



# KESHAV MEMORIAL INSTITUTE OF COMMERCE & SCIENCES

*Affiliated to Osmania University, NAAC Accredited  
Narayanaguda, Hyd*

**A Unit of Keshav Memorial Educational Society**

## **Report on Add on Certificate Course**

### **Advanced Excel**

#### **Session Details**

**Title of the session: Add On Certificate Course Advanced Excel**

**Date: 08-10- 2025 to 03-11-2025**

**Duration: 40 hours**

**Activity Category: IIC Calendar/MIC Driven/Self Driven/Celebration**

**Theme:**

**Venue: online**

**Organised by: Tech IT Factory**

#### **Expert/Speaker Details:**

**Name: Pradeep Kumar Vedhantham**

**Designation: Vice President at The Citco Group Limited, Hyderabad**

**Organization: The Citco Group Limited**

**Brief about Expert/Speaker:** Pradeep Kumar Vedhantham is an accomplished finance professional with over 14 years of expertise in Private Equity and Real Estate Fund Accounting. Currently serving as Vice President at Citco, he has a proven track record across global firms such as State Street, Cognizant, and Genpact. Pradeep specializes in NAV review, financial reporting, fund onboarding, process improvement, and client management. Recognized with multiple awards for outstanding performance, he has led teams, transitioned processes, and enhanced operational efficiency. With strong analytical skills and deep knowledge of alternative investments, Pradeep brings valuable industry insights and leadership to every engagement.

### **Outcome/Report of the activity:**

**Key Highlights:** The Department of Commerce successfully conducted a 40-hour Add-on Certificate Course on **Advanced Excel** aimed at enhancing students' analytical, computational, and data-handling skills. The program covered essential advanced topics such as functions and formulas, data validation, pivot tables, conditional formatting, dashboards, charts, VLOOKUP/XLOOKUP, advanced filtering, macros, and basic VBA introduction. Hands-on sessions enabled students to work on real-time datasets, improving their problem-solving abilities and practical understanding.

Throughout the course, students actively participated in exercises, assignments, and mini-projects designed to strengthen their workplace readiness. The training equipped learners with industry-relevant Excel skills widely demanded in corporate, finance, research, and administrative roles. At the end of the program, students demonstrated improved efficiency in data analysis, reporting, and automation tasks.

The course concluded with an assessment and certification, acknowledging the participants' successful completion. Overall, the program was highly beneficial, boosting students' confidence and employability in a data-driven environment.

### **Participant details:**

Total no. of Student participation:89

Total no. of Staff (Teaching/Non-teaching) participation:3

Contents:

1. Microsoft Excel Course Introduction
2. Microsoft Excel Fundamentals
3. Entering and Editing Text and Formulas
4. Working with Basic Excel Functions
5. Modifying an Excel Worksheet
6. Formatting Data in an Excel Worksheet
7. Inserting Images and Shapes into an Excel Worksheet
8. Creating Basic Charts in Excel
9. Printing an Excel Worksheet
10. Working with Excel Templates

## **ADVANCED EXCEL TOPICS**

11. Working with an Excel List
12. Excel List Functions
13. Excel Data Validation
14. Importing and Exporting Data
15. Excel PivotTables
16. Working with Excel's PowerPivot Tools
17. Working with Large Sets of Excel Data
18. Working with Excel's Conditional Functions
19. Working with Excel's Lookup Functions
20. Working with Excel's Text Based Functions
21. Auditing an Excel Worksheet
22. Protecting Excel Worksheets and Workbooks
23. Mastering Excel's "What If?" Tools
24. Automating Repetitive Tasks in Excel with Macros

### **SECTION:1**

25. Working with an Excel List
  - Understanding Excel List Structure
  - Sorting a List Using Single Level Sort
  - Sorting a List Using Multi-Level Sorts
  - Using Custom Sorts in an Excel List
  - Filter an Excel List Using the AutoFilter Tool
  - Creating Subtotals in a List
  - Format a List as a Table
  - Using Conditional Formatting to Find Duplicates
  - Removing Duplicates

### **EXCEL LIST FUNCTIONS**

- Excel Function: DSUM()--- sum of total expense column but where category equal to suppliers.

