

Date: 07/03/2016

To
The Principal
Vaagdevi College of Engineering
Bollikunta
Warangal.

Respected Sir,

Sub: "Accord permission to conduct on **MS-Excel** 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 Mar 19&26 & Apr 2, 16, 23 &30. So I request you to accord permission to conduct the course for MBA students for their career betterment.

Thanking you sir,



HEAD

MBA DEPARTMENT





VAAGDEVI COLLEGE OF ENGINEERING
AUTONOMOUS
BOLLIKUNTA WARANGAL-506005

Date: 14th March, 2016

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 19th of Mar 2016. the interested students may enrol their names with the course co-ordinator Smt.V.Rajitha.


HOD
Head
MBA DEPARTMENT
Vaagdevi College of Engineering
Bollikunta, WARANGAL-506 005

Participants: This Programme is open to all MBA students of Vaagdevi College of Engineering.

Registration Fee: Free Of Cost.

Last date for Registration: 18-03-2016

The course duration: 30 Hours/60 Days.

Patron:

Dr. Ch. Devender Reddy

Secretary & Correspondent
Vaandhara Educational Society
Warangal (TS)

Co - Patron:

Dr. C. Satyapal Reddy
Chief Administrative Officer
Vaagdevi Group of Colleges,
Bollikunta, Warangal(TS)

Programme Convener:

Dr. Y. Bhaskar Rao
Head, MBA Department
Contact No. 984829997
e-mail:vaagnireddy@gmail.com

Programme coordinator

Smt. V. RAJITHA
Asst. Prof. Bollikunta, Warangal (TS)
984829997

Excel

VALUE ADDED COURSE
on

MS EXCELL

19/03/2016 to 30/04/2016



X



Organized by
Department of Business Management
VAGDEVI COLLEGE OF ENGINEERING
Bollikunta, Warangal - 506 005 (TS)

ABOUT VAADEVVI GROUP OF COLLEGES:

Vaavathara Educational Society was established in 1980 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 Hyderabad in Telangana State.

ABOUT THE DEPARTMENT:

The Department of Business Management was established in 2001 in Vaagdevi Colleges, Bolikunta 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 equipped 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, analyse 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 Portouts

VAAGDEVI COLLEGE OF ENGINEERING
BOLLIKUNTA WARANGAL
MBA-VALUE ADDED COURSE - MS- EXCEL TRAINING
2015-16

S NO	AD NO	NAME	Class-I	Class-II	Class-III	Class-IV	Class-V
			19/3/2016				
1	15641E0001	GADEPALLI RAJU	✓	✓	✓	✓	✓
2	15641E0003	THOTA SHRAVANI	✓	✓	✓	✓	✓
3	15641E0005	AVULA HARINA	✓	✓	✓	✓	✓
4	15641E0007	CH DEEPARANI	✓	✓	✓	✓	✓
5	15641E0009	THALLAPELLE RANITH	✓	✓	✓	✓	✓
6	15641E0012	MEENIGALA RAJU	✓	✓	✓	✓	✓
7	15641E0014	BOPPANI PRAVEEN	✓	✓	✓	✓	✓
8	15641E0015	ADEPU KISHAN KUMAR	✓	✓	✓	✓	✓
9	15641E0017	BHUJVA SANJAY GUPTA	✓	✓	✓	✓	✓
10	15641E0018	MARABOINA AKHIL	✓	✓	✓	✓	✓
11	15641E0019	MARABOINA PRANEELA	✓	✓	✓	✓	✓
12	15641E0020	AKKATI VINAYKUMAR	✓	✓	✓	✓	✓
13	15641E0021	SANABOINA BHARATH	✓	✓	✓	✓	✓
14	15641E0022	D RAJENDRAPRASAD	✓	✓	✓	✓	✓
15	15641E0032	MARATI RAMESH KUMAR	✓	✓	✓	✓	✓
16	15641E0034	KONDAPALLY SAI KUMAR	✓	✓	✓	✓	✓
17	15641E0035	SHAIK MUJEEB	✓	✓	✓	✓	✓
18	15641E0036	POLU VINAY	✓	✓	✓	✓	✓
19	15641E0038	RAMALINGAM HARRY BENTICK	✓	✓	✓	✓	✓
20	15641E0044	RANGU KARTHIK	✓	✓	✓	✓	✓
21	15641E0046	MAMIDISHETTY SUMAN	✓	✓	✓	✓	✓
22	15641E0048	BOMMERA SREELAKSHI	✓	✓	✓	✓	✓
23	15641E0043	GADE PRAJITHSNA	✓	✓	✓	✓	✓
24	15641E0059	SHEELAM SANTOSH	✓	✓	✓	✓	✓
25	15641E0060	GUGULOTH SONA	✓	✓	✓	✓	✓
26	15641E0061	POLU NIROSHA	✓	✓	✓	✓	✓
27	15641E0062	MADDEBOINA SWAPNA	✓	✓	✓	✓	✓
28	15641E0063	AKKAPALLY KIRAN	✓	✓	✓	✓	✓
29	15641E0064	ADUPA AVINASH	✓	✓	✓	✓	✓
30	15641E0065	BASHABOENA MANOJ KUMAR	✓	✓	✓	✓	✓
31	15641E0066	SHEETI RAMESH	✓	✓	✓	✓	✓
32	15641E0067	CHITYALA SAI KUMAR	✓	✓	✓	✓	✓
33	15641E0069	KANCHAM RAJU	✓	✓	✓	✓	✓
34	15641E0070	DHARAVATHU RAKESH	✓	✓	✓	✓	✓
35	15641E0072	MOHAMMAD SAJJODI HUSSAIN SAJJIMOODI					
36	15641E0074	PINNENTI KOTESH	✓	✓	✓	✓	✓
37	15641E0075	LOKATI SREEKANTH	✓	✓	✓	✓	✓
38	15641E0076	KATAM SRAYANI	✓	✓	✓	✓	✓


