Date: 13/02/2017

To

The Principal

Vangdevi College of Engineering Bollikunta, Warangal.

#### Respected Sir,

Sub: "Accord permission to conduct on MS-Excel Program for MBA student – Reg"

With reference to the subject cited to MBA department is planning to conduct a program on MS-Excel for six days in the month of Feb 25 & Mar 4, 18& 25&Apr 1&22. So I request you to accord permission to conduct the course for MBA students for their career betterment.

Thanking you sir,

HEAD MBA DEPARTMENT





#### AUTONOMOUS BOLLIKUNTA WARANGAL-506005

Date: 17th Feb, 2017

#### Circular

All the MBA I year / II semester students are informed that the department is planning for a value added course on MS-Excel Program to improve the life skills. Every Saturday will conduct the value added course and it will starts on 25th of Feb 2017. The interested students may enrol their names with the course co-ordinator Dr.S.M.Syed.

HOD

MBA DEPARTMEN

Vaagdevi College of Engineering Bollhuntu, WARANGAL-506 905 Participants: This Programme is open to all MBA students of Vaagdevi College of Enumeering

Registration Fee: Free of Cost

Last date for Registration: 24-02-2017

The course duration 30 Hours (Six Days)

#### Patron:

Dr. Ch. Devender Reddy Secretary & Correspondent

Viswambhara Educational Society, Warangal (TS)

Co - Patron:

Dr. C. Satyapal Reddy

Chief Administrative Officer Visagdevi Group of Coffeges Bollikunta, Warangal(TS)

Programme Convener:

Dr. Y. Bhaskar Rao

Head, MBA Department Contact No. 9948128997

e-maitvaagmbafdp@gmail.com

Programme coordinator Dr.S.M.Syed

Asst. Prof. Bellskuma, Warungul (TS) 9949909522 VALUE ADDED COURSE

# MS EXCELL

25-02-2017 to 22-04-2017



Organized by
Department of Business Management
VAAGDEVI COLLEGE OF ENGINEERING

Bollikunta, Warangal - 506 005 (TS)

#### ABOUT VAAGDEVI GROUP OF COLLEGES:

Viswambhara Educational Society was established in 1993 with a Philanthropic objective in providing Educational services in Telangana region. The Society has established many colleges in the name of Goddess "Vaagdevi" in different fields covering Engineering, Pharmacy, Management, Education, Medical and conventional Degree & P.G. Courses. These Institutions with academicians having more experience imparting education in different areas and Today the Vaagdevi Group has a reputation for Academic performance, sports and extracurricular activities. As of today, Vaagdevi Group of Colleges have a strength of more than 25,000 students. The society has completed 25 years in imparting education and one of the largest Group of Colleges in Warangal after Hyderabd in Telangana State.

#### ABOUT THE DEPARTMENT:

The Department of Business Management was established in 2001 in Vaagdevi Colleges, Bollikunta campus to offer two years full time programme in Business Administration with the annual intake of 60 students. Presently MBA course is being offered in three streams - AUTONOMOUS, JNTUH, affiliated. The continuous effort of Faculty, Staff, Students and Management has led the department on to the path of academic excellence with a number of achievements during the last few years. It has been continuously contributing to the generations and spreading of knowledge in the area of business and management to different target groups. Students are being well placed in different reputed organizations. The department has an updated computer lab, library and class rooms for the students to make lectures interactive and interesting.

#### ABOUT THE PROGRAMME:

What is Microsoft Excel?

Microsoft Excel is a spreadsheet program that is used to record and analyse numerical data. Think of a spreadsheet as a collection of columns and rows that form a table. Alphabetical letters are usually assigned to columns and numbers are usually assigned to rows. The point where a column and a row meet is called a cell. The address of a cell is given by the letter representing the column and the number representing a row. Let's illustrate this using the following image.

Why Should I Learn Microsoft Excel?

We all deal with numbers in one way or the other. We all have daily expenses which we pay for from the monthly income that we earn. For one to spend wisely, they will need to know their income vs. expenditure. Microsoft Excel comes in handy when we want to record, analyze and store such numeric data.

Where can I get Microsoft Excel?

There are number of ways in which you can get Microsoft Excel. You can buy it from a hardware computer shop that also sells software. Microsoft Excel is part of the Microsoft Office suite of programs. Alternatively, you can download it from the Microsoft website but you will have to buy the license key.

In this course we are going to cover the following topics.

