

# BASELIUS COLLEGE KOTTAYAM

## ADD ON COURSE IN MICROSOFT OFFICE SPECIALIST 2018-19

### SUPPORTING DOCUMENTS

1. BROCHURE
2. SYLLABUS
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4. CERTIFICATES

**BASELIUS COLLEGE, KOTTAYAM**  
**DEPARTMENT OF COMMERCE**

Add on course offered:  
**Microsoft Office Specialist**  
**(MX Excel)**  
**2018-19**

Contact us:

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Note: Admission opened only to Baselius College  
students



**BASELIUS COLLEGE, KOTTAYAM**

**POSTGRADUATE DEPARTMENT OF COMMERCE**

**Certificate Programme**

**Microsoft Office Specialist- M S Excel**

**Syllabus Document**

**(2017 onwards)**

## **Objectives**

- To provide a good level of understanding on the features and operational part of the spreadsheet package M S Excel.

## **Highlights of the Certificate Programme :**

1. Theory and Practical Sessions
2. Assignments and Mock Tests
3. Examination and Certification by Microsoft

## **Course Outcome**

- On completion of the Certificate Course, the student is expected to be well versed in the applications of M S Excel and its use in office and business
  
- Total Hours : 30

# MOS CERTIFICATE IN EXCEL – SYLLABUS

(30 Hours)

## 1. Manage Workbook Options and Settings

(05 Hours)

### 1.1. Create Worksheets and Workbooks

Create a workbook - Import data from a delimited text file - Add a worksheet to an existing workbook - Copy and move a worksheet

### 1.2. Navigate in Worksheets and Workbooks

Search for data within a workbook - Navigate to a named cell, range, or workbook element - Insert and remove hyperlinks

### 1.3. Format Worksheets and Workbooks

Change worksheet tab colour - Rename a worksheet - Change worksheet order - Insert and delete columns or rows - Change workbook themes - Adjust row height and column width - Insert headers and footers

### 1.4. Customize Options and Views for Worksheets and Workbooks

Hide or unhide worksheets - Hide or unhide columns and rows - Customize the Quick Access toolbar - Modify document properties - Display formulas

### 1.5. Configure Worksheets and Workbooks for Distribution

Inspect a workbook for hidden properties or personal information - Inspect a workbook for accessibility issues - Inspect a workbook for compatibility issues

### 1.6. Manage Workbooks

Save a workbook as a template - Enable macros in a workbook - Display hidden ribbon tabs

### 1.7. Manage Workbook Review Restrict editing

Protect a worksheet - Configure formula calculation options - Protect workbook structure - Manage workbook versions - Encrypt a workbook with a password

## 2. Apply Custom Data Formats and Layouts

(05 Hours)

### 2.1. Apply Custom Data Formats and Validation

Create custom number formats - Populate cells by using advanced Fill Series options - Configure data validation

### 2.2. Apply Advanced Conditional Formatting and Filtering

Create custom conditional formatting rules - Create conditional formatting rules that use formulas - Manage conditional formatting rules

### 2.3. Create and Modify Custom Workbook Elements

Create and modify simple macros - Insert and configure form controls

### 2.4. Apply Custom Data Formats and Validation

Create custom number formats - Populate cells by using advanced Fill Series options - Configure data validation

### 2.5. Apply Advanced Conditional Formatting and Filtering

Create custom conditional formatting rules - Create conditional formatting rules that use formulas - Manage conditional formatting rules

### 2.6. Create and Modify Custom Workbook Elements

Create custom colour formats - Create and modify cell styles - Create and modify custom themes - Create and modify simple macros - Insert and configure form controls

### 2.7. Prepare a Workbook for Internationalization

Display data in multiple international formats - Apply international currency formats - Manage multiple options for +Body and +Heading fonts

## 3. Tables, Charts and Objects

(05 Hours)

### 3.1. Create and Manage Tables

Create an Excel table from a cell range - Convert a table to a cell range - Add or remove table rows and columns