HOD Head
MS Department
 Vaagdevi College of Engineering
 Bollikunta, Warangal, TS-506002


VAAGDEVI COLLEGE OF ENGINEERING
BOLLIKUNTA WARANGAL
MBA-VALUE ADDED COURSE - MS- EXCEL TRAINING
2015-16

S NO	AD NO	NAME	Class-I	Class-II	Class-III	Class-IV	Class-V
			26/3/2016				
1	15641E0001	GADEPALLI RAJI	✓	✓	✓	✓	✓
2	15641E0003	THOTA SHRAVANI	✓	✓	✓	✓	✓
3	15641E0005	AVULA HARIKA	✓	✓	✓	✓	✓
4	15641E0007	CH DEEPARANI	✓	✓	✓	✓	✓
5	15641E0009	THALLAPELLE RANJITH	✓	✓	✓	✓	✓
6	15641E0012	MUNIGALA RAJU	✓	✓	✓	✓	✓
7	15641E0014	BOPPANI PRAVEEN	✓	✓	✓	✓	✓
8	15641E0015	ADEPU KISHAN KUMAR	✓	✓	✓	✓	✓
9	15641E0017	BODUVA SANJAY GUPTA	✓	✓	✓	✓	✓
10	15641E0018	MARABOINA AKHIL	✓	✓	✓	✓	✓
11	15641E0019	MARABOINA PRANEELA	✓	✓	✓	✓	✓
12	15641E0020	AKKATI VINAYKUMAR	✓	✓	✓	✓	✓
13	15641E0021	SANABOINA BHARATHI	✓	✓	✓	✓	✓
14	15641E0022	D RAJENDRAPRASAD	✓	✓	✓	✓	✓
15	15641E0032	MARATI RAMENI KUMAR	✓	✓	✓	✓	✓
16	15641E0034	KONDAPALLY SAI KUMAR	✓	✓	✓	✓	✓
17	15641E0035	SHAIK MUEEB	✓	✓	✓	✓	✓
18	15641E0036	POLU VINAY	✓	✓	✓	✓	✓
19	15641E0038	RAMALINGAM HARRY BENTICK	✓	✓	✓	✓	✓
20	15641E0044	RANGU KARTHIK	✓	✓	✓	✓	✓
21	15641E0046	MAMIDISHETTY SUMAN	✓	✓	✓	✓	✓
22	15641E0048	BOMMERA SREEKANTH	✓	✓	✓	✓	✓
23	15641E0043	GADE PRAJOTHISNA	✓	✓	✓	✓	✓
24	15641E0059	SHEELAM SANTOSH	✓	✓	✓	✓	✓
25	15641E0060	GUGULOTH SONA	✓	✓	✓	✓	✓
26	15641E0061	POLU NIROSHA	✓	✓	✓	✓	✓
27	15641E0062	MADDEBOINA SWAPNA	✓	✓	✓	✓	✓
28	15641E0063	AKKAPALLY KIRAN	✓	✓	✓	✓	✓
29	15641E0064	ADUPA AVINASHI	✓	✓	✓	✓	✓
30	15641E0065	BASHABOENA MANGI KUMAR	✓	✓	✓	✓	✓
31	15641E0066	SHETTI RAMESH	✓	✓	✓	✓	✓
32	15641E0067	CHITYALA SAI KUMAR	✓	✓	✓	✓	✓
33	15641E0069	KANCHAM RAJU	✓	✓	✓	✓	✓
34	15641E0070	DHARAVATHU RAKESH	✓	✓	✓	✓	✓
35	15641E0072	MOHAMMAD SABOOR HUSSAIN MAHMOUDI	✓	✓	✓	✓	✓
36	15641E0074	PINNINTI KOTESH					
37	15641E0075	LOKATI SREEKANTH	✓	✓	✓	✓	✓
38	15641E0076	KATAM SRAVANI	✓	✓	✓	✓	✓


