

S. No.	Course Code	Course Name	Course Type	Cd	L	T	P	Marks		
								Sessional	Final Exam	Total
8.	UGSEC-204 (A)	Excel for Business Analysis	SEC	2	0	0	4	50	-	50

COURSE OUTCOMES:

At the end of the course the student will be able to: -	
CO1	Examine the basics of the workbook and worksheet.
CO2	Apply custom data formats and layouts to create and manage tables.
CO3	Asses various formulas and functions in Excel.
CO4	Analyze data by using charts and graphs in Excel.
CO5	Create advanced formulas.

Detailed Syllabus**Section A**

Unit I: Manage Workbook Options and Settings: Create Worksheets and Workbooks, Format Worksheets and Workbooks, Customize Options and Views for Worksheets and Workbooks.

(04 Hrs)

Unit II: Apply Custom Data Formats and Layouts: Create custom number formats, Advanced Fill Series options, configure data validation, Advanced Conditional Formatting and Filtering, Conditional formatting rules using formulas, Create and manage tables.

(05 Hrs)

Unit III: Perform Operations with Formulas and Functions: Summarize Data by using Functions, perform calculations by using functions, Format and Modify Text by using Functions.

(05 Hrs)**Section B**

Unit IV: Create Charts and Objects: Create Charts, add additional data series, Format Charts, Add and modify chart elements, Insert and Format Objects, create custom number formats, Create custom conditional formatting rules.

(05 Hrs)

Unit V: Create Advanced Formulas: Apply Functions in Formulas, perform logical operations by using nested functions, look up data by using Functions, Perform Data Analysis and Business Intelligence, consolidate data, Perform what-if analysis, Using financial functions, Troubleshoot Formulas, Trace precedence and dependence, Monitor cells and formulas by using the Watch Window.

(05 Hrs)**Textbooks**

S. No.	Name of the Books	Author	Publisher	Edition (Pub. Yr.)
1.	Exploring Microsoft Excel Comprehensive 2019	Mary Anne Poatsy, Keith Mulbery & Jason Davidson	Pearson	1st (2020)
2.	Microsoft Office Specialist Associate 365 – 2019 Preparation Excel Exam	Daniel John Stine	SDC Publications	1st (2020)

Reference Books

S. No.	Name of the Books	Author	Publisher	Edition (Pub. Yr.)
1.	Excel 2019 Bible	Michael Alexander, Richard Kusleika, John Walkenbach	WILEY	1st (2018)