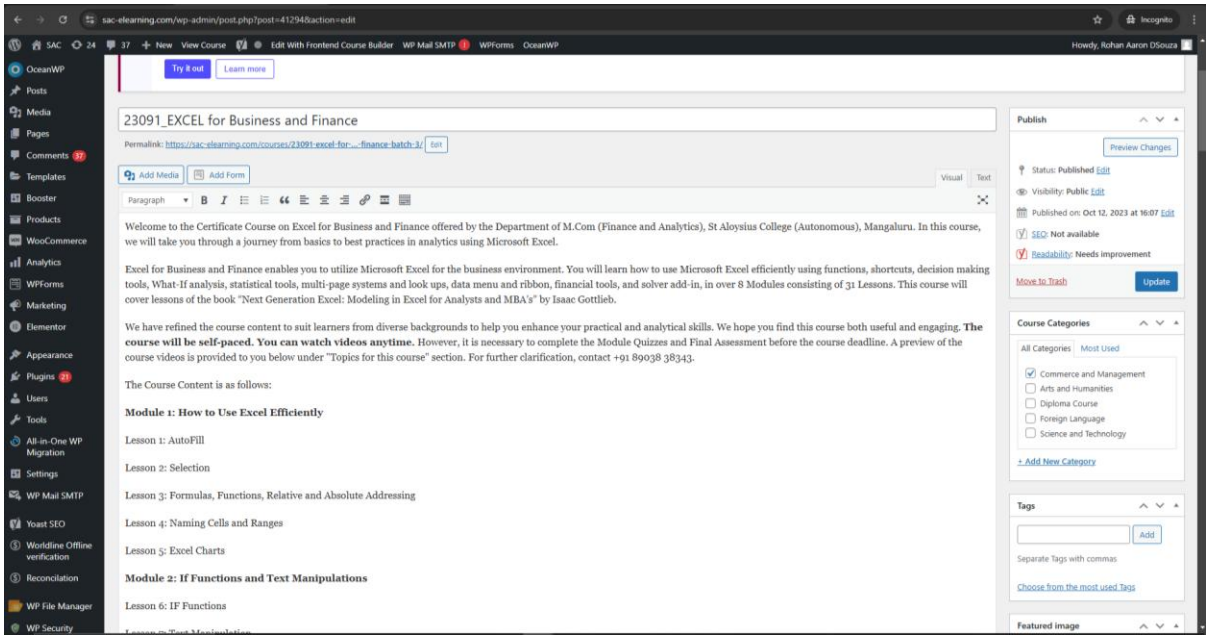
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Welcome to the Certificate Course on Excel for Business and Finance offered by the Department of M.Com (Finance and Analytics), St Aloysius College (Autonomous), Mangaluru. In this course, we will take you through a journey from basics to best practices in analytics using Microsoft Excel.
Excel for Business and Finance enables you to utilize Microsoft Excel for the business environment. You will learn how to use Microsoft Excel efficiently using functions, shortcuts, decision making tools, What-If analysis, statistical tools, multi-page systems and look ups, data menu and ribbon, financial tools, and solver add-in, in over 8 Modules consisting of 31 Lessons. This course will cover lessons of the book "Next Generation Excel: Modeling in Excel for Analysts and MBA's" by Isaac Gottlieb.
We have refined the course content to suit learners from diverse backgrounds to help you enhance your practical and analytical skills. We hope you find this course both useful and engaging. The course will be self-paced. You can watch videos anytime. However, it is necessary to complete the Module Quizzes and Final Assessment before the course deadline. A preview of the course videos is provided to you below under "Topics for this course" section. For further clarification, contact +91 89038 38343.