Head
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 Bollikunta, Warangal

VAAGDEVI COLLEGE OF ENGINEERING
BOLLIKUNTA WARANGAL
MBA-VALUE ADDED COURSE - MS- EXCEL TRAINING
2015-16

S NO	AD NO	NAME	Class-I	Class-II	Class-III	Class-IV	Class-V
			2/4/2016				
1	15641E0001	GADEPALLI RAJU	✓	✓	✓	✓	✓
2	15641E0003	THOTA SHRAVANI	✓	✓	✓	✓	✓
3	15641E0005	AVULA HARIKA	✓	✓	✓	✓	✓
4	15641E0007	CHI DEEPA RANI	✓	✓	✓	✓	✓
5	15641E0009	THALLAPELLE RANITHI	✓	✓	✓	✓	✓
6	15641E0012	MUNIGALA RAJU	✓	✓	✓	✓	✓
7	15641E0014	BOPPANI PRAVEEN	✓	✓	✓	✓	✓
8	15641E0015	ADEPU KISHAN KUMAR	✓	✓	✓	✓	✓
9	15641E0017	BHUIVA SANJAY GUPTA	✓	✓	✓	✓	✓
10	15641E0018	MARABOINA AKHIL	✓	✓	✓	✓	✓
11	15641E0019	MARABOINA PRANEELA	✓	✓	✓	✓	✓
12	15641E0020	AKKATI VINAYKUMAR	✓	✓	✓	✓	✓
13	15641E0021	SANABOINA BHARATHI	✓	✓	✓	✓	✓
14	15641E0022	D RAJENDRAPRASAD	✓	✓	✓	✓	✓
15	15641E0032	MARATI RAMESH KUMAR	✓	✓	✓	✓	✓
16	15641E0034	KONDAPALLY SAIKUMAR	✓	✓	✓	✓	✓
17	15641E0055	SHAIK MUIJIB	✓	✓	✓	✓	✓
18	15641E0036	POLU VINAY	✓	✓	✓	✓	✓
19	15641E0038	RAMALINGAM HARRY BENTICK	✓	✓	✓	✓	✓
20	15641E0044	RANGU KARTHIK	✓	✓	✓	✓	✓
21	15641E0046	MAMIDISHETTY SUMAN	✓	✓	✓	✓	✓
22	15641E0048	BOMMERA SREEKANTHI	✓	✓	✓	✓	✓
23	15641E0041	GADE PRAJITHSNA	✓	✓	✓	✓	✓
24	15641E0059	SHIELAM SANTOSH	✓	✓	✓	✓	✓
25	15641E0060	GUGULOTH SONA	✓	✓	✓	✓	✓
26	15641E0061	POLU NIROSHA	✓	✓	✓	✓	✓
27	15641E0062	MADEBOINA SWAPNA	✓	✓	✓	✓	✓
28	15641E0063	AKKAPALLY KIRAN	✓	✓	✓	✓	✓
29	15641E0064	ADUPA AVINASH	✓	✓	✓	✓	✓
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33	15641E0069	KANCHAM RAJU	✓	✓	✓	✓	✓
34	15641E0070	DHARAVATHU RAKESH	✓	✓	✓	✓	✓
35	15641E0072	MOHAMMAD SABOOR HUSSAIN MAHMOOD					
36	15641E0074	PINNINTI KOTESH	✓	✓	✓	✓	✓
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HOD
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
VAAGDEVI COLLEGE OF ENGINEERING
BOLLIKUNTA WARANGAL
MBA-VALUE ADDED COURSE - MS- EXCEL TRAINING
2015-16

