



WELCOME
DEPARTMENT OF PHYSICS
SAGARDIGHI K K S MAHAVIDHYALAYA

ADD-ON COURSE:
MS OFFICE AND ADVANCE EXCEL

Ms office and advance excel

Purpose

- ❖ Microsoft Office is the go to application for all sorts of people, be it a student, teacher or corporates.
- ❖ Microsoft Excel stands as one of the most used applications in today's time, thus makes it very necessary to understand the application in detail and use it in practical life.
- ❖ To make students employable and corporate ready.

Course Objective

- ❖ Understanding the key functionalities in a Spreadsheet.
- ❖ Application of Spread sheet tools to manage data and present information for management decisions.
- ❖ Concepts will be taught with the help of Case Studies to give them better insights on its applicability.

Course Content -

Name of the course: '**Advanced Excel and Dashboarding**'.

Proposed syllabus:

Sr. No	Topic	Duration (hours)
1.	<u>Advanced Excel</u> - Introduction - Basic Formula - Cell References - Few Basic Functions - Conditional Formatting - Date Functions	06 hours
02	- Logical Function (If and NestedIf) - Logical Functions (If Or, If Not) - Advance Logical Functions - Math Function, Database	06 hours

	Function and Strategic Function - Data Validation	
03	- Advance Conditional Formatting - Advance Data Validation - Sum, Sum If, Sum It'S,Count,Count If,Count Ifs - V Lookup VLookup Exact Match - Vlookup Of Multiple Data	
04	4 - Match, Index, Indirect Function - Advanced Pivot Tables - Charts & Histograms - Advanced Charts - Sorting & Levels	06 hours
05	- Macro - Advanced Filter - 5 Different Industry Dashboards - Page Layout, Freeze And Unfreeze	06 hours

Course Outcome

- ❖ After completion of the Course, students will be able to smoothly use the features in Spreadsheet.
- ❖ Students will be able to apply the concepts in Real World Scenarios.
- ❖ They can quickly apply the techniques and visualize the data, Summarize the reports for Management's decision

Course Highlight

- ❖ **Case Studies will be included in the studying pattern.**

- ❖ **Practical exams will be conducted on the basis of learnings of the candidate.**

Details of the course -

1) Ms office and advance excelDuration - 30 hours.

Credits - 2

Exam pattern:

<i>PARTICULARS</i>	<i>MARKS</i>
Assessment 1	40Marks
Assessment 2	60 Marks
Total	100 Marks

Course Co-ordinator -MR. SYED JAHID ANWAR (Head of the Department)