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| **Program: B.Com(Management and Finance)** | **Semester : I** |
| **Course : Advanced Excel** | **Code :** |
| **Suggested Lectures per week** | **02** |
| **Teaching Scheme** | **Evaluation Scheme** |
| **Lecture** | **Practical** | **Tutorial** | **Credits** |  **Theory** |
| **Internal****20 Marks** | **External****30 Marks** |
| **30** | **Nil** | **Nil** | **00** |
|  |
| **Learning Objectives:**MS Excel is a full-featured spreadsheet program that allows the users to perform from a simple specific calculation to work-related analytics to support decision making and to more complex dashboards and big data analytics. |
| **Course Outcomes:** After completion of the course, learners would be able to:1. Have an in-depth understanding of MS Excel
2. Develop strong analytical thinking skills.
3. Unlock the potential of data analytics.
4. Helps in identifying and forecasting trends.
5. Make graphical presentation that provides real insight and drives important decisions.
6. Equip them for better internship offers and self-employment.

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**Modules at a glance**

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| **Module** | **Topics** | **No. of Hours** |
| **Module 1** | Creating and navigating worksheet and adding information to worksheet | 5 |
| **Module 2** | Multiple spreadsheet | 6 |
| **Module 3** | Function | 7 |
| **Module 4** | Data Analysis | 7 |
| **Module 5** | Data Conversion | 5 |
|  | **Total** | **30** |

# DETAILED SYLLABUS

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| --- | --- | --- |
| **S.no.**  | **Modules**  | **No. of Hours** |
| 1 | **Creating and navigating worksheet and adding information to worksheet**1. Type of data, entering different type of data such as texts, numbers, dates, function
2. Quick way to add data auto complete, auto correct, auto fill, auto fit. Undo and redo.
3. Moving data, contiguous and non-contiguous selections. Selecting with keyboard cut-copy-paste. Adding and moving columns or row. Inserting columns and rows
4. Find and replace values. Spell check.
5. Formatting cells, numbers, dates, times,
6. Freeze / Split Protecting Sheet / Tracking / Auditing etc.
 | **5** |
| 2 | **Multiple spreadsheet** 1. Create and using template
2. Creating and linking Multiple spreadsheet
3. Adding, removing, hiding and renaming worksheet.
4. Add header and footer to a workbook. Page breaks, preview.
5. Creating formula, inserting function, cell reference, absolutes, relative (within a worksheet, other worksheets and other workbook), logical operator.
6. Creating and using named ranges.
7. Use of Paste Special
 | **6** |
| 3 |  **Function**1. Financial Function: - FV, PV, PMT, PPMT, IPMT, NPER, RATE, NPV, IRR.
2. Database Function: - LOOKUP, VLOOKUP, HLOOKUP,
3. Conditional Logical Function: - IF, COUNTIF, SUMIF.
4. Mathematical & statistical Functions: - ROUND, ROUNDDOWN, ROUNDUP, CEILING FLOOR, INT, MAX, MIN, MOD, SQRT.
5. AVERAGE, ABS.
6. String Functions: - LEFT, RIGHT, MID, LEN, UPPER, LOWER, PROPER, TRIM.
7. Date function: - TODAY, NOW, DATE, TIME, MONTH, YEAR, WEEKLY, DAYS360.
8. Logical function – AND / OR
 | **7** |
| 4 | **Data Analysis**1. Sorting filter with customized conditions & subtotal.
2. The graphical representative of data
3. Pivot table- building pivot tables,
4. Goal Seek / duplicate Data /
 | **7** |
| 5 | **Data Conversion**1. Horizontal to Vertical using Paste Special
2. Comma Separated (CSV) etc.
3. Goal Seek / duplicate Data
 | **5** |

# Essential Readings:

1. Excel 2019 All-in-one : Master the new features of Excel 2019/Office 365 paperback by Lokesh Lalwani Bpb publications

**Suggested Readings:**

1. A To Z of MS EXCEL : A book for learners and trainers Kindle edition by Rinkoo Jain ASIN ‏ : ‎ B08WPMFWXM
2. MICROSOFT EXCEL 2019: DATA ANALYSIS & BUSINESS MODEL Paperback by L. Winston Wayne (Author) Publisher ‏ : ‎ PHI Learning Pvt. Ltd.