



**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 )  
Maisammaguda (H), Medchal-Malkajgiri District, Secunderabad,  
Telangana State – 500100  
www.mrec.ac.in

**Department of Master of Business Administration**

**CIRCULAR**

Date: 24/10/2016

All the students are hereby informed that Value Added Course on “**Advanced Excel working with Advanced functions**” on date 04<sup>th</sup> to 09<sup>th</sup> November, is being organized by the Master of Business Administration. The resource person for the course is “Dr.P. Sravan Kumar”.

Students are advised to register their names to the programme coordinator “Mr.V.Venu Kumar”, on or before 25<sup>st</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.

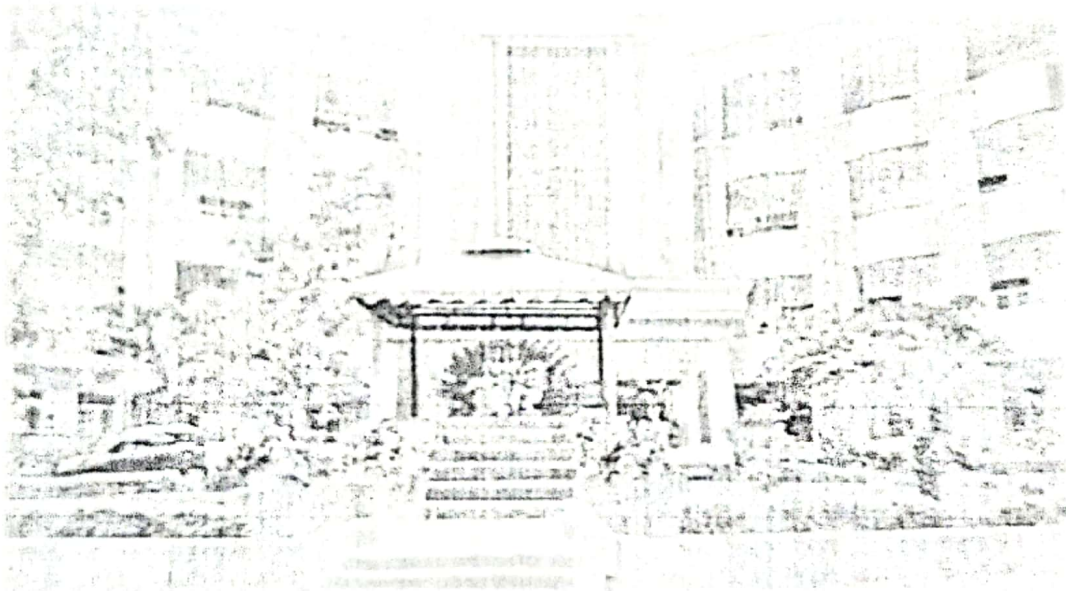
*Ravindh*  
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Maisammaguda, Dhulapally,  
(Post Via Kompally), Sec'bad-500 100

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

*On*

**"UNDERSTANDING ADVANCE- EXCEL WORKING WITH  
ADVANCED FUNCTIONS"**

**(04<sup>th</sup> to 09<sup>th</sup> November, 2016)**



*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), Gundlupochampally (V),**

**Medchal (M), Medchal - Malkajgiri District  
Telangana - 500100, India.**



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




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**DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION**

Value Added Course  
 on  
**“ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS”**  
 04<sup>th</sup> – 09<sup>th</sup>, November 2016  
**Programme Schedule**

Date	Time	Topic	Resource Person
04-11-2016	10:10 – 11.00AM	Excel introduction	Dr.P.Sravan Kumar
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Protecting excel	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	protecting excel	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Using basic functions	
05-11-2016	9:30 – 11.00AM	Formatting and proofing	Dr.P.Sravan Kumar
	11:00 -11:15AM	Tea Break	
	11.17– 12:45 PM	Formatting and proofing	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Mathematical functions	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Mathematical functions	
06-11-2016	9:30 – 11.00AM	Text functions	Dr.P.Sravan Kumar
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Text functions	
	12:45 – 1:30PM	Lunch	



  
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	1:30 – 2:30 PM	Date and time functions	
	2:30 – 2:45PM	Tea Break	
	2:45 –4:00 PM	Date and time functions	
07-11-2016	9:30 – 11.00AM	Advanced paste special techniques	Dr.P.Sravan Kumar
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Advanced paste special techniques	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Sorting and filtering	
	2:30 – 2:45PM	Tea Break	
	2:45 –4:00 PM	Sorting and filtering	
08-11-2016	9:30 – 11.00AM	Logical functions	Dr.P.Sravan Kumar
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Logical functions	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Data validations	
	2:30 – 2:45PM	Tea Break	
	2:45 –4:00 PM	Data validations	
09-11-2016	9:30 – 11.00AM	Lookup functions	Dr.P.Sravan Kumar
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Lookup functions	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Pivot tables	
	2:30 – 2:45PM	Tea Break	
	2:45 –4:00 PM	Array functions	
	2:45 –4:00 PM	Array functions	

