



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

DEPARTMENT OF COMMERCE CA

VALUE ADDED COURSE – SYLLABUS

20VCCEE – EXCEL SKILLS FOR EMPLOYMENT

Course Objective: To impart the knowledge of advanced skills in excel.

UNIT I	Introduction to MS Excel	8 Hours
Introduction to MS Excel. Quick review on MS Excel Options, Ribbon, Sheets- Saving Excel File as PDF - Using Excel Shortcuts with Full List of Shortcuts - Copy, Cut, Paste, Hide, Unhide, and Link the Data in Rows, Columns and Sheet - Using Paste Special Options -Formatting Cells, Rows, Columns and Sheets.		
UNIT II	Functions	8 Hours
Lookup and Reference Functions- Logical Function-Date and Time Functions-Information Functions-Math and Trigonometry Functions-Statistical Functions-Text Functions.		
UNIT III	Conditional Formatting and Data Sorting and Filtering	8 Hours
Conditional Formatting- Multiple Cell Rules-Color Scales - Icon Sets - Creating New Rules and Managing Existing Rules-Sorting Data A-Z and Z-A-Using Filters to Sort Data-Advance Filtering Options.		
UNIT IV	Pivot Tables and Pivot Charts	8 Hours
Creating Pivot Tables- Using Pivot Table Options-Changing and Updating Data Range-Formatting Pivot Table and Making Dynamic Pivot Tables- Creating Pivot Charts-Types of Pivot Charts and Their Usage-Formatting Pivot Charts and Making Dynamic Pivot Charts.		
UNIT V	Macros	8 Hours
Macro Security- Recording a Macro- Assign a Macro to a Button or Shape- Run a Macro upon Opening a Workbook- Inspect and Modify a Macro		
Total Hours		40 Hours


Reference Books

- Microsoft excel 2013- Microsoft excel 2013
- Microsoft excel 2013 –Wiley
- Microsoft excel 2013- Microsoft excel 2013
- Ms-Office 2000 – Joycee Cox

Course Outcome: On Completion of this course the students will be able to

- 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.




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