

Computer Centre
University of Jammu

No.:JU/CC/2022/213
Dated:08/03/2022

CIRCULAR

This is for the information of all concerned that Computer Centre, University of Jammu is starting a 13 days' Advance Course in MS- EXCEL for Data Analysis starting from 22nd, March-2022 in Multi-Purpose Computer Lab situated at 3rd floor, General Zorawar Singh Auditorium, University of Jammu. The schedule/details of the course are given below. It is requested to circulate this information to all concerned and place it at the prominent place so that the maximum stakeholders can be benefitted from this course.

Course Schedule

Course Title: Advance Course in MS- EXCEL for Data Analysis.
Venue: Multi-Purpose Computer Lab, 3rd Floor General Zorawar Singh Auditorium, University of Jammu.
Timings: 11 am to 1 pm (2 hours duration)
Start Date: 22nd March 2022 (13 working days, 26 course hours)

Course Information Details

Eligibility/Pre-requisite: Basic operational knowledge in MS-Excel
Intake capacity: 40 Participants. (On First Come First basis)
Participants: Students/Research scholars
Last Date for Registration: 20th March, 2022
Payment Mode: Online Only

Course Payment details

Fee: Rs 1000 per participant
Account No.: 0345040100006101
IFSC code: JAKA0CANAAL (Online Transactions Only)
Bank Name: J & K bank, New University Campus.
Beneficiary Name: Director, Computer Centre
Payment receipt: Copy of the payment proof along with candidate name must be sent to services.computercentre@gmail.com after submission of registration form

Steps to be followed

1. Register by filling the google form either by clicking the google link/Scanning QR Code provided below.
<https://forms.gle/VBZRhWmCd3Fy3zi87>
2. Intake is done on First come First basis.
3. A copy of the Payment receipt as a proof must be sent to the email id:
services.computercentre@gmail.com




8/3/22
Director
Computer Centre

Copy to:

1. Special Secretary to the Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor please.
2. Dean Research Studies/ Dean Academic Affairs /Dean Planning & Development for information please.
3. Registrar/ Controller of Examinations/CDC/DDE/DIQA for information please.
4. All Rectors / Directors of the Offsite Campuses of the University
5. All Heads/Directors of the Teaching Departments of the University
6. Dean Students Welfare/Provosts (Boys/Girls Hostels)/Dean Students Placement/I/c Librarian (Dhanvantri Library)
7. I/c Administrator, General Zorawar Singh Auditorium
8. Joint Registrar (Finance)/ Joint Registrar (CDC)/ Joint Registrar (Examinations)
9. I/c University Website/Coordinator Campuses
10. Programme Coordinator (NSS)
11. All Wardens of University Hostels
12. All Dy. Registrars/SE/EXEN/ I/c Media Cell / Manager Guest House
13. Medical Officer, University Health Centre
14. All Assistant Registrars
15. Chief Account Officer
16. Chief Security Officer
17. All Sections/Guard File
18. All Sections
19. Guard File