➤ Excel Function: DAVERAGE()

➤ Excel Function: DCOUNT()

➤ Excel Function: SUBTOTAL()

## EXCEL DATA VALIDATION

Understanding the Need for Data Validation

Creating a Validation List

Adding a Custom Validation Error

Dynamic Formulas by Using Validation Techniques

Importing and Exporting Data

77. Importing Data from Text Files5:34

78. Importing Data from Microsoft Access4:14

79. Exporting Data to a Text File

Excel PivotTables

80. Understanding Excel PivotTables3:44

81. Creating an Excel PivotTable6:20

82. Modifying Excel PivotTable Calculations6:37

83. Grouping PivotTable Data4:43

84. Formatting PivotTable Data4:24

85. Drilling Down into PivotTable Data3:31

86. Creating PivotCharts4:40

87. Filtering PivotTable Data3:47

88. Filtering with the Slicer Tool

Working with Excel's PowerPivot Tools

89. Why PowerPivot?4:50

90. Activating the Excel PowerPivot AddIn2:26

91. Creating Data Models with PowerPivot6:37

92. Creating PivotTables based on Data Models3:51

93. PowerPivot Calculated Fields3:51

94. PowerPivot KPIs

## Working with Large Sets of Excel Data

- 95. Using the Freeze Panes Tool3:39
- 96. Grouping Data (Columns and/or Rows)4:17
- 97. Print Options for Large Sets of Data7:32
- 98. Linking Worksheets (3D Formulas)4:08
- 99. Consolidating Data from Multiple Worksheets

## Working with Excel's Conditional Functions

- 102. Working with Excel Name Ranges5:10
- 103. Using Excel's IF() Function6:09
- 104. Nesting Functions7:43
- 105. Using Excel's COUNTIF() Function3:55
- 106. Using Excel's SUMIF() Function5:40
- 107. Using Excel's IFERROR() Function

## Working with Excel's Lookup Functions

- 108. Using Excel's VLOOKUP() Function7:39
- 109. Using Excel's HLOOKUP() Function4:22
- 110. Using Excel's INDEX() and MATCH() Functions

## Working with Excel's Text Based Functions

- 111. Using Excel's LEFT(), RIGHT() and MID() Functions6:18
- 112. Using Excel's LEN() Function6:15
- 113. Using Excel's SEARCH() Function12:19
- 114. Using Excel's CONCATENATE() Function3:10

## Auditing an Excel Worksheet

- 115. Tracing Precendents in Excel Formulas4:01
- 116. Tracing Dependents in Excel Formuals2:52
- 117. Working with the Watch Window4:19
- 118. Showing Formulas

