PROGRAMME GUIDE

CERTIFICATE COURSE IN MS EXCEL

Established in 1951

CHHOTU RAM ARYA COLLEGE

SONIPAT-131001

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Course Designed by:
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CERTIFICATE COURSE IN MS EXCEL

These days, business organizations, companies, firms, and start-ups use various computer programs to complete their everyday task more effectively. Without these programs, it became hard for the companies to survive in stiff competition. Microsoft Excel is one of such programs.

A big database can easily be manipulated to draw impressive reports. Moreover, beautifully designed presentations in the form of charts and graphs can be helpful for companies in cracking billion-dollar deals. Apart from these, there are many other benefits of using excel at offices.

Though many people found having a lack of Microsoft Excel knowledge and led behind by competitors. Don't worry now; getting proper Microsoft Excel Training is the best solution for your problem.

MS Excel is crucial for our today's education system. It plays a significant role in the classroom and education. Students can learn many essential things from Excel, such as data visualization, faster calculations, organization and reconstruction, filtering, planning, and many more. It is necessary for them in future Microsoft Excel enables users to identify trends and organize and sort data into meaningful categories. Excel also performs Human Resources functions, such as sorting worked hours and organizing employee profiles and expenses, which help businesses, better understand the structure and activities of their workforce.

With a vast program full of formulae, it can add, subtract, multiply and divide hundreds of numbers altogether, and can easily re-do it if a value is changed or added. This feature can be used to easily make a company's yearly sales and other spreadsheets.

1.1 Programme Objectives

The objectives of the programme are to:
- Develop knowledge and skills about MS Excel;
- Enable the learners to compete in today's Environment;
- To give basic information about the computer system;
- To Teach basic skills for Microsoft Excel;

1.2 Academic Session

The Programme commences from January and July of every year.

Minimum : **40 Hours**   Maximum: **60 Hours**

After consuming the maximum 6 months, the learner can complete the programme in 2 years. If still the learner is not able to complete the programme, he/she can apply for re-admission by paying pro-rata fee for each incomplete course of Theory and Practical components.

1.3 Medium of Instruction: English only

2.   PROGRAMME STRUCTURE

The College follows the credit system for its various programmes. The Certificate Course in MS Excel programme is a sixty hours programme of 10 credits with 4 credits for theory and 6 credits for practical components. It comprises of 1 theory and 1 practical course as given below:

3. IMPLEMENTATION OF THE PROGRAMME

Properly planned print material both for the theory and practical components is the main part of Certificate in MS Excel programme.

For this programme the following evaluation system is followed:
Theory
For theory course, the evaluation consists of two aspects:

i)   Continuous Evaluation through assignments,
ii)   Term-End Examination.

In the final results all the assignments carry 30 per cent weightage while 70 per cent weightage is given for term-end examination. You need to score 50 per cent marks in assignment separately and 50 percent marks in the term-end examination to pass and be declared successful.

Practical

For practical course, the evaluation consists of two aspects:

i)   Continuous evaluation through practical file,
ii)   Final practical examination.

In the final result, continuous evaluation through practical file will carry 50 per cent weightage and final practical examination will carry 50 percent weightage. You need to score 50 per cent marks in practical file and practical examination separately to pass and be declared successful.

4. DETAILS OF COURSE STRUCTURE

4.1   Theory Course

TITLE OF THE COURSE: BASICS OF MS EXCEL

THEORY	
Credits	4
Study Hours	30
Contact Hours	16

Objectives

After completion of this course, the learners should be able to:

- Master the Basic Features of MS Excel
- computing large amount of data quickly
- to create the visual representation of data and information
- Enter and edit data.
- Format data and cells.
- Construct formulas, including the use of built-in functions, and relative and absolute references.
- Create and modify charts.
- Preview and print worksheets.

