PUNYASHLOK AHILYADEVI HOLKAR SOLAPUR UNIVERSITY, SOLAPUR

SKILL DEVELOPMENT CENTRE

पुण्यश्लोक अहिल्यादेवी होळकर
सोलापूर विद्यापीठ
|| विद्यया संपन्नता ||

Course Name: Certificate Course in Advanced Excel

Year- 2023

Punyashlok Ahilyadevi Holkar Solapur University, Solapur

Skill Development Centre

"Certificate Course in Advanced Excel"

Syllabus

Duration of course : 6 months

Need of Course :

1. Excel allows doing calculations in a fast manner, which speeds up productivity.

2. Excel spreadsheets provide a clear picture of the information that is input and create tracking systems for different departments and operations.

3. Understanding Excel at an advanced level means that you will be able to use more sophisticated tools and complete tasks and analyze data quickly.

4. Excel is spreadsheet software that allows you to organize information and sort information that can easily be analyzed and transferred to graphs or charts for better viewing.

Employment and Entrepreneurship Opportunities from Course:

1. After learning MS Excel skill, student will be able to become MIS executive. The main work of an MIS Executive is preparing MIS reports on a daily, weekly as well as on monthly basis.

2. The main work of project manager is to take the overall charge of a particular project of the company. Project manager plays the lead role in the project by monitoring, planning, execution, and closing out the projects. MS Excel skills are useful to do all this. Therefore student will be able to become project manager

3. After completing this course, student will be able to become store manager in a company. The excel will help in Checking the all inventories, preparing budget, analyse market trends which will increase the profit.

Tentative Fees: Rs.2000/-

Minimum Admission Eligibility for Student: Minimum 12ᵗʰ Pass

Teacher's Eligibility: PGDCA/ DCM/ BCA/ B.Sc. (CS)/ B.Sc. (ECS) M.Sc. (CS)/ MCA

Syllabus Structure

Course Title: "Certificate Course in Advanced Excel"

Course Duration: 6 Months

Name of Skill Course	Duration	Name of Paper	Paper	Hours Per Paper	Th.	Int.	Pract.	Credits
Certificate Course in Advanced Excel	6 Months	Advanced Excel	I	45	80	20	--	3 Credits
		Assignments	II	45	--	--	100	3 Credits
		Project	III	45	--	--	100	3 Credits
		Practical	IV	45	80	20	--	3 Credits
			Total	180	160	40	200	12 Credits

Abbreviations:
Th. - Theory Evaluation,
Int. - Internal Evaluation,
Pract. - Practical evaluation.

Skill Development Centre

Course Title : Certificate Course in Advanced Excel

SYLLABUS Details

1)	Paper Title	Advanced Excel	
2)	Paper No	I	
3)	Objectives of Paper	1. To identify different elements of Excel Worksheet.	
		2. To identify and know the application of different menus in excel.	
		3. To get acquainted with statistical, mathematical and commercial functions rigorously.	
		4. To get familiarity with HLookUp, VLookUp functions.	
		5. To be able to create Excel extensions.	
4)	Expected out comes from Paper	After studying this paper students will be able to	
		1. Extract and manipulate the data in excel worksheet.	
		2. Perform basic statistical and graphical analysis.	
		3. Write and execute Excel-macros.	
		4. Create a report using Excel worksheet	
5)	**Content**		
	Unit-1	1. Introduction to MS excel 2013 2. Starting MS Excel 2013 Application 3. Working with Ribbon & Quick Access Toolbar 4. Worksheet fundamentals 5. Selecting Cells & Ranges 6. Formatting Cell and Worksheet 7. Conditional Formatting 8. Insert Tab in Excel 2013 9. Create Custom Tables 10. Sorting Data 11. Advance filter 12. Creating Charts & Graphics 13. Chart types 14. Sparkline 15. Pivot table & Pivot chart 16. Insert slicer 17. Graphics & Designing in Excel 18. Working with Pictures, Clipart & shapes 19. Smart Art Objects 20. Hyperlinks 21. Printing Your Work 22. Page Layout options	11 Hrs

		23. Analyzing Data with Excel 24. Get External Data from Various sources 25. Data Validation 26. Performing spreadsheet What-If analysis 27. Scenario, Goalseek, Data Table 28. Solver 29. Macro 30. Developer Tab	
	Unit-2	1. Working with Formulas & Functions Function Library 2. Logical Functions: AND,IF,OR,NOT,TRUE & FALSE Functions 3. Text Functions :Search, Mid, Exact, Substitute, Replace, Find, Proper, Fixed, Trim, Clean, Text 4. Concatenate & T Functions 5. Date & Time Functions: Date, Today, Weekday, Datevalue, Time, Hour, Now, Days 360, Edate, Eomonth, Networkdays etc 6. Financial Functions: Fv, Pmt, Pv, Rate, Nper, SLn, Db, Syd etc. 7. LOOKUP & Reference Function: Match, Vlookup, Hlookup, Lookup, Index, Offset 8. Mathematical Functions: Sign, Gcd, Lcm, Product, Sumproduct, Sumif,Ceiling, Fact, Mmult, Combin etc. 9. Trignometry Functions: Degrees, Radians, Cos, Sin, Tan etc 10. Database Function: Dsum, Dmax, Dproduct, Dvar, etc. 11. Statistical Functions: Counta, Countblank, Count if, Forecast 12. Frequency, Information Functions In Blank, Is logical, Info, Cell, Is ref etc 13. Engineering Function: Convert, Delta, Gestep, Imreal, Dec2hex Functions etc… 14. Using Names to work with Ranges Auditing	11 Hrs
	Unit-3	1. Advanced Charts 2. Advance Pivot Tables 3. Logical Functions 4. Text Functions 5. Date & Time Functions 6. Data Validations 7. Conditional Formatting 8. Financial Functions 9. Lookup & Reference Functions 10. Hyperlinks, Linking & Embedding 11. Import Data 12. Database Functions 13. Statistical Functions 14. Sorting & Filtering Data 15. Tracking & Reviewing Changes 16. Scenario, Goal seek 17. Solver Data table	11 Hrs

Unit-4	1. Creating a Macro 2. Running a Macro 3. Editing a Macro 4. Adding a menu to Menu Bar 5. Adding a Command to Menu 6. Adding Buttons to a Toolbar 7. Data Handling, MIS, EXCEL and Access 8. Macro Generation & Application Design 9. VBA in Excel 2013 10. VBA Programming 11. Macros & VBA Editoe 12. Modifying the Recorded code 13. Projects & Reports 14. Various Examples	12 Hrs
Reference Books	1. Excel for Beginners, M.L. Humphrey 2. Excel 2019 Bible, Michael Alexander, Publisher: Wiley, 1st edition 3. Excel 2019 All-in-One For Dummies, Greg Harvey, Publisher: For Dummies, 1st edition 4. Learn Excel 2016 Essential Skills, Mike Smart, Publisher: The Smart Method Ltd	

1)	Paper Title	Assignments
2)	Paper No	II
3)	Content	At least one assignment should be given on each unit of Paper I: Advanced Excel.

1)	Paper Title	Project
2)	Paper No	III
3)	Content	The project should be based on Excel. In the project work, student is expected to carry out the analysis of data. The data may be collected or it already available data can also be used. Student should perform analysis using graphical, mathematical and statistical tools discussed in Paper I: Advanced Excel. A detailed report of the project work should be submitted. Assessment will be done based on Project Report.

1)	Paper Title	Practical
2)	Paper No	IV
3)	Content	At least Four Practicals should be conducted on each unit of Paper I: Advanced Excel.