



K.L.E. Society's
LINGARAJ COLLEGE, BELGAUM
(Autonomous)

DEPARTMENT OF COMMERCE

Code: 31101 - CERTIFICATE COURSE IN ADVANCED EXCEL

INTRODUCTION:

The Advanced Excel course shows you how to work with databases in Microsoft Excel using filtering, sorting and subtotals.

This training course introduces participants to PivotTables, Macros and Hyperlinks and teaches logical, lookup, reference, and statistical functions. If you are experienced in designing and modifying spreadsheets, can write formulas and have worked with IF and VLOOKUP functions, this advanced Excel course is for you.

II. OBJECTIVES OF COURSE

- Use advanced functions and productivity tools to assist in developing worksheets
- Manipulate data lists using Outline, Auto filter and PivotTables
- Use Consolidation to summaries and report results from multiple worksheets
- Record repetitive tasks by creating Macros
- Use Hyperlinks to move around worksheets.

III. Course Duration: 40 Hours

IV. Eligibility and intake capacity

1. PUC/10 + 2 pass
2. Selection of the Students is based on entrance test (descriptive exam) and oral tests.
3. Maximum 50 Students are allotted for a batch.

V. Mode of teaching

- Lectures
- Practical Lab
- Assignment
- Interaction with experts.

VI. Medium of instruction: English

VII. Programme Structure:

A. Scheme of Examination

The Certificate Course consists of a total Three Units with total of 50 marks. An Examination will be held at the end of the course.

	Examination	Internal Assessment
Paper I	30 Marks	20 Marks
	TOTAL	50 Marks

B. The candidate should secure at least 40% of marks to successfully complete the certificate course.

SYLLABUS

Unit		Hours
Unit I	MS Excel <ul style="list-style-type: none">• Introduction• Creating worksheet• Entering Formula• Using Built-in Functions,• Charts – Definition, Types & Creating Charts• Working with – File, Edit, Insert, View, Tools, Data & Windows menu.	10 Hrs
Unit II	Working With MS Excel <ul style="list-style-type: none">• Conditional Formatting, Data Sorting, Freeze panes, Multiple Filters, Cell Formatting• Logical Functions(Ex. If, And, Or), Mathematical Formulas (Ex. Sum, Count, Average, Sumif & Sumifs)• Using Text Functions like Concatenate, Text, Upper, Lower• Working With Charts – Creating Charts, Using Different Styles and Layouts	15 Hrs
Unit III	Advanced Excel <ul style="list-style-type: none">• Hlookup & Vlookup, Nested Vlookup, Reverse Lookup using choose Function• Pivot Table – Value field settings, Grouping based on different Criteria• Macros – Recording Macro, Assigning Macro to a button or Shape, Inspect & modify the Macro	15 Hrs

Suggested Readings and Reference Books:

1. Fundamentals of Computers by V. Rajaraman, PHI Publications
2. First Course in Computer by Sanjay Saxena, Vikas Publications