PROGRAM	Master of Business Administration
SEMESTER	1
COURSE TITLE	Advanced Excel
COURSE CODE	04MB1109
COURSE CREDITS	2
COURSE DURATION	28 Hrs (28 sessions of 60 minutes each)

COURSE OUTCOMES:
- ❖ To apply advanced formatting tools, logical functions, and visualizations in excel to analyze the datasets.
- ❖ To summarize and interpret data by using pivot tables, Pivot charts by creating dynamic dashboards.
- ❖ To use data analysis tools in domain specific datasets

COURSE CONTENTS:

Unit No	Unit / Sub Unit	Sessions
I	Basic arithmetic operations; Cell formatting; Paste Special; Conditional Formatting; Insert Charts - advanced Charts; Conditional functions- If; If-And; If-Or; Nested If Function; Sorting-Filtering; Data Validation	09
II	Hyperlinking; Concatenate; Text to columns and Remove Duplicates; Sum if; Count if; Average if; Sum ifs; count ifs and average ifs; Vlookup & Hlookup; Index & Match Function; Working with PivotTables; Building PivotTable Formulas; Working with PivotCharts and Customizing PivotCharts.	09
III	Goal Seek; Scenario Manager & Data Table; Basic Statistics Functions; Macros (Basic); Solver & Get-Transform data; Basic Finance Functions; Building a simple Dashboard; Security Features & Printing Excel document	10

EVALUATION:

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

	Component	Weightage
A	Continuous Evaluation Component (Assignments / Quizzes / Class Participation etc.)	0% (C.E.C.)
B	Internal Assessment	50% (I.A.)
C	End-Semester Examination (Practical/Viva)	50% (External assessment)

SUGGESTED READINGS:

Textbooks:

Sr. No	Author/s	Name of the Book	Publisher	Edition & Year
T-01	Michael Alexander	Excel 2019 Bible	Wiley	Latest-2019
T-02	Mike Smart	Learn Excel 2016 Essential Skills with the Smart Method: Courseware Tutorial for Self-Instruction to	Mike Smart	Latest-2016

Sr. No	Author/s	Name of the Book	Publisher	Edition & Year
		Beginner and Intermediate Level 2016		

Reference Books:

Sr. No	Author/s	Name of the Book	Publisher	Edition & Year
R-01	Mike Smart	Learn Excel 2016 Expert Skills with the Smart Method: Courseware Tutorial Teaching Advanced Techniques	Mike Smart	Latest-2016
R-02	Wayne Winston	Microsoft Excel 2019 Data Analysis and Business Modeling (Business Skills)	Wayne Winston	6th Edition- 2019