

POST GRADUATE DEPARTMENT OF BUSINESS ADMINISTRATION

Syllabus for MS Excel add on course

Course Duration: 30 Hours

The Basics - Workbook

Creating a New Workbook – Navigating in Excel – Moving the Cell Pointer – Using Excel Menus – Toolbars: Hiding, Displaying, and Moving Toolbars – Quick Access Toolbars – Entering Values in a Worksheet and Selecting a Cell Range – Previewing and Printing a Worksheet – Saving a Workbook & Re-opening a saved workbook – Formatting Fonts & Values – Adjusting Row Height and Column Width – Changing Cell Alignment – Adding Borders – Applying Colors and Patterns – Using the Format Painter – Using AutoFormat – Merging Cells, Rotating Text, and using AutoFit – Switching Between Sheets in a Workbook – Inserting and Deleting Worksheets – Renaming and Moving Worksheets – Hiding Columns, Rows and Sheets – Splitting and Freezing a Window

Editing a Workbook

Entering Date Values and using AutoComplete – Editing, Clearing, and Replacing Cell Contents – Cutting, Copying, and Pasting Cells – Moving and Copying Cells with Drag and Drop – Collecting and Pasting Multiple Items – Using the Paste Special Command – Inserting and Deleting Cells, Rows, and Columns – Using Undo, Redo, and Repeat – Checking Your Spelling – Finding and Replacing Information – Inserting Cell Comments

Formulas

Creating a basic Formula – Calculating Value Totals with AutoSum – Editing & Copying Formulas – Fixing Errors in Your Formulas – Formulas with Several Operators and Cell Ranges – Working with the Forms Menu – Sorting, Subtotaling & Filtering Data – Advanced Filtering– Creating & Working with Charts: Creating a Chart – Moving and Resizing a Chart – Formatting and Editing Objects in a Chart – Changing a Chart's Source Data – Changing a Chart Type and Working with Pie Charts

Data Analysis & Pivot Tables

Data Analysis- Correlation, Covariance, Descriptive Statistics, Rank and Percentile, Regression, t-tests, z tests. Creating a PivotTable – Specifying the Data on a PivotTable Analyzes – Changing a PivotTable's Calculation – Selecting What Appears in a PivotTable – Grouping Dates in a PivotTable – Updating a

PivotTable – Formatting and Charting a PivotTable – Inserting an Excel Worksheet into a Word Document

Advanced Worksheet Functions: Conditional and Logical functions, Counting and Totaling cells conditionally; And, or,not, Look up functions; Vertical lookup, Horizontal Lookup, Goal seeking and solving – Advanced Solver features; Scenarios; Views, Using Excel to manage lists.

Books for Reference

- Microsoft Excel 2016 Bible: A Comprehensive Tutorial Course, John Wiley and Sons.
- Microsoft excel 2019: Data Analysis & Business Model 6th E, PHI Learning.