Vedapradha. R
Subject Name: MS EXCEL DATA ANALYSIS

Lecture hours: 30

Objective: The objective is to teach the basic application of MS excel to ensure students have exposure and hands on experience that enables to use the MS office effectively & efficiently preparing them to bridge the gap between the industry interface with academics.

SL. NO	OBJECTIVES	NO OF LECTURE HRS	TEACHING METHODS	EVALUATION/LEARNING CONFIRMATION
UNIT 1	**INTRODUCTION TO MS EXCEL 2013**	**10 Hrs**		
	Features of MS Excel 2013	1	Lab classes	Practical test
	Understanding Excel-Excel Options-Customize Ribbon & Quick Access Tool Bar	1	Lab classes	Practical test
	Working on Cell-Importance of F4, Freezing Panes	1	Lab classes	Practical test
	Basic Mathematical Application on MS Excel-Sum, Average, Count	1	Lab classes	Practical test
	Basic Text Functions-Proper, Upper, Lower, Trim, Len, Ceiling, Cell, Combin left,	1	Lab classes	Practical test

	Concatenate Function and & Function-Merging Cells with Formulas	**2**	Lab classes	Practical test
	Conversion of Text into Columns	**1**	Lab classes	Practical test
	Conditional Formatting , Short keys of function, function keys menu excel	**1**	Lab classes	Practical test
	Finding Current Date, Current Time, Age Calculation	**1**	Lab classes	Practical test
UNIT 2	**DATA SUBTOTAL, DATA CONSOLIDATION , DATA VALIDATION**	**10 Hrs**		
	Based on cell values (text length, whole no., dates	**2**	Lab classes	Practical test
	Based on Formulas	**1**	Lab classes	Practical test
	List Dropdown	**1**	Lab classes	Practical test
	Circle Invalid Data	**1**	Lab classes	Practical test
	Macro	**1**	Lab classes	Practical test
	Application of COUNTifs, SUMifs, AVERAGE ifs	**1**	Lab classes	Practical test
	Combining different spreadsheet using data consolidation	**2**	Lab classes	Practical test
UNIT 3	**PIVOT TABLE & PIVOT CHARTS**	**6 Hrs**		
	Pivot Charts	**1**	Lab classes	Practical test

	Calculated Fields	**1**	Lab classes	Practical test
	Calculated Items	**1**	Lab classes	Practical test
	Grouping	**1**	Lab classes	Practical test
	Formatting: Number/Conditional	**2**	Lab classes	Practical test
UNIT 4	**LOOKUP**	**2 Hrs**		
	V lookup,H lookup	**1**	Lab classes	Practical test
	Matching,Index,Offset	**1**	Lab classes	Practical test
UNIT 5	**REPORTING**	**2 Hrs**		
	Sample, Bar charts	**1**	Lab classes	Practical test
	Pie charts		Lab classes	Practical test

Assessments:

1) 30 marks CIA (10 marks teacher component & 20 marks practical assignments)
2) 70 marks ESE (Practical exam in the computer lab)