*[Signature]*  
Coordinator

*[Signature]*  
HOD



*[Signature]*  
Principal  
Malla Reddy Engineering College  
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Maisammaguda, Dhulapally,  
Medchal-Malkajgiri District, Secunderabad, Telangana State - 500100

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**VAC List of Students 2016-17**

S.NO	ROLL NO	NAME OF THE STUDENT	COURSE	DURATION	
				FROM	TO
1	15J41E0001	A ABHISHEK KUMAR	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
2	15J41E0002	A LOHITHA	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
3	15J41E0003	ALISHA PATHAN	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
4	15J41E0004	B UMADEVI	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
5	15J41E0005	Md.SHABUDDIN	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
6	15J41E0007	B. MANOJ KUMAR	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
7	15J41E0008	B. RAVI TEJA	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
8	15J41E0009	B. PRASAD REDDY	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
9	15J41E0010	D SAMPATH KUMAR	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
10	15J41E0011	T.MANIKANTA	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
11	15J41E0012	D. MAHITHA	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
12	15J41E0013	D.NAVEEN KUMAR	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
13	15J41E0014	E CHANDRAKIRAN	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
14	15J41E0015	F.ASHWINI	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
15	15J41E0016	G.MOHAN REDDY	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
16	15J41E0017	MD AZARUDDIN	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
17	15J41E0018	G. SHIVA KUMAR	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016



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18	15J41E0019	G. DIVYA SRI	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
19	15J41E0020	K ANURADHA	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
20	15J41E0021	K R VISHAL	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
21	15J41E0022	K RASAGNA	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
22	15J41E0023	K SWETHA	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
23	15J41E0024	K YESHASWINNI	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
24	15J41E0025	KANTE HARISH	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
25	15J41E0026	K. SAI BHAVANA	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
26	15J41E0027	KARNAKAR TUDUMU	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
27	15J41E0028	K. RAJAVARDHAN	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
28	15J41E0029	K. S PHANEENDRA	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
29	15J41E0030	PREETI MISHRA	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
30	15J41E0031	K.SUSMITHA	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
31	15J41E0032	L.MOUNIKA	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
32	15J41E0033	L.PRANUSHA	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
33	15J41E0034	M DIVYA	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
34	15J41E0035	M URMILA	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
35	15J41E0036	M V SRAVANTHI	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
36	15J41E0037	MALYALA RAJENDER	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
37	15J41E0038	MANASA VADNALA	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
38	15J41E0039	M.SAIKIRAN	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
39	15J41E0040	M. MOUNIKA	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
40	15J41E0041	MOHD ASHAR ALAM	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
41	15J41E0042	MUDDAM HAREESH	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
42	15J41E0043	MUDERESI NIKHITHA	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
43	15J41E0044	N.MOUNINA	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
44	15J41E0045	NISHADH SULTANA	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
45	15J41E0046	P GAYATHIRI	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016
46	15J41E0047	PATTHI CHAITANYA	ADVANCED EXCEL WORKING WITH ADVANCED FUNCTIONS	4/11/2016	9/11/2016