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			16/4/2016				
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2	15641E0003	THOTA SHRAVANI	✓	✓	✓	✓	✓
3	15641E0005	AVULA DARIKA	✓	✓	✓	✓	✓
4	15641E0007	CHIDELPARANI	✓	✓	✓	✓	✓
5	15641E0009	THALLAPELLE RANJITH	✓	✓	✓	✓	✓
6	15641E0012	MUNGALA RAJU	✓	✓	✓	✓	✓
7	15641E0014	BOPPANI PRAVLEN	✓	✓	✓	✓	✓
8	15641E0015	ADEPU KISHAN KUMAR	✓	✓	✓	✓	✓
9	15641E0017	BHUVYA SANJAY GUPTA	✓	✓	✓	✓	✓
10	15641E0018	MARABOINA AKHIL	✓	✓	✓	✓	✓
11	15641E0019	MARABOINA PRANEELA	✓	✓	✓	✓	✓
12	15641E0020	AKKATI VINAYKUMAR	✓	✓	✓	✓	✓
13	15641E0021	SANABOINA BHARATHI	✓	✓	✓	✓	✓
14	15641E0022	D RAJENDRAPRASAD	✓	✓	✓	✓	✓
15	15641E0032	MARATI RAMESH KUMAR	✓	✓	✓	✓	✓
16	15641E0034	KONDAPALLY SAI KUMAR	✓	✓	✓	✓	✓
17	15641E0035	SHAIK MUJEEB	✓	✓	✓	✓	✓
18	15641E0036	POLU VINAY	✓	✓	✓	✓	✓
19	15641E0038	KAMALINGAM HARRY BENTON	✓	✓	✓	✓	✓
20	15641E0044	RANGU KARTHIK	✓	✓	✓	✓	✓
21	15641E0046	MAMIDISHETTY SUMAN	✓	✓	✓	✓	✓
22	15641E0048	BOMMERA SREEKANTH	✓	✓	✓	✓	✓
23	15641E0043	GADE PRAJOTHISNA	✓	✓	✓	✓	✓
24	15641E0059	SHEELAM SANTOSH	✓	✓	✓	✓	✓
25	15641E0060	GUGULOTH SONA	✓	✓	✓	✓	✓
26	15641E0061	POLU NIROSHA	✓	✓	✓	✓	✓
27	15641E0062	MADDEBOINA SWAPNA	✓	✓	✓	✓	✓
28	15641E0063	AKKAPALLY KIRAN	✓	✓	✓	✓	✓
29	15641E0064	ADUPA AVINASHI	✓	✓	✓	✓	✓
30	15641E0065	BASHABOENA MANOJ KUMAR	✓	✓	✓	✓	✓
31	15641E0066	SHETTER RAMESH	✓	✓	✓	✓	✓
32	15641E0067	CHITYALA SAI KUMAR	✓	✓	✓	✓	✓
33	15641E0069	KANCHAM RAJU	✓	✓	✓	✓	✓
34	15641E0070	DHARAVATHU RAKESH	✓	✓	✓	✓	✓
35	15641E0072	MOHAMMAD SABOOR HUSSAIN MAHMOODI					
36	15641E0074	PINNINTI KOTESH	✓	✓	✓	✓	✓
37	15641E0075	LOKATI SREEKANTHI	✓	✓	✓	✓	✓
38	15641E0076	KATAM SRAVANI	✓	✓	✓	✓	✓


HOD
 MBA Department
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 Bollikunta, Warangal-506 055

