

PROGRAM	Bachelor of Commerce (Hons)
SEMESTER	II
COURSE TITLE	Advanced Excel
COURSE CODE	04CH0207
COURSE CREDITS	03
COURSE DURATION	36 Sessions (Each of 60 mints)

COURSE OUTCOMES:

- Understand & implement complex data operations using MS Excel
- Protect files and worksheets properly
- Tackle complex data analysis with ease
- Create interactive KPI dashboard from scratch
- Convert raw Excel data into information that can be used to create reports.

Teaching and Examination Scheme

Teaching Scheme (Hours)			Credits	Internal Marks (50%)		End-Semester Examination (50%)			Total Marks
Theory	Tutorial	Practical		IA	CSE	Theory	Practical/Viva	Term Work (TW)	
2	0	2	3	30	20	0	50	0	100

COURSE CONTENTS:

Unit No	Unit / Sub Unit	Sessions
I	IMPORTANT EXCEL FUNCTIONS & UTILITIES: Creating Table – Sort & Unsort Data – Filter Data – Text to Column – Data Validation – Conditional Formatting– Adding Hyperlinks – Text Functions (TRIM, PROPER, UPPER, LOWER, CONCAT, LEFT, RIGHT, TEXT JOIN) – Statistical Functions (COUNT, COUNTA, COUNTBLANK, AVERAGE, MIN, MAX, COUNTIF, COUNTIFS, AVERAGEIF, AVERAGEIFS, MAXIFS, MINIFS) – Logical Functions (IF, NESTED IF, OR, AND, TRUE, FALSE) – Math Functions (SUM, SUMIF, SUMIFS) Lookup Functions (VLOOKUP, HLOOKUP, INDEX, MATCH) – New Office 365 Functions (XLOOKUP, FILTER, SORT, UNIQUE)	14
II	DATA VISUALIZATION USING EXCEL: Chart Elements – Creating Dynamic Charts (Column Chart, Map Chart, Bar Chart, Pie Chart, Doughnut Chart, Stacked Chart, Line Chart, Histogram Chart, Tree Chart, Sunburst Chart, Funnel Chart, Scatter &Bubble Chart) – Inserting Pivot Table – Using Slicers & Timeline – Creating Pivot Charts – Building Catchy Dashboards	14
III	ADVANCE UTILITIES IN EXCEL: Solve problems with Goal Seek & Scenario Manger – Import Text, CSV & Web Data – Introduction to Power Query – Introduction to Macros & VBE – Recording Macro – Difference between Macros & VBA	08

SUGGESTED READINGS:
Text Books:

Sr.No	Author/s	Name of the Book	Publisher	Edition & Year of Publication
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 Beginner and Intermediate Level 2016	Mike Smart	Latest-2016
T-03	Paul McFedries	Microsoft Excel 2019 Formulas and Functions	Pearson	2019

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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	6 th Edition- 2019