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**DEPARTMENT OF MASTER OD BUSINESS ADMINISTRATION**

ACADEMIC YEAR: 2016-17

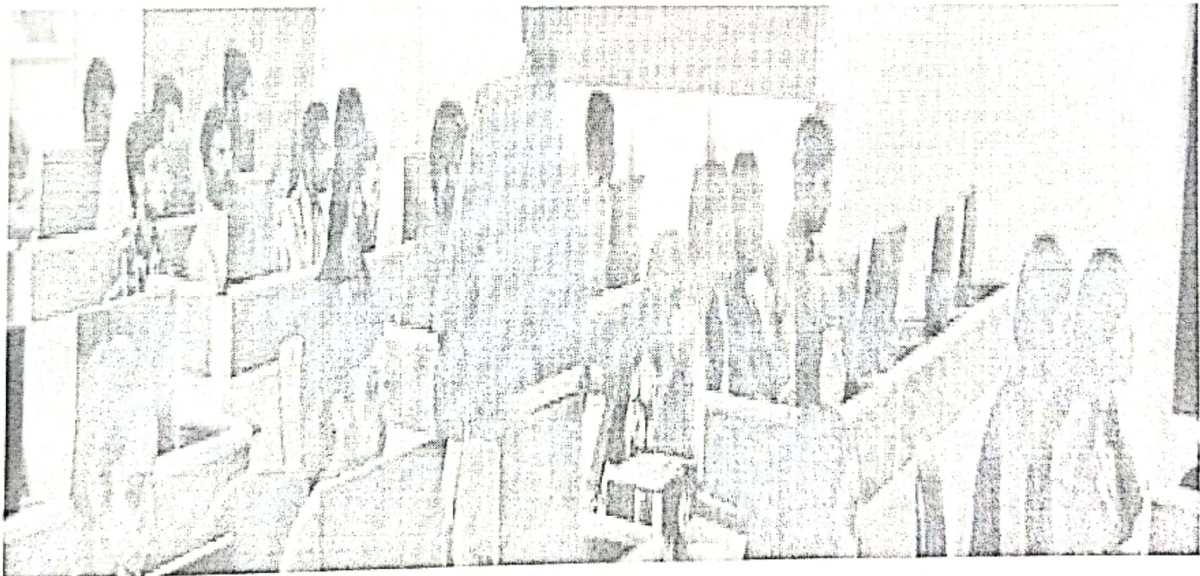
**SUMMARY REPORT**

**Value added course name: "Advanced Excel working with advanced Functions"**

**Value added course Instructor: Dr.P.Sravan Kumar**

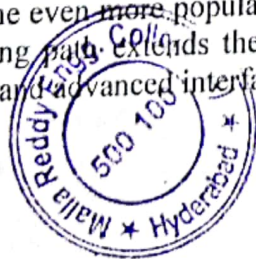
This software is not only capable of doing basic data computations, but you can also perform data analysis using it. It is widely used for many purposes including the likes of financial modeling and business planning. It can become a good stepping stone for people who are new to the world of data analysis.

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.

*V. S. Suresh*  
 Co-Ordinator



*Rawal*  
 Malla Reddy Engineering College  
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*K. Anil*  
 MBA HOD

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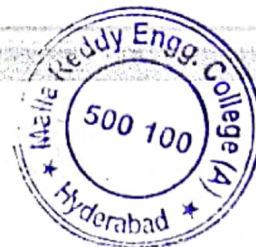
## Certificate of Completion

This is to certify that Mr./Ms A ABHISHEK KUMAR bearing  
Roll No 15J41E0001 has successfully completed Value Added Course  
in Advance- Excel Working with Advanced Functions conducted by the Department of  
MBA from 4/11/2016 to 9/11/2016.

*Neeraj Kumar*  
COORDINATOR

*A. Reddy*  
HOD

*Raush*  
PRINCIPAL  
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## Certificate of Completion

This is to certify that Mr./Ms A LOHITHA bearing  
Roll No 15J41E0002 has successfully completed Value Added Course  
in Advance- Excel Working with Advanced Functions conducted by the Department of  
MBA from 4/11/2016 to 9/11/2016.

*Nestunes*  
COORDINATOR

*Aid*  
HOD

*Rand*  
PRINCIPAL  
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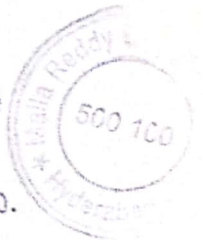
## Certificate of Completion

This is to certify that Mr./Ms ALISHA PATHAN bearing  
Roll No 15J41E0003 has successfully completed Value Added Course  
in Advance- Excel Working with Advanced Functions conducted by the Department of  
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*N. Venkatesh*  
COORDINATOR

*A. Reddy*  
HOD

*Kandam*  
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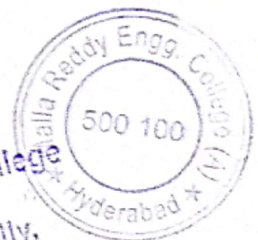
## Certificate of Completion

This is to certify that Mr./Ms B UMADEVI bearing  
Roll No 15J41E0004 has successfully completed Value Added Course  
in Advance- Excel Working with Advanced Functions conducted by the Department of  
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*Narayanan*  
COORDINATOR

*A. Reddy*  
HOD

*Randu*  
PRINCIPAL  
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*Certificate of Completion*

*This is to certify that Mr./Ms* Md.SHABUDDIN *bearing*  
*Roll No* 15J41E0005 *has successfully completed Value Added Course*  
*in* **Advance- Excel Working with Advanced Functions** *conducted by the Department of*  
MBA *from* 4/11/2016 *to* 9/11/2016.

*Nevathurmas*  
COORDINATOR

*A. Reddy*  
HOD

*Raund*  
PRINCIPAL  
Malla Reddy Engineering College  
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Secunderabad - 500 100.