How to Open Microsoft Excel?
Understanding the Ribbon
Understanding the worksheet
Customization Microsoft Excel Environment
Important Excel shortcuts

#### BOLLIKUNTA WARANGAL

## MBA-VALUE ADDED COURSE - MS EXCEL TRAINING

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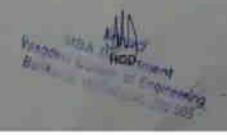
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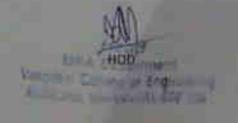


#### BOLLIKUNTA WARANGAL

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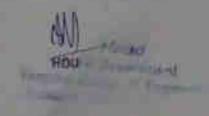


## VAAGDEVI COLLEGE OF ENGINEERING BOLLIKUNTA WARANGAL

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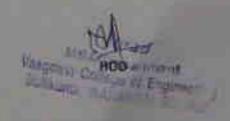


#### BOLLIKUNTA WARANGAL

## MBA-VALUE ADDED COURSE - MS EXCEL TRAINING

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NO.					4/3/2017		
M.	+0411/0001	KUUMALA YAHEMI		160	V	V	~
	-112300003	EISATHARUSHI ICU.VAN RUSAAN	V	1	1	4	1
	-helpfinn)	intry stea	1	0	V	1	2
	141112004	MARTINA KAHALIKA	4.	0	0	1	1
		AMERICA SWITZANIA	4	1	1	4	1
*	364110006	VARIOUS DESCRIPTION &	1	1	1	V	2
19	10641EB002	DUBLIAN HARTHA	-	4	0	4	4
	-64 (finitio)	CALL MORNING	1	J	1	4	
-	1+1100011	ALLI SAPAR	1	7	V	1	4
	-64163017	ANNUA PATIONA	-	V	1	1	1
(8)	MATERIOLS	MERCH SHAWA PRASAD	1	1	4	€.	80
11	1041E0015	121.57 N N N N N N N N N N N N N N N N N N N	J	1	4	1	1
Y	61152017	EUNINE SAMEN	1	1	1	1	1
10	-4150019	RAMA VESINARY	1	1	1	4	4
100	1 -4100022	SIKA MANASA	/	V	-	1	1
70	1-6100021	NYALASTIC BALL	V	V	V	4	~
70	1-641E0023	MILA PARESI					
11	(if mug i	PRATESPAN LEARTH	4	1	1	1	4
	105120025	SHIDICANTI SHIKANTO	V	~	1	1	4
701	1+64110026	MUPPED YERAT AUMAR	V	4	Y	4	1
200	1.00439,0029	KANDEDITTA KAN	1	8	8	3/	160
=2	1044169027	GUNNU SUSIDIA	U	V	1	1	1
ш	1964108036	NORTH ASTRO	V	1	1	1.	V
211	1004100031	CARIMILLA SAILEEYA	1	1	V	1	1
25	TOXXIII CO	нанаммар моням:	1	8	1	1	1
26	100110031	CHEALASTADRACT	1	1	V	1	1
21 7	MATERIAL ST	WILLIAM MADRIELDO	1	1	1	1	1
26	ACCUPATION OF	PERSONAL PROPERTY.	V	1	1	1	N
	644/9408	ATTENDED MANAGEMENT	1	0	W	1	1

-	L SHIMON	THE ARREST HEAT	12	1	1		
	11110041	DREPORTANII	1	1	7	7	
	1664200042	MEANAN SHILAKHINE	8	1	-	0	5
23	· · · · · · · · · · · · · · · · · · ·	MANUFACTI SHITTINGS	1	V	-	V	1
59		GIERO SKAVANTOO	1	V	1	1	14
And	-1110047	makespar axilhmore	V	UP.	1	1	2
100	(£5045	ACCUMULA SELVENA	(1)	1	1	V	4
	-AT198640	SOUTH CAUDIAN DUSSAIN	V	1	V	1	1
360	10000000	DOUBLE RESERVA	5	141		2	1
3997	1864160054	ROSNA SHRAVANSEDMAR	1	1	1	~	1
MI	HIMALEOGSA :	BATOTHIS VILENDER		9	1	~	1
(82.5	1100000	HORITICANST PRACHICATER	1	/	1	V	1
11	H64100860	THATHEDHIN SHAVANGOAGE	4	V	8	V	W.
0	J:643X0063	TOUTAN HARSASIMHASWAMI	~	V	V	1	1
	H641E0065	HETHOCOLONIARYA.	1	1	4	1	1
0	115-11E00661	SHORTERGE PASHA"	1	1	4	/	/
96	11691120071	KORINESHIRAN:	1	1	1	w	
410	1164110072	CHILDICAPALAY (BIGORISO):	1	1	1	1	1
481	1068380024	POLUSANINOBIANI	9	1	1	1	1
7890	1064150075	NATIO SAIGRAN	8	/	1	72	1
HU	D-01100029	GUUSHILA SANHHUU	1	1		W.	
_100	1104100062	DAILDE SHIVA PRANAIF	1	V	V	1	1
530	:++++43,00083	GOLI SHIYAKSIMAR	1	V	1	1	1
•	KL00084	EXHORIDA SANDYA BANI.	V	V	21	1	V
940	13643.000065	KENNEEDRYSHININASHEDRY	V	4		1	
MA	1364360097	DANIEU-LAYANO A	~	1	w.	V	1
la j	1568 LEDOON	VANGATEIJANNAI	1	1	1	1	1
	1004100099	BIRSARATHRI MAMESH	1	1	4	1	1
500	He681E00A0	KANETENKI SHORMA	1	1	1	V	1
00	10001100014	HOHANNED XMER PASHA	1	1	1	1	/
100 (	T=1411000C3	PEXXXXXIIII PARAGRAMU	1	1	1	V	V



