RKDF UNIVERSITY

Airport Bypass Road Gandhi Nagar Bhopal

Faculty of Computer Application

Certificate Course/ Value Added Course

Duration: 30 Days

<u>Microsoft Excel</u>

Description:

Microsoft Excel for Windows is a powerful electronics spreadsheet application that can be used for managing, analyzing and presenting data in graphical manner. Microsoft Excel is a spreadsheet developed by Microsoft and it can be using in different Operating systems like Microsoft Windows, iOS, Android and etc... Excel tool is used for calculation, graphing tools, pivot tables, and a macro programming and data visualization. Microsoft Excel is a familiar and most recommended tool for all industries from technical to management level.

Objective of Microsoft Excel:

Easy data entry and operations: One of the main advantages of MS Excel is that it facilitates smooth and easy data entry. Compared to any other data entry and analyzing tools, MS Excel offers features like Ribbon interface, a set of commands used to perform certain operations. Ribbon consist of many tabs, which again consist of many command groups and their buttons. You can select the commands by clicking the related button and perform operations very easily.

Accurate comparisons and analysis options: MS Excel provides many analytical tools for the accurate analysis and comparison of large amounts of data. The advanced sorting and filtering techniques allows you to sort out large amount of data so that it will be easier for you to find out the required information. Also, filtering removes unwanted or repeated data and helps to save time and effort.

Allows graphical representation of data: MS Excel allows you to create the visual representation of data and information. The data can be visually displayed in the form of bar charts, column charts and graphs. It automatically revises the charts and graphs, once the data gets modified. Tables help to classify different entities according to their characteristics and features.

Salient Features:

1) Excel has three components that perform in three different manners:
   a) The Spreadsheet.
   b) The Data sheet
   c) The Chart
2) Create formulas on worksheets. It's easy and fast.
3) Enhanced formatting and layout features help you get the printed report or online form with the look you want.
4) You can quickly find the information you need and create automatic subtotals of your data.
5) Increased capacity, high-end formatting options, and a mapping feature give you powerful ways to analyze your data visually.
6) Explore the power of the Internet from your familiar Microsoft Excel spreadsheet.
7) When you want to analyze data from outside Microsoft Excel, there's no need to retype. In a few keystrokes, you can bring the data right onto your worksheet.

Application:

Excel is used for preparing Company profiles in the form of Charts and Graphs. Excel stores the accounting spreadsheets in Electronic form.

Duration of Course:

Course duration will be of 30 lectures and after the completion of all the 30 lectures university will conduct exam as per syllabus and schemes and every qualified student will be awarded certificate.

Classification of Course:

Classification of course will be based on certain Modules each module will take minimum 5 days. In this value added course we have eight different modules which are based on different parameters of MS-Excel.

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Enclosure:

- Syllabus
- Exam Scheme

SYLLABUS

Maximum Marks: 150   **Minimum Marks: 60**

Duration: 30 Days

Course Learning Outcomes (CLO)

After the successful completion of the course the student shall be able to:

- ➢ Create, open and view a workbook.
- ➢ Save and print workbooks.
- ➢ Enter and edit data.
- ➢ Modify a worksheet and workbook.
- ➢ Work with cell references.
- ➢ Learn to use functions and formulas.
- ➢ Create and edit charts and graphics.
- ➢ Filter and sort table data.
- ➢ Work with pivot tables and charts.
- ➢ Import and export data.

Modules	Topic	No. of Hours
I	• ~ Understanding the Excel screen • ~ Navigating in a spreadsheet • ~ Understanding worksheets, columns, rows and cells • ~ Saving, opening, and closing workbooks	04
II	**Formatting a Spreadsheet** • ~ Changing column widths and row heights • ~ Changing alignment of cells • ~ Undoing and redoing actions • ~ Formatting numbers • ~ Clearing formats • ~ Applying borders to cells • ~ Merging cells	04
III	**Formulas and Functions** • Entering formulas • Copying data and formulas • Using AutoSum • Understanding functions • Using simple aggregate functions (Sum, Count, Average, Min, Max) • Copying formulas	04

Modules	Topic	No. of Hours
	• Applying conditions in a formula (The IF function)	

	Topic	
	• Working with ranges	
IV	**Editing Features** • Using cut , copy, and paste operations • Using paste special with values • Selection techniques • Navigation techniques	04
V	**Working with Large Worksheets** • Freezing and unfreezing panes • Splitting windows • Inserting page breaks for printing	04
VI	**Working with Charts** • Creating charts using Chart Wizard • Creating different types of charts • Including titles and values in charts • Formatting of charts	04
VII	**Previewing and Printing** • Previewing worksheets • Page setup • Printing of worksheets in multiple pages • Repeating rows and columns for multiple pages • Printing multiple worksheets	02
VIII	**Simple Database Operations** • ~ Sorting tables • ~ Filtering data with auto filter • ~ Referring data from other worksheets	04

Scheme of Examination:

S. No	Types	Questions	Marks Allocated	Total Marks
1.	Objective	5	1	5
2.	Short Answer	5	3	15
3.	Long Answer	3	10	30
4.	Practical			50
5.	Project			50
			Total Marks	**150**

Reference:

- Excel 2013 For Dummies-Greg Harvey
- Excel 2013 Power Programming with VBA-John Walkenbach
- www.edu.gcfglobal.com