### 3.2. Manage Table Styles and Options

Apply styles to tables - Configure table style options - Insert total rows

### 3.3. Filter and Sort a Table

Filter records - Sort data by multiple columns - Change sort order - Remove duplicate records

### 3.4. Create Charts

Create a new chart - Add additional data series - Switch between rows and columns in source data - Analyse data by using Quick Analysis

### 3.5. Format Charts

Resize charts - Add and modify chart elements - Apply chart layouts and styles - Move charts to a chart sheet

### 3.6. Insert and Format Objects

Insert text boxes and shapes - Insert images - Modify object properties - Add alternative text to objects for accessibility

## 4. Create Advanced Charts and Tables

(05 Hours)

### 4.1. Create and Manage PivotTables

Create PivotTables - Modify field selections and options - Create slicers - Group PivotTable data - Add calculated fields - Format data

### 4.2. Create and Manage Pivot Charts

Create Pivot Charts - Manipulate options in existing Pivot Charts - Apply styles to Pivot Charts - Drill down into PivotChart details

## 5. Perform Operations with Formulas and Functions

(10 Hours)

### 5.1. Summarize Data by using Functions

Insert references - Perform calculations by using the SUM function - Perform calculations by using MIN and MAX functions - Perform calculations by using the COUNT function - Perform calculations by using the AVERAGE function

## 5.2. Perform Conditional Operations by using Functions

Perform logical operations by using the IF function - Perform logical operations by using the SUMIF function - Perform logical operations by using the AVERAGEIF function - Perform statistical operations by using the COUNTIF function

## 5.3. Format and Modify Text by using Functions

Format text by using RIGHT, LEFT, and MID functions - Format text by using UPPER, LOWER, and PROPER functions - Format text by using the CONCATENATE function

## 5.4. Apply Functions in Formulas

Perform logical operations by using AND, OR, and NOT functions - Perform logical operations by using nested functions - Perform statistical operations by using SUMIFS, AVERAGEIFS, and COUNTIFS functions

## 5.5. Look up data by using Functions

Look up data by using the VLOOKUP function - Look up data by using the HLOOKUP function

## 5.6. Apply Advanced Date and Time Functions

Reference the date and time by using the NOW and TODAY functions - Serialize numbers by using date and time functions

## 5.7. Perform Data Analysis and Business Intelligence

Import, transform, combine, display, and connect to data - Consolidate data - Perform what-if analysis by using Goal Seek and Scenario Manager - Calculate data by using financial functions

## 5.8. Troubleshoot Formulas

Trace precedence and dependence - Monitor cells and formulas by using the Watch Window

## 5.9. Define Named Ranges and Objects

Name cells - Name data ranges - Name tables - Manage named ranges and objects

Note : Assignments based on the above topics will be given by the faculty

- There will be viva voce as a part of Internal Mock Tests
- Reference Materials will be provided.

# BASELIUS COLLEGE, KOTTAYAM

## DEPARTMENT OF COMMERCE

### MICROSOFT OFFICE SPECIALIST CERTIFICATION IN MS EXCEL 2018-19

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# Microsoft Office Specialist

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Office Excel® 2013

Date of achievement: October 4, 2018  
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Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist



# Microsoft Office Specialist

ADITYA HARI

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# Microsoft Office Specialist

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Handwritten signature of Satya Nadella in black ink.

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Chief Executive Officer





# Microsoft Office Specialist

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ANAGHA MADHUSOODANAN

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ANANDHU R NATH

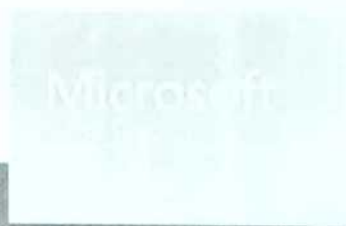
has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

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Office Excel® 2013

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A handwritten signature in black ink, appearing to read "N. Satya".

