ADD ON Course

Organised by

Department of Computer Science

Session 2021-2022

Course Title : FUNDAMENTALS OF MS EXCEL

Objectives of the course :

- ➢ Everyone should understand about the basics of Microsoft Excel.
- ➢ Everyone should understand the use of MS EXCEL.
- ➢ Everyone should understand how to use MS EXCEL.
- ➢ Everyone should understand how to apply MS EXCEL.

Course Coordinator

- **SusobhanGhosh**
  Assistant Professor, Department of Computer Science, DinabandhuMahavidyalaya, Bongaon

General Information

Duration : 40 hours

Entry Qualification : B.A. Honours and General Students

Language : Bengali / English

Venue :DinabandhuMahavidyalaya, Bongaon

Biswajit Ghosh
Principal
Dinabandhu Mahavidyalaya
Bongaon, 24 Pgs (N)

SYLLABUS OF

FUNDAMENTALS OF MS EXCEL

➢ **Computer Basics:**

Introduction of Computer, Definition, Hardware, Software, Central Processing Unit, Input unit, Output unit

➢ **MS WINDOWS :**

Desktop, Creating Folders and Files, Update, deletion, Notepad, Wordpad, Windows short cut keys

➢ **MS EXCEL**

Introduction : Introduction to MS Excel, Excel interface, Understanding rows and columns, Cells, Naming Cells, Excel workbook and sheets, Managing Excel

Excel work book: New, Open, Close, Save, Save As

Formatting Text: Font Size, Font Style, Font Color, Bold, Italic, Underline, Wrap text, Merge and Centre, Currency, Accounting and other formats, Modifying Columns, Rows, Cells

Calculations and Functions: Simple calculations, Creating Simple Formulas, Calculations using Formulas, Setting up your own formula, Date and Time Functions, Financial Functions, Logical Functions, Lookup and Reference, Mathematical Functions, Statistical Functions, Text Functions and more.

Sort and Filter Data : Sort and filtering data, Number filter, Text filter, Custom filter, Removing filters, Conditional formatting.

Charts : Create various Charts, Inserting Column, Create Chart with Chart Tool, Design, Format, and Layout, Chart title, Changing layouts, Chart styles, Editing chart data range, Editing data series, Changing chart

PivotTables and Pivot Charts : Analyzing data, PivotTables, Create a PivotTable, Framework Using the PivotTable and PivotChart, Create Pivot Chart from pivot Table., Inserting slicer

Protecting and Sharing the work book : Password, Protecting a workbook using a password, edit ranges, Track changes, Working with Comments, Insert Excel Objects and Charts in Word Document

Macros : Creating and Recording Macros, Assigning Macros to the work sheets, Saving Macro enabled workbook

Proof and Print: Page setup, Setting print area, Print titles, Inserting custom Header and Footer, Inserting objects in the header and footer, Setting AutoCorrect Options, Page Setup, Setting margins, Print Preview, Print.

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Course Schedule

Name of the Faculty	Topic	Time
Susobhan Ghosh	**<u>Computer Basics:</u>** Introduction of Computer, Definition, Hardware, Software, Central Processing Unit, Input unit, Output unit	2 hour
Susobhan Ghosh	MS WINDOWS : Desktop, Creating Folders and Files, Update, deletion, Notepad, Wordpad, Windows short cut keys	1 hour
Susobhan Ghosh	➤ MS EXCEL Introduction : Introduction to MS Excel, Excel interface, Understanding rows and columns, Cells, Naming Cells, Excel workbook and sheets, Managing Excel Excel work book: New, Open, Close, Save, Save As Formatting Text: Font Size, Font Style, Font Color, Bold, Italic, Underline, Wrap text, Merge and Centre, Currency, Accounting and other formats, Modifying Columns, Rows, Cells	3 hour
Susobhan Ghosh	Calculations and Functions: Simple calculations, Creating Simple Formulas, Calculations using Formulas, Setting up your own formula, Date and Time Functions, Financial Functions, Logical Functions, Lookup and Reference, Mathematical Functions, Statistical Functions, Text Functions and more.	8 hour
Susobhan Ghosh	Sort and Filter Data : Sort and filtering data, Number filter, Text filter, Custom filter, Removing filters, Conditional formatting.	4 hour
Susobhan Ghosh	Charts : Create various Charts, Inserting Column, Create Chart with Chart Tool, Design, Format, and Layout, Chart title, Changing layouts, Chart styles, Editing chart data range, Editing data series, Changing chart	5 hour

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Name of the Faculty	Topic	Time
Susobhan Ghosh	PivotTables and Pivot Charts : Analyzing data, PivotTables, Create a PivotTable, Framework Using the PivotTable and PivotChart, Create Pivot Chart from pivot Table., Inserting slicer	5 hour
Susobhan Ghosh	Protecting and Sharing the work book : Password, Protecting a workbook using a password, edit ranges, Track changes, Working with Comments, Insert Excel Objects and Charts in Word Document	3 hour
Susobhan Ghosh	Macros : Creating and Recording Macros, Assigning Macros to the work sheets, Saving Macro enabled workbook	5 hour
Susobhan Ghosh	Proof and Print: Page setup, Setting print area, Print titles, Inserting custom Header and Footer, Inserting objects in the header and footer, Setting AutoCorrect Options, Page Setup, Setting margins, Print Preview, Print.	4 hour

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