## Protecting Excel Worksheets and Workbooks

- 119. Protecting Specific Cells in a Worksheet8:05

120. Protecting the Structure of a Workbook4:13

121. Adding a Workbook Password

Mastering Excel's "What If?" Tools

122. Working with Excel's Goal Seek Tool7:41

123. Working with Excel's Solver Tool9:32

124. Building Effective Data Tables in Excel6:17

125. Creating Scenarios in Excel

LAST SECTION

Microsoft Excel Macros and VBA Course Introduction

Project #1: Using Excel's Macro Recorder Tool

Automating Repetitive Tasks in Excel with Macros

126.Understanding Excel Macros3:50

127.Activating the Developer Tab in Excel1:42

128.Creating a Macro with the Macro Recorder7:39

129.Editing a Macro with VBA5:16

130.Creating Buttons to Run Macros3:11

PROJECT #1: USING EXCEL'S MACRO RECORDER TOOL

135. Introduction to Project #1: Inserting and Formatting Text1:39

136.Project #1: Start Recording!7:12

137.Project #1: Running a Macro with a Button2:11

138.Project #1: Opps! I Need to Edit My Macro4:02

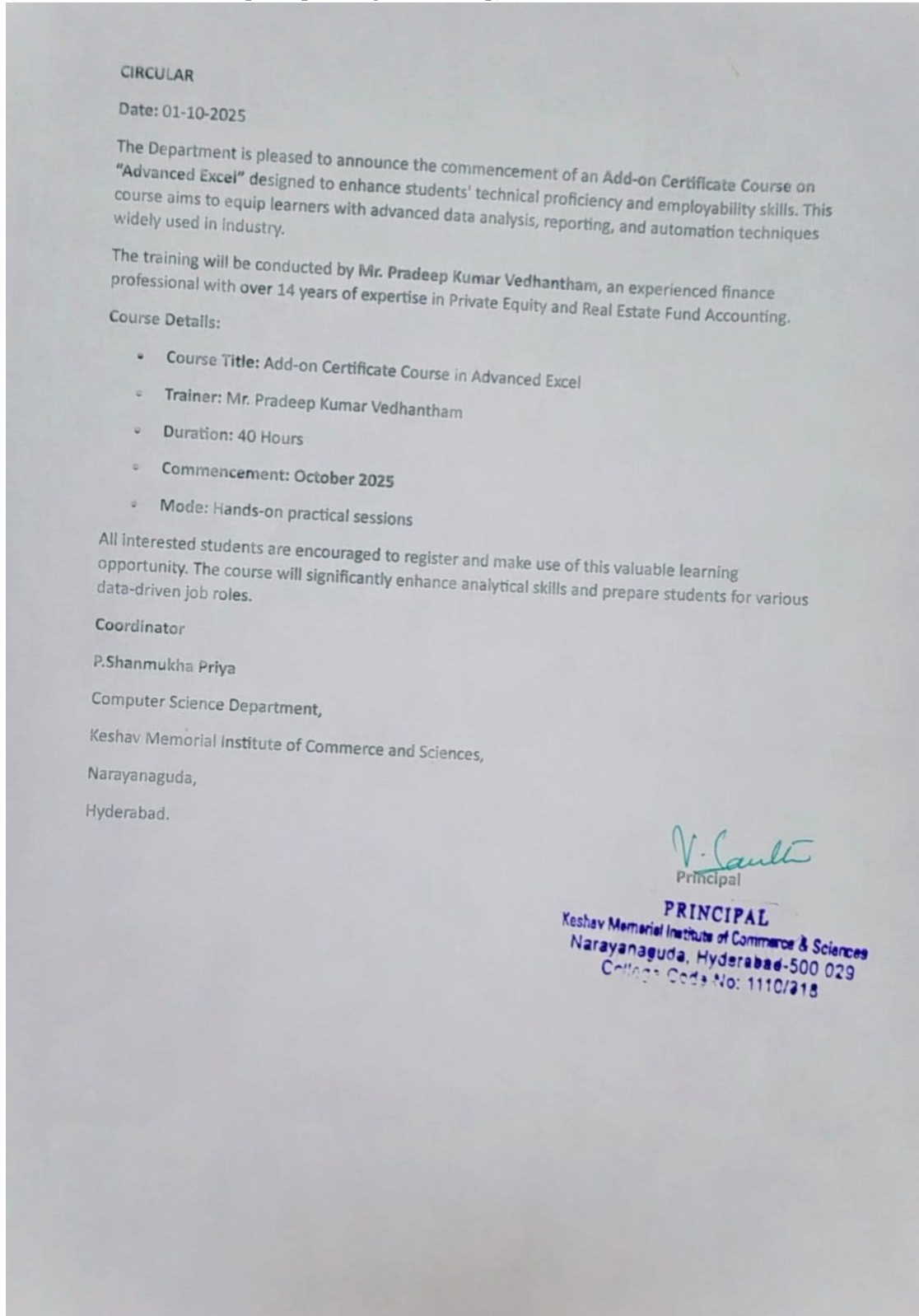
139.Practical Uses of Excel Macros

- Attendance details /Participants List (photo)(Word format provided)