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Chief Executive Officer

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# Microsoft Office Specialist

ANJALY V S

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**ANUJITH G**

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**ATHIRA VIJAYAN**

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**BASIL M RAJU**

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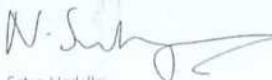
CHAITHANYA CHANDRABABU

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DEEPA SARAH MATHEW

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DEVAPRIYA V BHAT

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EMY ANN THOMAS

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A handwritten signature in black ink, appearing to read 'N. Satya'.

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FIDHA SHAREEF

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# Microsoft Office Specialist

JOSHINI JOSE

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JUNIA SUSAN MATHEWS

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Chief Executive Officer

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# Microsoft Office Specialist

**JUSTIN MATHEW ABRAHAM**

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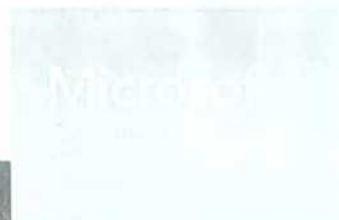
**Office Excel® 2013**

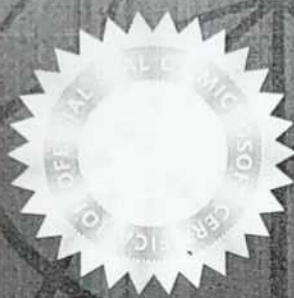
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Chief Executive Officer





# Microsoft Office Specialist

**KAVYA K SURESH**

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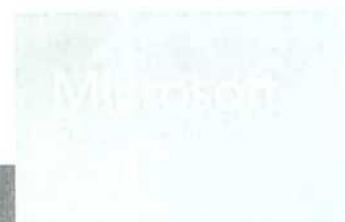
**Office Excel® 2013**

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# Microsoft Office Specialist

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# Microsoft Office Specialist

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Satya Nadella  
Chief Executive Officer





NEEMA BABU

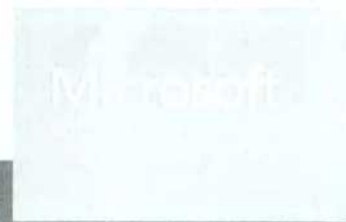
has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

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# Microsoft Office Specialist

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# Microsoft Office Specialist

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Handwritten signature of Satya Nadella in black ink.

Satya Nadella  
Chief Executive Officer

The Microsoft logo, consisting of the word 'Microsoft' in its characteristic font, with a light blue background behind it.



# Microsoft Office Specialist

**ROHIT RAVI**

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

**Office Excel® 2013**

Office Excel® 2013

Date of achievement: October 4, 2018  
verify.certipoint.com wUpM2-HauY

  
Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist



# Microsoft Office Specialist

S SACHIN PILLAI

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2013

Office Excel® 2013

Date of achievement: October 6, 2018  
verify.certipoint.com wmXYu-4SHs

  
Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist



# Microsoft Office Specialist

SEBA ELIZABETH ZACHARIAH

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2013

Office Excel® 2013

Date of achievement: October 4, 2018  
verify.certipoint.com wmEhJ-4SHs

Handwritten signature of Satya Nadella in black ink.

Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist



SETHULEKSHMI S

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

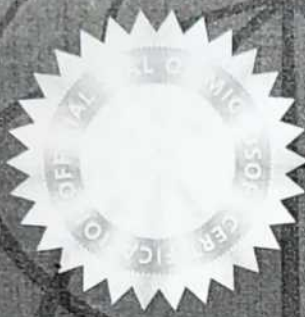
Office Excel® 2013

Office Excel® 2013

Date of achievement: March 27, 2019  
verifycertipoint.com dyhF-XVme

  
Satya Nadella  
Chief Executive Officer





# Microsoft Office Specialist

**SHERIN S VARGHESE**

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

**Office Excel® 2013**

Office Excel® 2013

Date of achievement: March 27, 2019  
verify.certport.com dyGy-DTpp

  
Satya Nadella  
Chief Executive Officer







# Microsoft Office Specialist

SIMI ANN VARGHESE

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2013

Office Excel® 2013

Date of achievement: October 4, 2018  
verify.certipoint.com DSya-4TY8

Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist



# Microsoft Office Specialist

SIMI CHACKO

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2013

Office Excel® 2013

Date of achievement: March 27, 2019  
verify.certipoint.com XWxU-XLKr

A handwritten signature in black ink, appearing to read "N. Satya".