Course Outline (Theory)

Lesson 1: Excel user interface

- Title bar
- Menu bar
- Ribbon bar
- Formula bar
- Data area – Columns & Rows
- Worksheet bar
- Status bar
- Columns, Rows and Cells
- Quick Access Toolbar
- Document properties

Lesson 2: Entering Text and Sum

- Selecting a cell
- Entering text
- Entering numbers
- Calculating a sum
- Using the Fill Handle to copy text
- Using the Fill handle to copy formulas
- Entering a formula using keyboard

Lesson 3: Formatting a Cell & worksheet

- Formatting a cell
- Use the Bold, Italic, and Underline commands
- Change the font and its size
- Change the font color
- Text alignment
- Format rows
- Cell styles
- Apply a cell style
- To merge cells using the Merge & Center command

- Applying number formats
- Modifying column width
- Use the name box to select cell
- Other ways to select cells

Lesson 4: Add a chart
- Add a chart
- Apply a style to a chart
- To move a chart to a new sheet
- To change the sheet tab name
- Printing in Landscape

Lesson 5: Formatting the Worksheet
- To change workbook theme
- Merge and Center
- Background color
- Apply border
- Apply accounting, dates, currency and percent formats
- Conditional formatting
- Changing row height

Lesson 6: Entering formulas
- Arithmetic/Basic operations
- Order of Operations
- Entering formulas using Point & Click
- Copy formulas using the fill handle
- Using the AUTOSUM button
- Range Finder

4.2   Practical Course

TITLE OF THE COURSE: BASICS OF MS EXCEL

THEORY	
Credits	6
Study Hours	45
Contact Hours	24

Objectives

After completion of this course the learners should be able to:
- Identify the different components of the Excel worksheet.

- Differentiate between an Excel workbook & worksheet.
- Open an existing workbook and create a new workbook
- Enter text and formulas into an Excel spreadsheet
- Enhance alpha and numeric data in an Excel worksheet
- Move & copy alpha and numeric data
- Construct formulas to manipulate numeric data in an Excel Worksheet
- Create a spreadsheet to tabulate and record numeric values
- Use the print function to create a printable copy of data stored on an Excel spreadsheet.
- Set up the chart function of Excel to represent numeric data in multiple formats.
- Differentiate between formulas and functions in Excel.
- Access and manipulate data using the database functions of Excel.

Course O u t l i n e (Practical)

Block 1: Practical Manual-I

Unit 1 : Getting Started with MS- Excel
- Starting Microsoft Excel
- Workbook And Worksheet
- Components of Workbook
- Creating a New Workbook
- Entering Data in the Worksheet
- Save a Workbook
- Open Workbook
- Close A Workbook

Unit 2: Working with Worksheet
- Introduction
- Protecting A Workbook
- Select Cells ,Columns, Rows and Range
- Keyboard Shortcuts
- Function Keys in Microsoft Excel

Unit 3: Editing Worksheet
- Editing data in a cell
- Replacing Data in a cell
- Moving Data
- Copy Data to Another Area
- Copy Cell Data in Special ways
- Insert Cells ,Columns or Row
- Delete Cells ,Columns or Row

Unit 4: Formatting a Worksheet
- Bold, Italic and Underline Style
- Font and Font Size
- Grow and Shrink Font Size
- Changing Color of the Cells
- Format Cell Borders and Fill Colour
- Aligning Data in Cells

Block 2:   **Practical Manual-II**

Unit 1:   **Charts and Built –in -Function**
- Creating A Chart
- Components of a Chart
- Changing the Chart Type and Layout
- Changing Chart Style
- Formatting A Chart

Unit 2:   **Working with Formulas**
- Using a Simple Formula
- Using a Complex Formula
- Type of Cell Reference
- Using the Sum Function
- Common Mathematical Functions
- (IF) Function

Unit 3:   **Managing and Organizing Data**
- Sorting Database
- Filtering a Databases
- Validation
- Subtotal in Database
- Goal Seek
- Pivot Table and Pivot Chart
- Macro

Block 3: Practical File

Course Coordinator:
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