	A	B	C
1	S.No	Student Name	Group
2	1	A.Supriya	C2A
3	2	Aman Mourya	H2A
4	3	Anjali	C2D
5	4	B.Reeku Pawar	H2A
6	5	B.Vaishnavi	H2C
7	6	B.Prachi	BBA
8	7	Banda Harish	BA2
9	8	Bhagya Sree Methre	C2A
10	9	C.Vaishnavi	C2A
11	10	CH.Meghana	C2A
12	11	CH.Sai Rishitha	C2A
13	12	Chanchal Vyas	C2D
14	13	D.Praneetha	C2A
15	14	D.Geetha	C2A
16	15	D.Loukith	BA2
17	16	D.Yashasri	C2A
18	17	Deeksha Singh	C2A
19	18	Durga Bhavani	C2D
20	19	E.Srishanth	C2B
21	20	G.Sai Shashidhar	C2B
22	21	G.Srilekha Reddy	BBA
23	22	G.Bhavitha	C2B
24	23	G.Krishna Preethi	C2B
25	24	Harish Kumar	H2C
26	25	Himaja Samala	C2B
27	26	T.Pradeep Kumar Singh	H2C
28	27	J.Kavitha	C2B
29	28	J.Rohith Raj	BA2
30	29	K.Gowthami	C2B
31	30	K.Namitha	H2B
32	31	K.Navya	C2B
33	32	K.Sachin	C2B
34	33	K.Sarika	H2B
35	34	K.Shalini	H2B
36	35	K.Teja Sri	H2B
37	36	K.Vaishnavi	C2B
38	37	K.Joshitha	C2B

39	38	K.Karthik Goud	H2B
40	39	Mrs.K.Malathi	STAFF
41	40	K.Rashmitha	C2C
42	41	K.Sahana	C2B
43	42	K.Sai Pawani	C2B
44	43	K.Sneha	H2B
45	44	Kasturi Sri Laxmi	C2B
46	45	L.Pragathi	H2B
47	46	Laksh Modi	C2C
48	47	M.Divya Rani	C2C
49	48	M.Shambhavi	H2B
50	49	M.Shravani	MSCS
51	50	M.Bhavani	H2B
52	51	M.Mahipal	H2B
53	52	Maheshwari	C2B
54	53	Manasa	C2B
55	54	N.Drakshayani	C2C
56	55	N.Srija	MSCS
57	56	Nikitha Khelge	C2C
58	57	P.Divya	MSCS
59	58	P.Sneha	C2C
60	59	P.Vijitha	H2B
61	60	P.Manu Sri	H2B
62	61	R.Anjali Bai	C2D
63	62	R.V.Nithya Sree	C2D
64	63	Raghu Ram	H2B
65	64	Rajaram	C2A
66	65	Ramavath Archana	BBA
67	66	Rinku Sharma	C2D
68	67	Rohini Kumari	C2D
69	68	Rudra Sai Priya	C2D
70	69	S.Rohith	BA2
71	70	Sai Raj Gajre	H2C
72	71	Saleha Rahman	H2C
73	72	Shaibaaz Khan	H2C
74	73	Shakthi Rohan	H2C
75	74	Mrs.Sreedevi	STAFF
76	75	Sridevi Patil	H2C
77	76	Srujal Yadav	
78	77	Sufyan Ahmed	H2C
79	78	T.Sindhuja	C2D
80	79	Tina Goswami	C2D
81	80	U.Vaishnavi Devi	C2D
82	81	V.Gnaneshwari	C2D
83	82	V.Gouthami	C2D
84	83	V.Sameer Rao	H2C
85	84	V.Swathi	C2D
86	85	Y.Sai Priya	C2D
87	86	Yogeetha Thakre	C2D
88	87	Ganga	C2A
89	88	B.Praffulatha	C2A
90	89	A.Laxmi	H2A
91			

- Circular (Paste the Picture here & submit the hard copy to us) (Word format provided)  
(Circular should include principal's sign and stamp)



- Feedback of participants & Resource person (Word format provided)