Satya Nadella  
Chief Executive Officer

Microsoft  
Office Specialist



# Microsoft Office Specialist

SNEHA ELSA VARUGHESE

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2013

Office Excel® 2013

Date of achievement: March 27, 2019  
verify.certsport.com xra4-sFwm

  
Satya Nadella  
Chief Executive Officer





# Microsoft Office Specialist

**SREELEKSHMI HARIKUMAR**

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

**Office Excel® 2013**

Office Excel® 2013

Date of achievement: October 4, 2018  
verify.certipoint.com S9rY-uGo6

Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist



# Microsoft Office Specialist

SRUTHI SHYAM

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2013

Office Excel® 2013

Date of achievement: October 4, 2018  
verify.certport.com xY3p-sFwm

  
Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist



# Microsoft Office Specialist

SUJIN JACOB

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for  
Office Excel® 2013

Office Excel® 2013

Date of achievement: December 7, 2018  
verify.certipoint.com SsQv-uGo6

  
Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist



# Microsoft Office Specialist

UTHARA MOHAN

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2013

Office Excel® 2013

Date of achievement: October 4, 2018  
verify.certipoint.com wmEGA-4SHs

  
Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist



# Microsoft Office Specialist

VANISREE V

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2013

Office Excel® 2013

Date of achievement: December 7, 2018  
verify.certipoint.com xnrX-sFwm

  
Satya Nadella  
Chief Executive Officer







# Microsoft Office Specialist

**VARSHA JIJI**

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

**Office Excel® 2013**

Office Excel® 2013

Date of achievement: March 27, 2019  
verify.certipoint.com 5XJr-4TY8

Satya Nadella  
Chief Executive Officer





# Microsoft Office Specialist

**VARSHA RACHEL PHILIP**

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

**Office Excel® 2013**

Office Excel® 2013

Date of achievement: **March 27, 2019**  
verify.certipoint.com: **wb54K-FMRV**

  
Satya Nadella  
Chief Executive Officer





VIBIN JACOB

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2013

Office Excel® 2013

Date of achievement: March 27, 2019  
verify.certipoint.com BTNS-uGo6

  
Satya Nadella  
Chief Executive Officer





# Microsoft Office Specialist

VIJIMOL V V

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2013

Office Excel® 2013

Date of achievement: December 7, 2018  
verify.certipart.com wbUNR-HauY

A handwritten signature in black ink, appearing to read "N. Satya", written over a light grey rectangular background.

Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist



# Microsoft Office Specialist

VISHAK VIJAYAN

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2013

Office Excel® 2013

Date of achievement: March 27, 2019  
verify.certipart.com xMY-sFwm

A handwritten signature in black ink, appearing to read "N. Satya".

Satya Nadella  
Chief Executive Officer

Microsoft  
Office Specialist



# Microsoft Office Specialist

VISHAL JOHN PAUL

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2013

Office Excel® 2013

Date of achievement: March 27, 2019  
verify.certipoint.com XWxC-XLKr

Handwritten signature of Satya Nadella in black ink.

Satya Nadella  
Chief Executive Officer

Microsoft  
Office 2013



# Microsoft Office Specialist

VISHNU C PRAKASH

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2013

Office Excel® 2013

Date of achievement: October 5, 2018  
verify.certport.com wmEW-4SHs

  
Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist



# Microsoft Office Specialist

VISHNUPRIYA S

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for  
Office Excel® 2013

Office Excel® 2013

Date of achievement: December 15, 2018  
verify.certipoint.com wbMnu-FMRV

  
Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist