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| **Program: B.Com** | | | | | | **Semester : II** | |
| **Course : Advance Excel** | | | | |  | **Code:** | |
| **Teaching Scheme** | | | | **Evaluation Scheme** | | | |
| **Lectures** | **Practicals** | **Tutorials** | **Credits** | **Internal Continuous Assessment (ICA)**  **(weightage)** | | | **Term End Examinations (TEE)**  **(weightage)** |
| **15** | **30** | **00** | **02** | **20 Marks** | | | **30 Marks** |
| |  |  |  | | --- | --- | --- | | **Internal Component** | | | | **Machine Test (Duration 60 Mins)** | **Journal** | **Class Participation** | | **16 Marks** | **4 Marks** | **-** | | | | | | | | |
| **Learning Objectives :**    **1.** To give skills with regards to MS Excel so that they are able to manage and analyze data. | | | | | | | |
| **Learning Outcomes :** Learners will attain the ability to apply the knowledge of computing to appropriate disciplines  Apply logical skills to programming in a variety of languages. | | | | | | | |
| **Pedagogy:**  The objective of the course is to encourage students to learn and appreciate the use of the various tools of Mathematics and Statistical Techniques with regard to scientific management in businesses. Hence,   1. Adaptive teaching methods. 2. To invoke Computational thinking in problem solving. 3. Classroom session with applications in MS-excel in Tutorial Lecture. 4. Students would be given project/field work for better understanding of the concepts. | | | | | | | |
| **Detailed Syllabus: ( per session plan )**  **Session Outline For Computer Systems And Applications**  **Each lecture session would be of one hour duration (60 sessions)** | | | | | | | |

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| **Module** | **Module Content** | **Duration** |
| I | Excel Introduction:  Creating and navigating worksheets and adding information to worksheets  Types of data, entering different types of data such as texts, numbers, dates, functions  Quick way to add data auto complete, auto correct, auto fill, autofit, undo, redo.  Moving data, contiguous and non-contiguous selections, selecting with keyboard. Cut, copy, paste, adding and moving columns or rows. Inserting columns and rows  Find and replace values. spell check  Formatting cells, Numbers ,Date, Time, Font, colors, Borders, Fills  Multiple spreadsheets  Adding , Removing hiding and renaming worksheets  Add headers / footers to a workbook. Page breaks, preview  Creating formulas , inserting functions, cell reference, absolute ,Relative(within a worksheet , other worksheets and other workbooks)  Functions  Financial functions: FV, PV, PMT, PPMT,IPMT, NPER,RATE  Mathematical and statistical functions, round, rounddown, roundup, ceiling, floor, int, max,min, mod,sqrt,abs,sum,count,average  Data analysis  Sorting, subtotal  Excel: Analyzing Data with PivotTables  Create, modify, and format PivotTables. | 7 |
| II | **ADVANCED SPREAD SHEET**  DATA VALIDATION  1. Number, Date & Time Validation  2. Text and List Validation  3. Custom validations based on formula for a cell  b) Functions  Database functions LOOKUP, VLOOKUP,HLOOKUP  Conditional logic functions IF,NESTED IF, COUNTIF, SUMIF, AVERAGEIF  String functions LEFT, RIGHT, MID, LEN,UPPER, LOWER, PROPER, TRIM,  Date functions, TODAY, NOW, DATE, TIME,DAY,MONTH, YEAR,WEEKDAY, DAYS360  Statistical functions COUNTA, COUNTBLANK,CORREL, LARGE, SMALL,  Data analysis  Filter with customized condition.  CHARTS and slicers  Various Charts i.e. Bar Charts / Pie Charts / Line Charts  Using SLICERS, Filter data with Slicers  Manage Primary and Secondary Axis  Using scenarios, creating and managing a scenario  What if Analysis Using Goal seek. Using Solver. | 8 |
| **Details of Internal Continuous Assessment (ICA)**  **Machine Test Marks : 16**  **Journal: 04**  Machine Test is 1 Hour test carrying 2 compulsory question from unit 1 and 2.  Journal contains the programs carried out through out the semester.  **Term End Examination Question Paper Pattern**  **Total Marks: 30**  Q1 Answer any **two** out of the following Three questions 5\*2=10  Q2 Answer any **two** out of the following Three questions 5\*2=10  Q3 Answer any **two** out of the following Three questions 5\*2=10 | | |

**Prepared by:**

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**(**Principal**)**