



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)
(An UGC Autonomous Institution, Affiliated to JNTUHI, Hyderabad Accredited 2nd time by NAAC
with 'A' Grade & NBA and Recipient of World Bank Assistance under TEQIP--II S.C. 1.1)
Maisammaguda (H), Medchal-Malkajgiri District, Secunderabad,
Telangana State – 500100
www.mrec.ac.in

Department of Master of Business Administration

CIRCULAR

Date: 24/09/2015

All the students are hereby informed that Value Added Course on “MS-EXCEL” on date 03-10-2015 to 08-11-2015, 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 “Mr.D.Mohan Rao”, on or before 25th 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.

K. Chellu

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
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.

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.Veeraiah
HOD MBA

Coordinator: Mr.D.Mohan Rao
Associate Professor, MBA

Organizing Committee:

Dr. K.Veeraiah, Professor, MBA.
P.Buela Prasanna kumari,
Asstt.Professor, MBA.
A.Latha, Asstt.Professor, MBA
V.V.L Sameera, Asstt.Professor, MBA
D. Devadas, Asstt.Professor, MBA
V.Venu kumar, Asstt.Professor, MBA
P.Rajitha, Asstt.Professor, MBA.
M.Balanji Reddy, Asstt.Professor

Raveendra
PRINCIPAL
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(Autonomous)
Maisammaguda, Dhulapally,
(Post Via Kompally), Sec'bad-500 100



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

On

“MS – EXCEL”

(03-10-2015 to 08-11-2015)



*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.



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



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 presented 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.
- Analyze Excel data using excels Text based functions.

Malla Raddi Engineering College
Principal
Maisaminaguda, Dhulapally
(Post Via Kompally), Sec'bad-500



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Telangana State – 500100

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DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

ACADEMIC YEAR: 2015-16

SYLLABUS

Value added course name: “MS EXCEL”

Value added course Instructor: Dr. Charles Babu

1. Microsoft Office Excel

- Topic A: Navigate the Excel User Interface
- Topic B: Use Excel Commands
- Topic C: Create and Save a Basic Workbook
- Topic D: Enter Cell Data
- Topic E: Use Excel Help

2. Calculations

- Topic A: Create Worksheet Formulas
- Topic B: Insert Functions
- Topic C: Reuse Formulas and Functions

3. Modifying a Worksheet

- Topic A: Insert, Delete, and Adjust Cells, Columns, and Rows
- Topic B: Search for and Replace Data
- Topic C: Use Proofing and Research Tools

4. Formatting a Worksheet

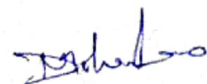
- Topic A: Apply Text Formats
- Topic B: Apply Number Formats
- Topic C: Align Cell Contents
- Topic D: Apply Styles and Themes
- Topic E: Apply Basic Conditional Formatting
- Topic F: Create and Use Templates

5. Printing Workbooks

- Topic A: Preview and Print a Workbook
- Topic B: Set Up the Page Layout
- Topic C: Configure Headers and Footers

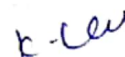
6. Managing Workbooks

- Topic A: Manage Worksheets
- Topic B: Manage Workbook and Worksheet Views
- Topic C: Manage Workbook Properties



Co-ordinator



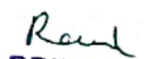


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Telangana State - 500100, www.mrec.ac.in
VAC ENROLLED STUDENT LIST 2015-16

