SKILL DEVELOPMENT PROGRAM

Title of Skill Course: Skill Level - 4 Excel Expert

1. Department: Department of Data Science
2. Title: Excel Expert
3. Sector: IT
4. Year of implementation: 2023

Course Structure

Skill Level	Theory Hours	Total Hours	Total Hours	Credits	No. of students in batch
4	10	05	15	01	30

Syllabus

Course Objective: Students should be able to…

1. Learn how to use MS Excel for Data Visualization.
2. Learn the basics so that you can complete fundamental tasks.
3. Learn how to make use of more features that will make dashboards present data in a clear and concise manner.

Theory Syllabus (Contact Hrs.: 15, Credits: 01)

Unit I: Excel Basics   (07)

Introduction to Excel: Interface, Ribbon, Worksheets, and Workbooks.,Entering and Editing Data: Text, Numbers, Dates, and Formulas, Using Basic Functions: SUM, AVERAGE, MIN, MAX, COUNT, etc.,Cell Referencing: Absolute and Relative references.,Formatting Cells: Font, Alignment, Borders, Fill, and Number Formats, Working with Rows, Columns, and Sheets: Inserting, Deleting, and Renaming., Printing and Page Setup: Page Layout, Print Areas, Headers, and Footers., Managing Worksheets: Moving, Copying, and Grouping.

Unit II: Advanced Functions and Formulas   (08)

Date and Time Functions: TODAY, NOW, DATE, TIME, DATEDIF, Nested Functions and Formulas., Named Ranges and Defined Functions, Sorting and Filtering Data: Custom Sorting, AutoFilter, Advanced Filter., Data Validation: Creating drop-down lists and custom validation rules, Pivot Charts: Creating visual representations of PivotTable data.

Course Outcome: Students will be able to…

1. Gain proficiency in using advanced features of Excel, including complex formulas, functions, and data analysis techniques.

2. Create visually appealing and informative charts, graphs, and dashboards to present data effectively.

3. Import and export data from various sources, including text files, databases, and the web.

Understand how to collaborate on Excel files with others, including tracking changes and using comments.

Reference Book: -

1. Adam Ramirez, Excel Formulas and Functions 2020: The Step-by-Step Excel Guide with Examples on How to Create Powerful Formulas, Caprioru, 21 June 2020

2. Ramirez Adam, Excel Formulas and Functions: Step-By-Step Guide with Examples, Caprioru, 22 September 2019

Practicals

1. Create Worksheet and Workbook for result preparation

2. Create Worksheet using Basic functions

3. Create Application that use Formatting Cell

4. Create Application work on Printing

5. Create Application using Date Function

6. Create Application on Filters

7. Create Application For Charts

8. Create Application for PivotTable Data

BOS Sub Committee

Sr No	Name Of Member	Designation	Address
1	Mr. S.B. Khandagale	Chairman	
2	Mr. S.D. Shinde	Member	
3	Mr. Mehul Jadhav	Academic Expert	
4	Mr. Vijayendra Shinde	Industrial Expert	