The Course Content is as follows:
Module 1: How to Use Excel Efficiently
Lesson 1: AutoFill
Lesson 2: Selection
Lesson 3: Formulas, Functions, Relative and Absolute Addressing
Lesson 4: Naming Cells and Ranges
Lesson 5: Excel Charts
Module 2: If Functions and Text Manipulations
Lesson 6: IF Functions
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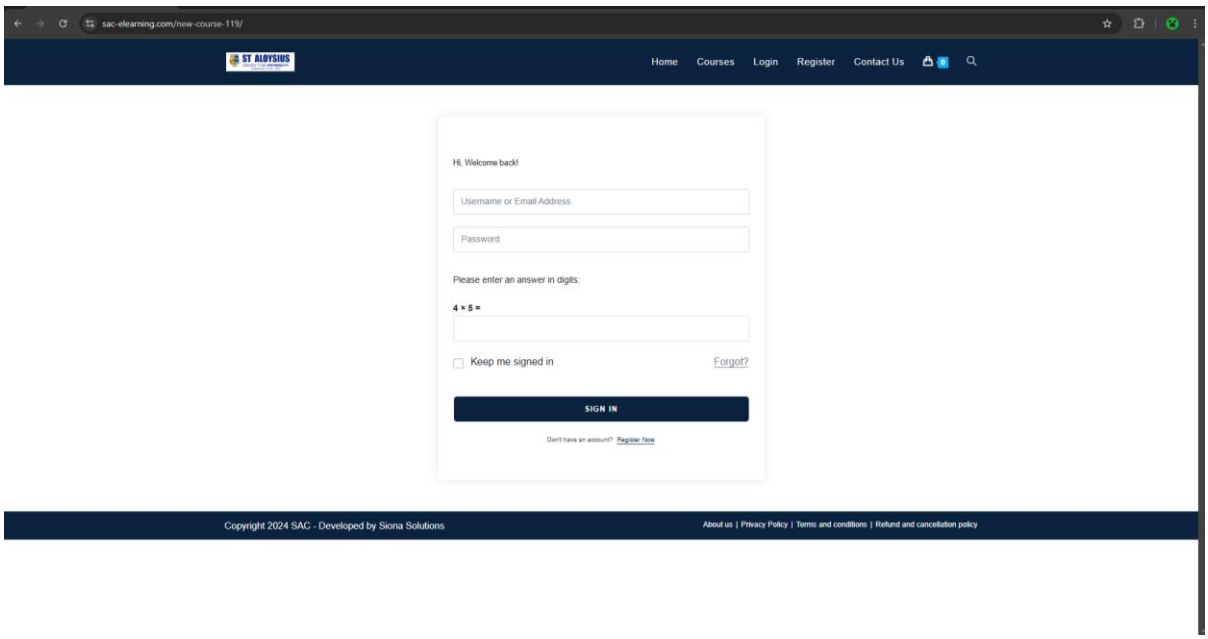
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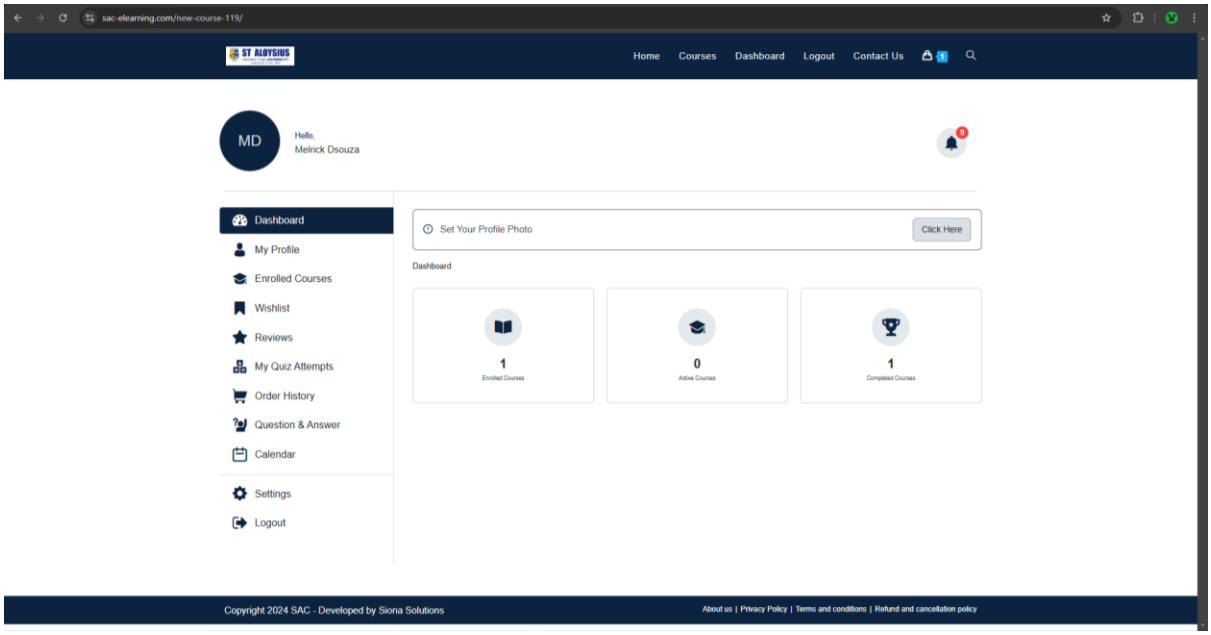
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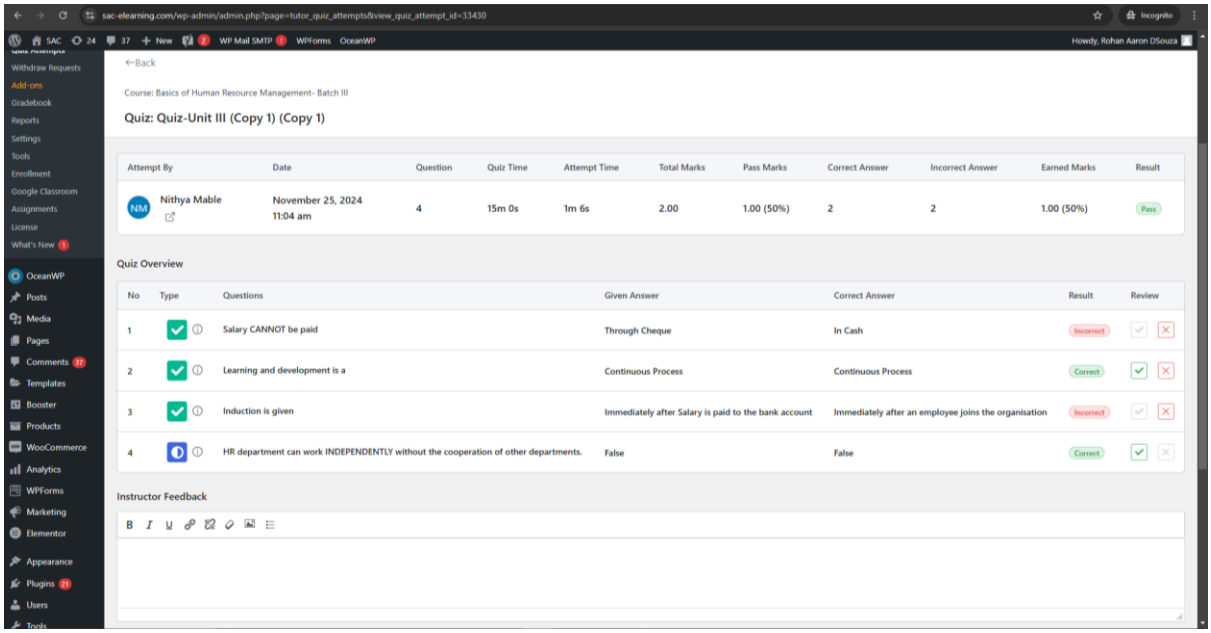
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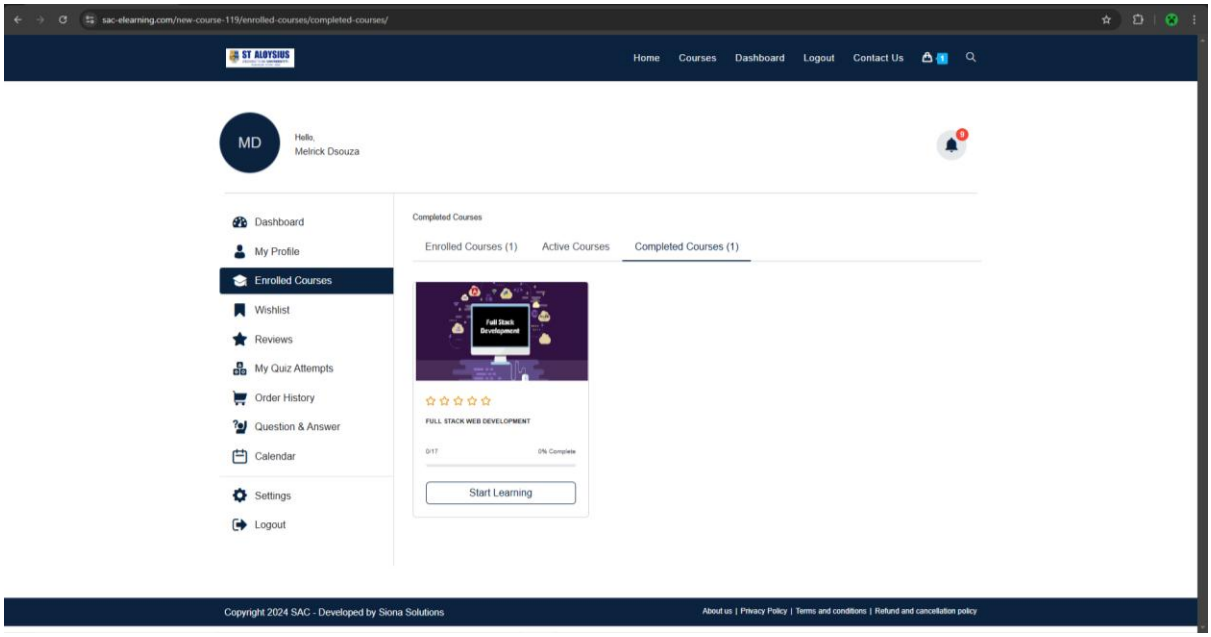
Course: Basics of Human Resource Management- Batch III
Quiz: Quiz-Unit III (Copy 1) (Copy 1)
Attempt By
Date
Question
Quiz Time
Attempt Time
Total Marks
Pass Marks
Correct Answer
Incorrect Answer
Earned Marks
Result
NM
Nithya Mable
November 25, 2024
11:04 am
4
15m 0s
1m 6s
2.00
1.00 (50%)
2
2
1.00 (50%)
Pass
Quiz Overview
No
Type
Questions
Given Answer
Correct Answer
Result
Review
1
Salary CANNOT be paid
Through Cheque
In Cash
Incorrect
2
Learning and development is a
Continuous Process
Continuous Process
Correct
3
Induction is given
Immediately after Salary is paid to the bank account
Immediately after an employee joins the organisation
Incorrect
4
HR department can work INDEPENDENTLY without the cooperation of other departments.
False
False
Correct
Instructor Feedback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