# DETAILED SYLLABUS OF 1st SEMESTER

**Course Code:  SEC124**

**Title of the Course : MS-EXCEL and its Applications in Business**
**Nature of the Course : Skill Enhancement Course (SEC)**
**End Semester   :80 Marks**
**In Semester      :20 Marks**
**Total Credits    :  03**

**COURSEOBJECTIVES:**

- The course is designed to develop students gain as well entrepreneurs to know how to use MS-EXCEL in business. This course involves the practical application of MS-EXCEL.
- To boost the skill development credibility and improve the ability of the students in working with MS-EXCEL to use in their day-to-day life.
- To provide opportunity for realizing one's potential through practical experiences

| UNITS | CONTENTS | L | T | P |
|---|---|---|---|---|
| 1 <br><br> (20Marks) | **Basics of MS-EXCEL.** <br> ➢ Create Worksheets and Workbooks <br> ➢  Import data from a delimited text file <br> ➢ Add a worksheet to an existing workbook <br> ➢  Copy and move a worksheet <br> ➢ Navigate to a named cell, range, or workbook element <br> ➢  Insert and remove hyperlinks | 08 | 02 | |

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| **2**<br><br>**(10Marks)** | **Formulas and Functions in MS-EXCEL**<br>➢ Perform Operations with Formulas and Functions<br>➢ Insert references<br>➢ Perform calculations by using the SUM function<br>➢ Perform calculations by using MIN and MAX functions<br>➢ Perform calculations by using the COUNT function<br>➢ Perform calculations by using the AVERAGE function | 08 | 02 | |
| **3**<br><br>**(25Marks)** | **Common Functions and Formula Errors**<br>➢ Rules to enter a function<br>➢ Perform Conditional Operations by using Functions<br>➢ Perform logical operations by using the IF function<br>➢ Perform logical operations by using the SUMIF function<br>➢ Perform logical operations by using the AVERAGEIF function<br>➢ Protect a worksheet<br>➢ Protect workbook structure<br>➢ Encrypt a workbook with a password<br>➢ Insert text boxes, shapes, images in an excel worksheet | 08 | 02 | |

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| **4**<br><br>**(25Marks)** | **Charts, Components of Charts and its Types**<br>  ➢ Create a new chart<br>  ➢ Switch between rows and columns in source data<br>  ➢ Analyze data by using Quick Analysis Format Charts<br>  ➢ Resize charts, Add and modify chart elements<br>  ➢ Apply chart layouts and styles<br>  ➢ Move charts to a chart sheet 5.3. Insert and Format Objects<br>  ➢ Insert text boxes and shapes<br>  ➢ Insert images<br>  ➢ Modify object properties<br>  ➢ Add alternative text to objects for accessibility<br>  ➢ Printing a Worksheet<br>  ➢ Cell Reference to another Worksheet<br>  ➢ Types of Cell Referencing | 08 | 02 | 10 |
| | **Total** | **32** | **6** | **10** |

**PRACTICALS:**

➢ Create a new workbook, inserting values, calculating and saving the workbook.
➢ Demonstrate the process of working with the If Statement
➢ Working with Inserting Charts in Excel Workbook.
➢ Working with SUMIF And COUNT IF Statements
➢ Demonstrate the process of Encryptinga Excel Workbook
➢ Working with Formulas (MAX, MIN, AVERAGE, SUM, COUNT)
➢ Working with Percentage numeric format
➢ Working with Number, Commas and decimal numeric formats
➢ Using Excel for managing product information
➢ Sales Reporting in excel

**MODESOFIN-SEMESTER ASSESSMENT:** **(20 Marks)**

- **One Test** **=10Marks**
- **Students have to choose any one of the following suggested activities for the in-semester assessment** **=10 marks**

  ➢ **Seminar presentation of any concept**
  ➢ **Peer Teaching and Discussion**

**LEARNEROUTCOMES:**

**After the completion of this course, the learner will be able to:**

➢ **Students will be able** to know how to do data analysis, data visualization and expense management in their business field.
➢ After Learning MS-EXCEL by knowing all the mathematical functions they can do millions of  calculations within a fraction of second
➢ The course is designed to develop students gain know how to use  MS-EXCEL in business.
➢ **Course is to bring about inclusive growth and enable the Youth who have technical education to work in different aspects**

**READING LIST:**

- ➢ *Excel 2019 Bible Paperback– 4 December 2018 by Michael Alexander (Author), Richard Kusleika (Author), John Walkenbach (Author)*

- ➢ *Excel for Beginners (Excel Essentials Book 1) Kindle Edition by M.L. Humphrey (Author)*
- ➢ *Ctrl+Shift+Enter Mastering Excel Array Formulas: Do the Impossible with Excel Formulas Thanks to Array Formula Magic Kindle Edition by Mike Girvin (Author)*