



Course: B.B.A (Financial Markets)

SEMESTER	II
TITLE OF THE SUBJECT	Spreadsheet and Its Applications
COURSE CODE	04BF0207
DURATION	24

OBJECTIVES

- To enable students to learn how to automate common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and leverage on Excel's advanced functionality to simplify and streamline their day-to-day work.

PRE-REQUISITES

- Should have knowledge of Computer Fundamentals and PC Software
- Should have basic knowledge of Excel

Course Duration:

The course duration is of 24 sessions of 60 minutes each.

Course Contents:

Unit No	Unit / Sub Unit	Sessions
Unit I	Manage Worksheet Data, Reorder and Summarize Data Limit data that appears on your screen, manipulate worksheet data, Sidebar: Select list rows at random, summarize data in worksheets that have hidden and filtered rows, find unique values within a data set, Define valid sets of values for ranges of cells. Sort worksheet data, Sort data by using custom lists, organize data into levels, Look up information in a worksheet Use workbooks as templates for other workbooks, Link to data in other worksheets and workbooks, Consolidate multiple sets of data into a single workbook	8
Unit II	Dynamic Worksheet by Pivot Tables Analyze data dynamically by using PivotTables, Filter, show, and hide PivotTable data, Edit PivotTables, Format PivotTables,	8

	Create PivotTables from external data, create dynamic charts by using Pivot Charts	
Unit III	Automate repetitive tasks by using macros Enable and examine macros, set macro security levels in Excel, examine macros, Create and modify macros, run macros when you click a button, run a macro when you open a workbook, Insert form controls into a worksheet	8

Learning Outcomes

After studying this course, student should be able to:

- Able to perform routine organizational tasks using Excel.
- Can be able to understand about pivot tables and how to use it for routine purpose.
- Able to manage spreadsheet and be able to compare data in to different spreadsheet.
- Create a dynamic excel spreadsheet.

Evaluation:

The students will be evaluated on a continuous basis and broadly follow the scheme given below:

		Weight age
A	Continuous Evaluation Component (Assignments / Presentations/ Quizzes / Class Participation/ etc.)	50% (C.E.C.)
B	End-Semester Examination	50% (External Assessment)

Text Books:

Sr.No	Author/s	Name of the Book	Publisher	Edition & Year of Publication
T-01	Curtis Frye	Microsoft Excel 2016 Step by Step	Microsoft Press	Latest

Reference Books:

Sr.No	Author/s	Name of the Book	Publisher	Edition and Year of
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				Publication
R-01	Cox et al	Step by Step 2007 Microsoft Office System	PHI Learning Private Limited	Second Edition, 2009