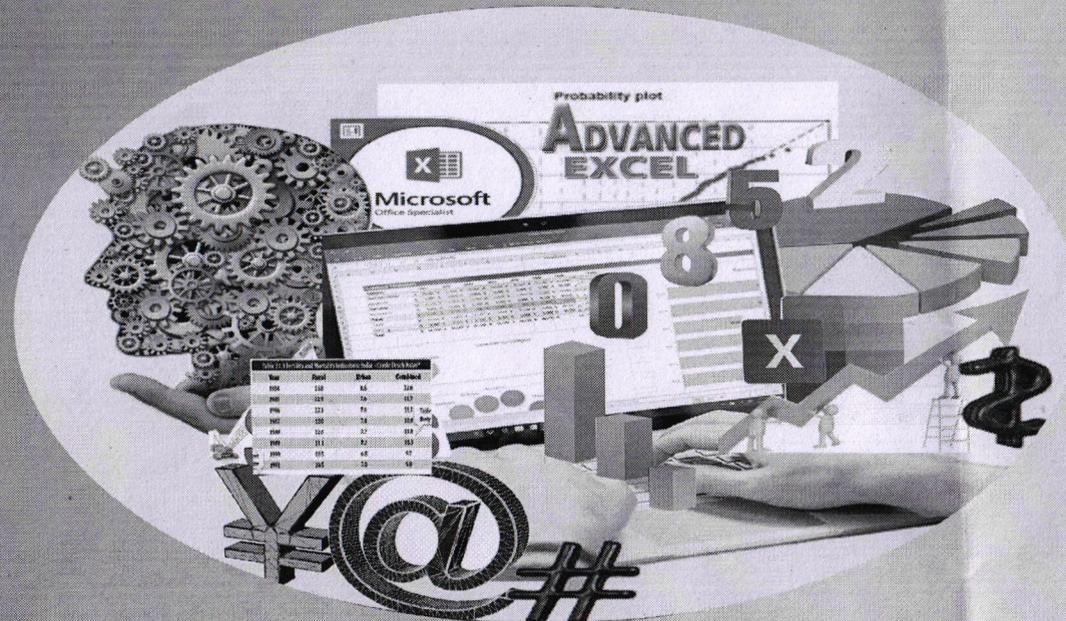


COMPUTER CENTRE UNIVERSITY OF JAMMU



Scan QR code to Register

Organising 13 Days (26 Hrs.) Course on Advanced Excel for Data Analysis



For Research Scholars and Students

(Starting from 22nd of March, 2022 from 11 am to 1 pm on Week days)

Admission will be on first
cum first basis

Course Fee is INR 1000
A/c No. 0345040100006101
IFC Code: JAKAOCANAAL

Candidate should have Basic
Operational Knowledge of Excel

Online Registration Form Available on: <https://forms.gle/VBZRhWmCd3Fy3zi87>

(Last Date of Reg. is 20th of March, 2022)

For any query email: services.computercentre@gmail.com

Description	No. of Sessions
Use of I.T.	1
Chapter 1: Overview of Excel-	2
1.1- Selecting Columns and Rows	
1.2- Adjusting Column Width and Row Height	
1.3- Hiding and Unhiding Columns and Rows	
1.4- Inserting and Deleting Columns and Rows	
1.5- Using Paste Special	
1.6- Pasting Linked Formulas	
1.7- Relative References and Absolute References	
1.8- Cutting, Copying & Pasting Data	
1.9- AutoFilling Cells	
1.10- The Undo Button	
1.11- The Redo Button	
CHAPTER 2- TABLES & Sorting Data	1
2.1- Creating a Table	
2.2- Adding and Editing Records	
2.3- Inserting Records and Fields	
2.4- Deleting Records and Fields	
2.5 - Sorting Data	
2.6 - Custom Sort Orders	
CHAPTER 3- FILTERING DATA and Conditional Formatting.	2
3.1- Using AutoFilters	
3.2- Creating Advanced Filters	
3.3- Applying Multiple Criteria	
3.4- Copying Filtered Results to a New Location	
3.5- Conditional Formatting	
3.6- Using Table and Cell Styles	
CHAPTER 4- WORKING WITH FORMULAS	2
4.1- Simple Formula Syntax	
4.2- Writing Formulas	
4.3- Using AutoSum	
4.4- Inserting Functions	
4.5- AutoCalculate	
CHAPTER 5- PIVOT TABLES	1
5.1- Creating PivotTables	
5.2- Manipulating a PivotTable	
5.3- Changing Calculated Value Fields	
5.4- Setting PivotTable Options	
5.5- Sorting and Filtering PivotTable Data	
CHAPTER 6- TABLE-RELATED FUNCTIONS	3
6.1 Basics of Charts	
6.2- The Hlookup and Vlookup Functions	
6.3- Using the IF, AND, and OR Functions	
6.4 Basics of What-if Analysis	
EVALUATION OF STUDENTS	1