



**Jogeshwari Education Society's
JES COLLEGE OF COMMERCE
SCIENCE & INFORMATION TECHNOLOGY
(AFFILIATED TO MUMBAI UNIVERSITY)**

Skill Development Report
(MS. Advance Excel)

Class:- TYBMS/TYBAF/TYBCOM

Venue:- 1st floor IT Lab

Total Hrs:-30Hrs

A Three month course on Ms. Advance Excel as an activity under skill Development programmed we conducted for TYBAF, TYBCOM & TYBMS. A total of 40 students from the three streams of commerce took the 15th September 2022 and got concluded on 13th Feb. 2023 a programmed of 30 hours. The IT lab on the first floor was utilized to the fullest extent which enabled the learners to use the computers.

The 30 hour duration course provided knowledge on the topics mentioned below.

1. Computer & it's hardware
2. Computer software & OS
3. Working with windows & Mac
4. Introduction To MS Excel
5. MS Excel -formatting cells, using find/replace
6. MS Excel Sorting & Filtering Data
7. MS Excel – formulas & function, Vlookup & Hlookup
8. MS Excel – Inserting chart & Hyperlink