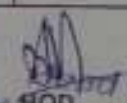
VAAGDEVI COLLEGE OF ENGINEERING
BOLLIKUNTA WARANGAL
MBA-VALUE ADDED COURSE - MS- EXCEL TRAINING
2015-16

S. NO	AD NO	NAME	Class-I	Class-II	Class-III	Class-IV	Class-V
			23/4/2016				
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2	15641E0003	THOTA SHRAVANI	✓	✓	✓	✓	✓
3	15641E0005	AVULA HARIKA	✓	✓	✓	✓	✓
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MBA-VALUE ADDED COURSE - MS- EXCEL TRAINING
2015-16

S NO	AD NO	NAME	Class-I	Class-II	Class-III	Class-IV	Class-V
			30/4/2016				
1	15641E0001	GADEPALLI RAJU	✓	✓	✓	✓	✓
2	15641E0003	TROTA SHRAVANI	✓	✓	✓	✓	✓
3	15641E0005	AVULA HARIKA	✓	✓	✓	✓	✓
4	15641E0007	CH. DEEPARANI	✓	✓	✓	✓	✓
5	15641E0009	DHALLAPELLE RANJITH	✓	✓	✓	✓	✓
6	15641E0012	MUNIGALA RAJU	✓	✓	✓	✓	✓
7	15641E0014	BOPPANI PRAVEEN	✓	✓	✓	✓	✓
8	15641E0015	ADEPU KISHAN KUMAR	✓	✓	✓	✓	✓
9	15641E0017	BHUJVA SANJAY GUPTA	✓	✓	✓	✓	✓
10	15641E0018	MARABOINA AKHIL	✓	✓	✓	✓	✓
11	15641E0019	MARABOINA PRANEELA	✓	✓	✓	✓	✓
12	15641E0020	AKKATI VINAYKUMAR	✓	✓	✓	✓	✓
13	15641E0021	SANABOINA BHARATH	✓	✓	✓	✓	✓
14	15641E0022	D. RAJENDRAPRASAD	✓	✓	✓	✓	✓
15	15641E0032	MARATI RAMESH KUMAR	✓	✓	✓	✓	✓
16	15641E0034	KONDAPALLY SAI KUMAR	✓	✓	✓	✓	✓
17	15641E0035	SHAIK MUJEED	✓	✓	✓	✓	✓
18	15641E0036	POLU VINAY	✓	✓	✓	✓	✓
19	15641E0038	RAMALINGAM HARRY BENTICK	✓	✓	✓	✓	✓
20	15641E0044	RANGU KARTHIK	✓	✓	✓	✓	✓
21	15641E0046	MAMIDISHETTY SUMAN	✓	✓	✓	✓	✓
22	15641E0048	BOMMERA SREEKANTH	✓	✓	✓	✓	✓
23	15641E0043	GADEI PRAJUTHISSA	✓	✓	✓	✓	✓
24	15641E0059	SHEELAM SANTOSH	✓	✓	✓	✓	✓
25	15641E0060	GUGULOTH SONA	✓	✓	✓	✓	✓
26	15641E0061	POLU NIROSHA	✓	✓	✓	✓	✓
27	15641E0062	MADDEBOINA SWAPNA	✓	✓	✓	✓	✓
28	15641E0063	AKKAPALLY KIRAN	✓	✓	✓	✓	✓
29	15641E0064	ADEPU AVINASHI	✓	✓	✓	✓	✓
30	15641E0065	BASHABOENA MANOJ KUMAR	✓	✓	✓	✓	✓
31	15641E0066	SHETTI RAMESH	✓	✓	✓	✓	✓
32	15641E0067	CHITYALA SAJ KUMAR	✓	✓	✓	✓	✓
33	15641E0069	KANCHAM RAJU	✓	✓	✓	✓	✓
34	15641E0070	DHARAVATHU RAKESH	✓	✓	✓	✓	✓
35	15641E0072	MOHAMMAD SABOOR HUSSAIN MAHMOODI					
36	15641E0074	PINNINTI KOTESH	✓	✓	✓	✓	✓
37	15641E0075	LOKATI SREEKANTH	✓	✓	✓	✓	✓
38	15641E0076	KATAM SRAVANI	✓	✓	✓	✓	✓


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