



KONGU ARTS AND SCIENCE COLLEGE

(AUTONOMOUS)

ERODE - 638 107

KASC ACADEMY OF EXCELLENCE

DEPARTMENT OF COMMERCE (CA)

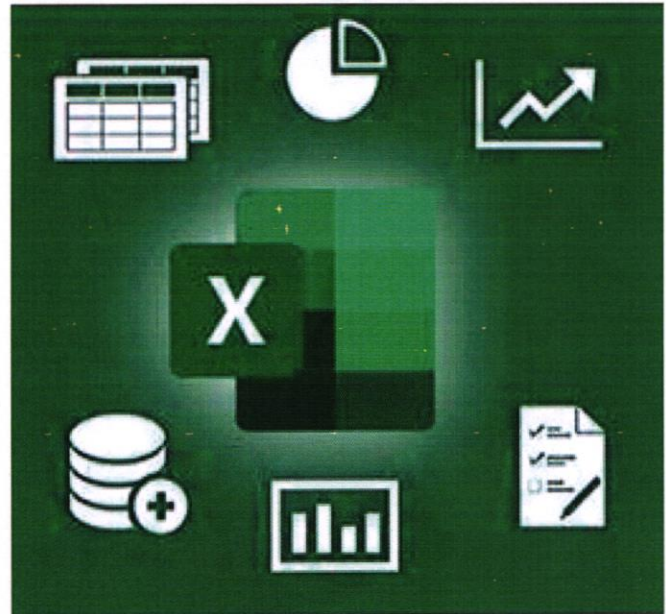
Academic Year 2020-2021

VALUE ADDED COURSE ON

EXCEL SKILLS FOR EMPLOYMENT

COURSE CONTENT

- Introduction to MS-Excel
- Functions
- Conditional Formatting and Data Sorting and Filtering
- Pivot Tables and Pivot Charts
- Macros



COURSE OUTCOME

- Understand the basic concepts of Ms-Excel.
- Solve the mathematical concepts by various Ms-Excel Functions.
- Create and edit a Pivot Table and Chart.
- Create, Inspect and Modify a recorded macros in Excel.

COURSE DURATION

Theory - 20 Hours
Practical - 20 Hours



KONGU
Assuring the Best

FOR WHOM

All the UG Students

COORDINATOR

Ms.N.PRIYANANDHINI

Assistant Professor

Department of Commerce (CA)

Dr. N. RAMAN
PRINCIPAL,

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NANJANAPURAM, ERODE - 638 107