SYLLABI

For

Value Added Course

Certificate Course in Advanced Excel

Offered by

Department of Management Sciences

Bachelors of Business Administration
(Session: 2019-20)

Certificate Course in Advanced Excel Module Examination

Course Code: BBA- 405   **L-2, T-0 Credits 2**

Objectives: The course seeks to understand advanced functions and productivity tools to assist in developing worksheets.

Learning Outcomes:
- ➢ Understand the fundamental concepts of advanced excel
- ➢ Describe the valid range of values for a cell and custom validations
- ➢ Understand consolidation to summaries and report results from multiple worksheets
- ➢ Learn about visualization of data using charts, graphs, bar charts etc.

Course Contents:

Unit I   **(8 Hours)**
Introduction to advanced excel, concept and role of functions in excel, working with functions, advanced functions and productivity tools, creating, editing, formatting, printing and saving spreadsheets, password protecting & un-protecting worksheets, web development, freeze pane, mail merge, shortcut to auto sum, copy, paste, how to repeat previous task, shortcut to fill down and fill right, how to insert and delete rows & columns, show and hide the ribbon with shortcut keys, use of ribbon without mouse, how to customize the shortcuts, how to customize ribbon.

Unit II   **(7 Hours)**
Data Validations, valid range of values for a cell and custom validations, Working with Templates, hyperlinks to move around worksheets, define short cut key to open excel, basic excel calculations, define ranges to perform calculations, absolute and relative reference in excel, mixed referencing, 3D function and how to consolidate, prevent from entering incorrect values, validate huge range of values, protect the whole worksheet with password, cells unprotected while entire worksheet.

Unit III   **(8 Hours)**
Working with Reports, consolidation to summaries and report results from multiple worksheets, Creating Pivot tables, manipulate data lists using outline, auto filter and pivot tables, introduction to pivot table, find out values as % of grand total and column/row total in pivot table, display revenue by quarter in pivot table, external data connections to import data from different file, consolidate sheets through pivot wizard, filter the pivot table by row and column label, adding and removing subtotal and grand totals conditional formatting in the pivot table, create your first pivot chart, slicer.

Unit IV   **(7 Hours)**
Data visualization using excel, visualization of data using charts, graphs, bar charts etc., new features of excel, record repetitive tasks by creating macros, introduction to chart elements and chart types, how to create first chart and display specific data, create instant chart, use switch & move buttons, change the default chart, give title, save as template, use of legends, chart title, axis, data labels, gridlines etc., add an average to the chart, create double axis chart to display values with huge difference, create a pie chart, formatting of pie chart & key features pie to bar chart.

Note: Latest Provisions to be taught.

Suggested Readings (All latest editions to be referred):

- Michael Alexander. (2018). Excellent Excel Dashboards and Reports.
- Alan Murray. (2018). Advanced Excel Formulas: Unleashing Brilliance with Excel Formulas.
- Jordan Goldmeier. (2017). Advanced Excel Essentials
- Bryan Crosland. (2017). Excel: Simple Excel Functions: Master Excel Functions from Basic to Advance.

Evaluation Pattern: On the basis of MCQ exam followed by Viva Voce