

NAME OF THE DEPARTMENT: COMMERCE**COURSE DIRECTOR: PROF CYRIL e mail: cyril@sjc.ac.in**

	Course Title	Credits	Hours
Fee: 4000INR	MICROSOFT EXCEL	2	60

Objectives:

- ☞ **To understand excel functions in a spread sheet to make the data easier to identify and explain.**
- ☞ **Finding solutions to complicated problems involving spreadsheet data and formulas.**

Course Contents

Unit 1	GETTING ACQUAINTED WITH EXCEL	20Hours
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Introduction to Excel, various ribbons, creating basic workbook, autofill, copying & pasting formulas, Selecting Ranges, name ranges, Columns and rows, Using what-if analysis- Using Data Tables, Using Scenario Manager, Using Goal Seek. Formula Errors • Using Logical Functions (IF AND OR). Using Lookup Functions (VLOOKUP & HLOOKUP), Text Functions, Macros and its application.

Unit 2	Data Ranges	15 Hours
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Sorting by One Column • Sorting by Colors or Icons • Sorting by Multiple Columns • Sorting by a Custom List • Filtering Data • Creating a Custom AutoFilter • Using an Advanced Filter. PivotTables • Creating a PivotTable • Specifying PivotTable Data • Changing a PivotTable's Calculation • Filtering and Sorting a PivotTable • Working with PivotTable Layout • Grouping PivotTable Items • Updating a PivotTable • Formatting a PivotTable • Creating a PivotChart • Using Slicers •

Unit 3	Formatting and Presentation	10Hours
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Creating worksheet charts, editing and formatting charts, Changing Chart Labels, Changing the Chart Background, Histogram, Security features- Unlocking Cells, Worksheet Protection, Workbook Protection, Password Protecting Excel Files, printing and outlines. Sharing workbooks.

SELF PRACTICE	15 Hours
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References:

- **Microsoft Excel 2016 – Data Analysis and Business Modeling by Wayne L. Winston, PHI Learning Pvt Ltd.**
- **Advanced excel Essentials by Jordon (2014) Apress**

