DEPARTMENT OF MANAGEMENT
VALUE ADDED COURSE FOR ACADEMIC YEAR 2017-18
Data Analysis using Spreadsheet - Syllabus

Introduction to Excel (3 hours)

About Excel & Microsoft, Uses of Excel, Excel software, Spreadsheet window pane, Title Bar, Menu Bar, Standard Toolbar, Formatting Toolbar, the Ribbon, File Tab and Backstage View, Formula Bar, Workbook Window, Status Bar, Task Pane, Workbook & sheets

Columns & Rows (3 hours)

Selecting Columns & Rows, Changing Column Width & Row Height, Autofitting Columns & Rows, Hiding/Unhiding Columns & Rows, Inserting & Deleting Columns & Rows, Cell, Address of a cell, Components of a cell – Format, value, formula, Use of paste and paste special

Functionality Using Ranges. (2 hours)

Using Ranges, Selecting Ranges, Entering Information Into a Range, Using AutoFill

Creating Formulas. (4 hours)

Using Formulas, Formula Functions – Sum, Average, if, Count, max, min, Proper, Upper, Lower, Using AutoSum,

Advance Formulas (3 hours)

Concatenate, Vlookup, Hlookup, Match, Countif, Text, Trim

Spreadsheet Charts (4 hours)

Creating Charts, Different types of chart, Formatting Chart Objects, Changing the Chart Type, Showing and Hiding the Legend, Showing and Hiding the Data Table

Data Analysis (3 hours)

Sorting, Filter, Text to Column, Data Validation

PivotTables (3 hours)

Creating PivotTables, Manipulating a PivotTable, Using the PivotTable Toolbar, Changing Data Field, Properties, Displaying a PivotChart, Setting PivotTable Options, . Adding Subtotals to PivotTables

Spreadsheet Tools (3 hours)

Moving between Spreadsheets, Selecting Multiple Spreadsheets, Inserting and Deleting Spreadsheets Renaming Spreadsheets, Splitting the Screen, Freezing Panes, Copying and Pasting Data between Spreadsheets, Hiding , Protecting worksheets

Making Macros (2 hours)

Recording Macros, Running Macros, Deleting Macros