<p>The Advanced Excel course was a rewarding experience. Students showed great enthusiasm, quickly grasping advanced concepts and applying them effectively during practical sessions. Their active participation and commitment made the training successful. I appreciate their dedication and look forward to supporting similar skill-enhancement programs in the future.</p> <p>Pradeep Kumar Vedhantham, Trainer</p>	<p>The Advanced Excel add-on course was highly impactful and well-received. Trainer Mr. Pradeep Kumar Vedhantham delivered clear, practical, and engaging sessions that strengthened students' analytical and technical skills. Hands-on activities improved their confidence in data handling. Overall, the course was successful and greatly beneficial for student development.</p> <p>P. Shanmukha Priya Coordinator</p>
<p>The Advanced Excel course was very informative and practical. The trainer, Mr. Pradeep Kumar Vedhantham, explained every concept clearly and made learning easy through real-time examples. His supportive and patient teaching style helped us gain confidence in using Excel effectively. Overall, the course was extremely useful and enriching.</p> <p>Sreedevi, Participant (Lect. In Commerce Dept.)</p>	<p>The Advanced Excel course was highly useful and well-structured. The hands-on sessions helped us understand formulas, data analysis, pivot tables, and dashboards clearly. The practical exercises improved our confidence and skills. Overall, the 40-hour course was engaging, informative, and very beneficial for our academic and career development.</p> <p>A. Rajaram Participant</p>

Photo Gallery:



# KESHAV MEMORIAL INSTITUTE OF COMMERCE & SCIENCES

(Affiliated to Osmania University & NAAC Accredited)

Narayanaguda, Hyderabad, Telangana - 500029.

A Unit of Keshav Memorial Educational Society



Mr. Pradeep Kumar Vedantham  
Asst. Prof., Dept. of Statistics  
Bhavan's Vivekananda College of  
Science Humanities and Commerce

## DEPARTMENT OF COMPUTER SCIENCE

Welcomes you  
to

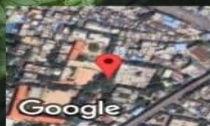
**ADD ON COURSE**


on  
**ADVANCED EXCEL**

from 07-10-2025 to 27-10-2025 at 12:30am in MBA  
Seminar Hall

Mrs. V. Neeraja  
Hod. Dept. Of .commerce

Mrs. V. Santhi  
Principal



Hyderabad, Telangana, India 

9fxr+5cg, Dayanand Marg, Hari Vihar Colony, Bhawani Nagar,  
Narayanguda, Hyderabad, Telangana 500029, India

Lat 17.397906° Long 78.4911°

08/10/2025 02:47 PM GMT +05:30

GPS Map Camera



GPS Map Camera



Hyderabad, Telangana, India 🇮🇳  
9fxx+5cg, Dayanand Marg, Hari Vihar Colony, Bhawani Nagar,  
Narayanguda, Hyderabad, Telangana 500029, India  
Lat 17.39795° Long 78.490908°  
08/10/2025 03:02 PM GMT +05:30



25/11/2025 12:03 pm GMT+5  
Hyderabad Telangana  
Lat: 17.39779 Long: 78.490746



25/11/2025 12:20 pm GMT+5  
Hyderabad Telangana  
Lat: 17.39779 Long: 78.490746



25/11/2025 12:19 pm GMT+5  
Hyderabad Telangana  
Lat: 17.39779 Long: 78.490746



25/11/2025 12:18 pm GMT+5  
Hyderabad Telangana  
Lat: 17.39779 Long: 78.490746



25/11/2025 12:15 pm GMT+5  
Hyderabad Telangana  
Lat: 17.39779 Long: 78.490746



25/11/2025 12:15 pm GMT+5  
Hyderabad Telangana  
Lat: 17.39779 Long: 78.490746





25/11/2025 12:04 pm GMT+5  
Hyderabad Telangana  
Lat: 17.39779 Long: 78.490746



25/11/2025 12:09 pm GMT+5  
Hyderabad Telangana  
Lat: 17.39779 Long: 78.490746



25/11/2025 12:11 pm GMT+5  
Hyderabad Telangana  
Lat: 17.39779 Long: 78.490746



25/11/2025 12:13 pm GMT+5  
Hyderabad Telangana  
Lat: 17.39779 Long: 78.490746



25/11/2025 12:14 pm GMT+5

Hyderabad Telangana

Lat: 17.39779

Long: 78.490746