#### BURLINGAL WARANGAL

## MBA-VALUE ADDED COURSE AISTACLE TRAINING

	171.000	2230	Classif	Class-II	Chu-ill	Chercity	Charte
4	AD 80	NAME.			25/02/2017		
	11500	THE R. LEWIS CO., LANSING	1	147	W.	V	1
		WATER STREET	1	1	1	~	V
		Acres (April 1994)	1	1	1	1	14.
		MONTH BELLING	1	1	1	100	-
	L=64160000	STORY STORY	4	4	1	1	*
3	1=141000mi	VARIEBON'S MEASURES.	~	V.	8	1400	y."
	1000	CONTRACTOR CONTRACTOR	VP.	4	W.	198	N.
	1-03-00	and Military	V	- 50	V	1	v.
		and the same of	NV <sup>E</sup>	1	400	15	UP.
		ANDRESSEE	N	1	0	4	V
	Titure	MET THAT PLANT	V	1	1	d	0
		-	V	4	8-	V	~
		Name and Address of the Owner, where the Owner, which the	V	V	V	9	W
П		MARIA STYGGESTS	4	V	V	-	V
d	-4110035	ULL WENGE	2	1	1	-	1
đ	-111000	PERSONAL PROPERTY.	1	V	1	1	2
7	- preside	- NAME OF THE PARTY OF THE PART				-	
3		PARTICIPANT DESCRIPTION	1	V	1	1	1
╗	-4(Amats)	MINISTER STREET	1	v.	4	V	V
ď	10010016	MATERIAL THAT WAS A DECIDE	V	1	1	(Acres	4
7	-11100	ANNUISTO REFE	1	~	1	· V	1
7	-41500	CHARLES MIDONE	V	V.	0	1	W.
	- unum	HARDING SALES	V	and the	1	0	v
3	- unus	COURT NAME OF THE PARTY NAME O	V	V	1	1	W
1	- spents	GROOME SOUTH	V	1	12	7	1
-		OID COMMITTEE	V	1	v	~	
3	-tons	KILETHOD CLTU	1	4	(V	4	2
3		HILLIANS HOUSE	1	1	2		J
	- ingere	ECHIMA HINOTH	1	1	12	4	V

-		SELECTION SHAPE	1		7	1	1
-	-1110011	AMERICA CAME	2	4	7	5	
31	FI-6110092	ADDICAGORE BRIDANSHORS	1	1	1	1	7
45	10-3110093	KAMPATI MINIPINA	1	1	2	V	9
779	THE REAL PROPERTY.	поризидуантно	1	1	1	2	1
194	110011	THAN SEAT ASSESSORE	11/	0	2	J	1
160	110000	Millionin's exemples	1	2	V.	1	1
	LOSS MODERN	STATE STREET, STREET,	1	W.	-2	v	1
199	W4310052	DANSHDOMOGOODY #	4	1	0	V	1
191	3 1,100 (54	RHEASHMONACHAR	1	V	0	9	1
111	JOSEPH PROPERTY.	NATOTOU VIJENDER	1	V	9	2	1
94	1004130000	KORHKANTI PRASHANTII	1	20	0	V	1
(4)	#1E0052	THATTAUNDA SEATANG MAR	1	1	V	8	8
9	-118,0063	VOCITAM NAIGAS DIMASTRASIS	1	1	V	1	8
0.0	-117,000%	DETHI CHASANTA	V	V	4	4	1
(4)		SMAIN FEROS PASHA	1	1	V	1	1
(16	1 4110071	ACREM STEERING	1	1	V	1	1
H	0.0110072	CHIEDOCATE A HOTTER POR	V	0	1	1	1
411	0411m24	PERSONAL VIREAM	1	4	1		8
141	1003 11:0075	MACHINAMENAN	1	V	1	9	1
411	1184323079	GOTOKULA SASTHEEP!	1	~	1	V	~
97	110000000000000000000000000000000000000	BANES BOOVA PRANDOD	1	1	V	1	
MI.	-4100003	EGEC WHIS MICHIGAN	V		0	1	1
	1-4100004	KARBBEESOIDYATKABI	V	2	1	1	1
10	Heattobus	ETHIREDRY SHORYASHEODY.	/	1	V	1	1
- 10	1141110097	DAMESUC EXVANYA:	1	1	-	0	1
34	11-0-41-1100000	VANCATIBANIAN ;		V	1	4	V
11	1044100099	SHYARATURI MARESH	0	1	0	W.	1
10		AAAYONK(BIORIA)	1	1	V	W.	V .
100	110041800C41	HUHAMMED AMERICALINA )	1	di.	1	1	V
900	H#411100C5	MACHURI MAGAZADI:	1	V	1	5	~

