/9/2017.

P. Rajitha  
COORDINATOR

  
HOD

*Principal*  
Malla Reddy Engineering College  
(Autonomous)  
Maisammaguda, Dhulapally,  
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PRINCIPAL





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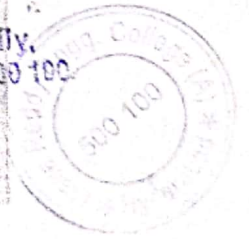
*Certificate of Completion*

*This is to certify that Mr./Ms* A SALKIRAN *bearing*  
*Roll No* 17J41E0002 *has successfully completed Value Added Course*  
*in* ADVANCE-EXCEL WORKING WITH REPORTS *conducted by the Department of*  
MBA *from* 18/9/2017 *to* 23/9/2017.

*P. Rajitha*  
COORDINATOR

*A. Sind*  
HOD

*Rand*  
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 WORKING WITH REPORTS *conducted by the Department of*  
MBA *from* 18/9/2017 *to* 23/9/2017

*P. Rajitha*  
COORDINATOR

*[Signature]*  
HOD

*[Signature]*  
PRINCIPAL  
Malla Reddy Engineering College  
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## Certificate of Completion

This is to certify that Mr./Ms BALIRAM bearing  
Roll No 17J41E0004 has successfully completed Value Added Course  
in ADVANCE-EXCEL WORKING WITH REPORTS conducted by the Department of  
MBA from 18/9/2017 to 23/9/2017.

P. Rajitha  
COORDINATOR

*[Signature]*  
HOD

*Rand*  
PRINCIPAL  
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Maisammaguda, Dhulapally  
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## Certificate of Completion

This is to certify that Mr./Ms SANTHOSH KUMAR bearing  
Roll No 17J41E0005 has successfully completed Value Added Course  
in ADVANCE-EXCEL WORKING WITH REPORTS conducted by the Department of  
MBA from 18/9/2017 to 23/9/2017.

P. Rajtha  
COORDINATOR

  
HOD

  
PRINCIPAL  
Malla Reddy Engineering College  
(Autonomous)  
PRINCIPAL  
Maisammaguda, Dhulapally,  
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