

**Strategist**

Data Analytics | Consulting | Training

Gain the competitive edge



**CHRIST**

COLLEGE (AUTONOMOUS)  
IRINJALAKUDA, KERALA  
Reaccredited by NAAC with 'A' grade

**NAME OF THE COURSE**

Microsoft Office Specialist  
(Excel 2019)

**COURSE CODE**

CPCC07

**OFFERED BY**

Department of  
Computer Science,  
Christ College Irinjalakuda

**COURSE COORDINATOR**

Dincy R Arikkat

**PARTNERSHIP WITH**

Strategist, Kochi



**DEPARTMENT OF COMPUTER SCIENCE  
CERTIFICATE COURSE DETAILS**

**COURSE DETAILS**

- Eligibility: Plus Two
- Duration: 2 Months
- Total Hours: 40
- Course fee: 4000/-
- Certificate from Microsoft.

**ABOUT COLLEGE**

Christ College (Autonomous), Irinjalakuda established in the year 1956 by CMI fathers has always been a place where young generations are moulded towards a bright future. College has excellent infrastructure, with state of the art laboratories, seminar rooms and lecture halls. The campus is Wi-Fi enabled. Presently College is home for 4500+ students, 200 teaching staff and 45 supporting staff. The strength of the College lies in its hardworking and tech savvy teachers who are eager to involve in all matters of students. The lush green campus with gardens and open gym is moving towards the next phase on education both offline and online.

**WHAT IS THE COURSE?**

Course code CPCC07 Microsoft Office Specialist is the globally recognized certification program. The Microsoft Office Specialist: Excel Associate Certification demonstrates competency in the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects. The exam covers the ability to create and edit a workbook with multiple sheets, and use a graphic element to represent data visually.



Fr. Dr. Jolly Andrews  
Assistant Professor-  
In-charge of Principal  
Christ College (Autonomous)  
Irinjalakuda



## SCOPE OF THE COURSE

- Data Analyst
- Big Data Miner
- Office Manager
- Administrative Assistant
- MIS(Management Information System) Executive
- Market research analysts, digital marketers

## LEARNING OUTCOMES

- Ability to create and edit a workbook with multiple sheets.
- Ability to manage data cells and ranges.
- Perform operations by using functions and formulas.
- Ability to manage tables and charts.
- Candidates are expected to demonstrate the correct application of the principal features of Excel and complete tasks independently.

## COURSE OUTLINE

The Microsoft Office Specialist (Excel 2019) Certification Course provides industry-leading assessments of skills and knowledge through project-based testing, real-world exercises to appraise their understanding of Microsoft Office Excel. Workbook examples include professional-looking budgets, financial statements, team performance charts, sales invoices, and data-entry logs. This course provides hands-on exercises, in-depth course material, and supplemental video demonstrations.

## COURSE MODULES

- Module 1: Manage worksheets and workbooks
- Module 2: Manage data cells and ranges
- Module 3: Manage tables and table data
- Module 4: Perform operations by using formulas and functions
- Module 5: Manage charts

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VALUE ADDED - CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA



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