S NO	ROLL NO	NAME OF THE STUDENT	COURSE	DURATION	
				FROM	TO
1	15J41E0001	A ADHISHEK KUMAR REDDY	MS-EXCEL	3/10/2015	8/11/2015
2	15J41E0002	A L OHIHA	MS-EXCEL	3/10/2015	8/11/2015
3	15J41E0003	ALISHA PATHAN	MS-EXCEL	3/10/2015	8/11/2015
4	15J41E0004	B UMADIVI	MS-EXCEL	3/10/2015	8/11/2015
5	15J41E0005	MOHAMMED SHAHBUDDIN	MS-EXCEL	3/10/2015	8/11/2015
6	15J41E0006	BADDAM GREESHMA	MS-EXCEL	3/10/2015	8/11/2015
7	15J41E0007	BANA MANOJ KUMAR	MS-EXCEL	3/10/2015	8/11/2015
8	15J41E0008	BIKUMALLA RAVI TEJA	MS-EXCEL	3/10/2015	8/11/2015
9	15J41E0009	BOMMI REDDY PRASAD	MS-EXCEL	3/10/2015	8/11/2015
10	15J41E0010	D SAMPATH KUMAR	MS-EXCEL	3/10/2015	8/11/2015
11	15J41E0011	T MANIKANTA	MS-EXCEL	3/10/2015	8/11/2015
12	15J41E0012	DEVARAPALLI MAHITHA	MS-EXCEL	3/10/2015	8/11/2015
13	15J41E0013	DOSAPALLY NAVEEN KUMAR	MS-EXCEL	3/10/2015	8/11/2015
14	15J41E0014	ERUKULLA CHANDRAKIRAN	MS-EXCEL	3/10/2015	8/11/2015
15	15J41E0015	F ASHWINI	MS-EXCEL	3/10/2015	8/11/2015
16	15J41E0016	G MOHAN REDDY	MS-EXCEL	3/10/2015	8/11/2015
17	15J41E0017	UPPALAPADU MOHAMMED	MS-EXCEL	3/10/2015	8/11/2015
18	15J41E0018	GORINTA SHIVA KUMAR	MS-EXCEL	3/10/2015	8/11/2015
19	15J41E0019	GUGULOTH DIVYA SRI	MS-EXCEL	3/10/2015	8/11/2015
20	15J41E0020	K ANURADHA	MS-EXCEL	3/10/2015	8/11/2015
21	15J41E0021	K R VISHAL	MS-EXCEL	3/10/2015	8/11/2015
22	15J41E0022	K RASAGNA	MS-EXCEL	3/10/2015	8/11/2015
23	15J41E0023	K SWETHA	MS-EXCEL	3/10/2015	8/11/2015
24	15J41E0024	K YESHASWINI YADAV	MS-EXCEL	3/10/2015	8/11/2015
25	15J41E0025	KANTE HARISH	MS-EXCEL	3/10/2015	8/11/2015
26	15J41E0026	KATARI SAI BHAVANA	MS-EXCEL	3/10/2015	8/11/2015
27	15J41E0027	KARNAKAR TUDUMU	MS-EXCEL	3/10/2015	8/11/2015
28	15J41E0028	KOTHAKOTA RAJAVARDHAN	MS-EXCEL	3/10/2015	8/11/2015
29	15J41E0029	KOTTAPALLI S PHANEENDRA	MS-EXCEL	3/10/2015	8/11/2015
30	15J41E0030	KUMARI PREETI MISHRA	MS-EXCEL	3/10/2015	8/11/2015
31	15J41E0031	KUNADODDI SUSMITHA	MS-EXCEL	3/10/2015	8/11/2015
32	15J41E0032	LAKHAVARAPU MOUNIKA	MS-EXCEL	3/10/2015	8/11/2015
33	15J41E0033	LELLAPATI PRANUSHA	MS-EXCEL	3/10/2015	8/11/2015
34	15J41E0034	M DIVYA	MS-EXCEL	3/10/2015	8/11/2015
35	15J41E0035	M URMILA	MS-EXCEL	3/10/2015	8/11/2015
36	15J41E0036	M V SRAVANTHI	MS-EXCEL	3/10/2015	8/11/2015
37	15J41E0037	MALYALA RAJENDER	MS-EXCEL	3/10/2015	8/11/2015
38	15J41E0038	MANASA VADNALA	MS-EXCEL	3/10/2015	8/11/2015
39	15J41E0039	MARAGOUNI SAIKIRAN	MS-EXCEL	3/10/2015	8/11/2015
40	15J41E0040	MEREYALAM MOUNIKA	MS-EXCEL	3/10/2015	8/11/2015
41	15J41E0041	MOHD ASHAR ALAM	MS-EXCEL	3/10/2015	8/11/2015
42	15J41E0042	MUDDAM HAREESH	MS-EXCEL	3/10/2015	8/11/2015
43	15J41E0043	MUDERESI NIKHITHA	MS-EXCEL	3/10/2015	8/11/2015
44	15J41E0044	N MOUNINA	MS-EXCEL	3/10/2015	8/11/2015
45	15J41E0045	NISHADH SULTANA	MS-EXCEL	3/10/2015	8/11/2015
46	15J41E0046	P GAYATHRI	MS-EXCEL	3/10/2015	8/11/2015
47	15J41E0047	PATTHI CHAITANYA	MS-EXCEL	3/10/2015	8/11/2015
48	15J41E0048	PICHAKUNTLA SRISHYLAM	MS-EXCEL	3/10/2015	8/11/2015
49	15J41E0049	PRINCE GAURAV	MS-EXCEL	3/10/2015	8/11/2015

MBA HOD

Ravi
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 - 500100
 www.mrec.ac.in

DEPARTMENT OF MASTER OD BUSINESS ADMINISTRATION

ACADEMIC YEAR: 2015-16

SUMMARY REPORT

Value added course name: "MS-EXCEL"

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.

D. S. Rao
 Co-Ordinator



Ravi
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K. Venkatesh
 MBA HOD

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Maisammaguda, Dhulapally (Post via Kompally), Secunderabad - 500 100.



Certificate of Completion

This is to certify that Mr./Ms _____ A ABHISHEK KUMAR REDDY _____ bearing
Roll No. _____ 15J41E0001 _____ has successfully completed Value Added Course
in _____ MS-EXCEL _____ conducted by the Department of
_____ MBA _____ from 3/10/2015 to 8/11/2015 .

COORDINATOR

HOD

PRINCIPAL



Prin
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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 MS-EXCEL conducted by the Department of
 MBA from 3/10/2015 to 8/11/2015 .

[Signature]

COORDINATOR



[Signature]

HOD

[Signature]
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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 MS-EXCEL conducted by the Department of
MBA from 3/10/2015 to 8/11/2015.

[Signature]

COORDINATOR



[Signature]

HOD

[Signature]
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[Signature]

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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 MS-EXCEL conducted by the Department of
MBA from 3/10/2015 to 8/11/2015.

[Signature]

COORDINATOR



[Signature]

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Certificate of Completion

This is to certify that Mr./Ms MOHAMMED SHAHBUDDIN bearing
Roll No. 15J41E0005 has successfully completed Value Added Course
in MS-EXCEL conducted by the Department of
MBA from 3/10/2015 to 8/11/2015.

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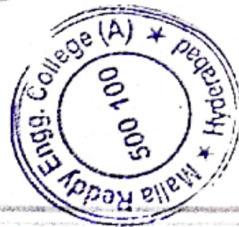


Certificate of Completion

This is to certify that Mr./Ms BADDAM GREESHMA bearing
Roll No. 15J41E0006 has successfully completed Value Added Course
in MS-EXCEL conducted by the Department of
MBA from 3/10/2015 to 8/11/2015.

[Signature]

COORDINATOR



[Signature]

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[Signature]

PRINCIPAL

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Principal
Malla Reddy Engineering College
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