



St. JOSEPH'S DEGREE COLLEGE
Sunkesula Road, Kurnool – 518 004 A.P.
(Affiliated to Rayalaseema University, Kurnool)

ADD-ON COURSE
IN
“ADVANCED EXCEL”

ACADEMIC YEAR – 2023-2024

FACULTY ATTENDED:

1. Mr. I.S. Raghuram 2. Mr. P. Siva Kumar 3. Mr. J. Raja Ratnam
4. Mr. P. Hari Krishna Reddy 5. Mrs. K. Chaitanya Lakshmi 6. Mr. V. Raghavendra Kumar

CIRCULAR

05-09-2023,

Kurnool.

All the Third semester B.Com students have to be aware of Advanced Excel subject, as it is helpful for the students in near future. Keeping this in mind Department of Computer Science is planning to conduct a Add on Course in Advanced Excel. This course will be handled by Mr. I.S. Raghuram and Mr.P. Siva Kumar.

As a part of this course the students will be given insight knowledge on Advanced Excel.

S Latha Rani

Head of the Department,

Department of Computer Science

COURSE OUTLINE

Instructor: Mr. I.S.Raghuram & Mr. P.Siva Kumar

Class Section: II B.Com III Semester Students

Class Time: Monday To Saturday 3.00 PM to 5.00 PM.

Duration: 15 Days.

E-Mail: sjccomputers@gmail.com.

Start Day: 12-09-2023.

End Day: 05-10-2023.

College web site: www.sjcknl.edu.in

COURSE DESCRIPTION:

Advanced Excel Program:

In this course the students will learn more advanced skills like advanced formulas, functions, charts and types of financial analysis to be an Excel power user.

We designed this Advanced Microsoft Excel to make them industry ready which covers in-depth knowledge of pivot tables, audit and analyze worksheet data, utilize data tools, collaborate with others and create and manage filters.

This course is geared for the students who already have basic knowledge of excel and who want to upskill and advance their careers.

Here, we have selected Advanced Excel course for the students specifically for spreadsheet users who are already proficient and looking to take their skills to an advanced level. This advanced tutorial will help students to gain an understanding of advanced features in excel.

OBJECTIVES:

This course provides an insight into advanced functions used in organizations to summarize, analyse, explore and present visualizations of data.

- Handle large amounts of data
- Aggregate numeric data and summarize into categories and subcategories
- Expand and collapse or drill down into levels of data to focus on areas of interest.
- Filtering, sorting and grouping data or subsets of data
- Use of pivot tables
- Edit worksheets using advanced enhancements and worksheet features.
- Work with named ranges and create lists
- Import and Export data to and from Excel and other Office applications
- Enhance lists using pivot tables and pivot table charts
- Audit and check worksheets and workbooks for errors
- Summarize data in worksheets and workbooks
- Manage workbooks
- Customize Excel worksheets and workbooks
- Use advanced budgeting functions to use Excel for loan analysis
- Work with data tables and scenario management
- Use case studies to create worksheets and workbooks.

SYLLABUS

DAY	TOPIC
1	Introduction, All About Data Fill & Sort
2	Advanced Filter & Paste Special
3	Text, Logical, Math & Trig Functions
4	Database, Statistics, Lookup & Reference Functions
5	Date & Time, Financial Functions
6	Transpose, Factorial, Dec to Bin Conversion
7	Pivot Table
8	Invoice Sheet
9	Stock Maintain
10	Attendance Sheet
11	Data Validation & Consolidation
12	Excel Lists, Subtotals
13	Goal Seek, Scenarios, Views
14	Drawing & Formatting
15	Review, Auditing, Proofing Tools

OUTCOME:

1. Use advanced functions and productivity tools to assist in developing worksheets
2. Manipulate data lists using Outline, Auto filter and Pivot Tables
3. Use Consolidation to summarize and report results from multiple worksheets
4. Use Hyperlinks to move around worksheets.

Scheme of Valuation and Pattern of Question Paper

Conducted Multiple Choice Based Questions

ONLINE EXAMINATION

Time : 30 minutes

Max. Marks : 25

Min. Marks to Pass: 10

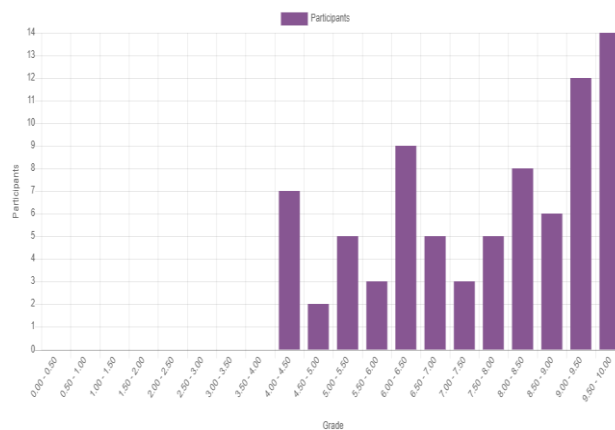
S.No.	Type of the Questions	No.Of Questions	Marks Per Question	Total Marks
1	Multiple Questions	25	1	25

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ATTENDANCE

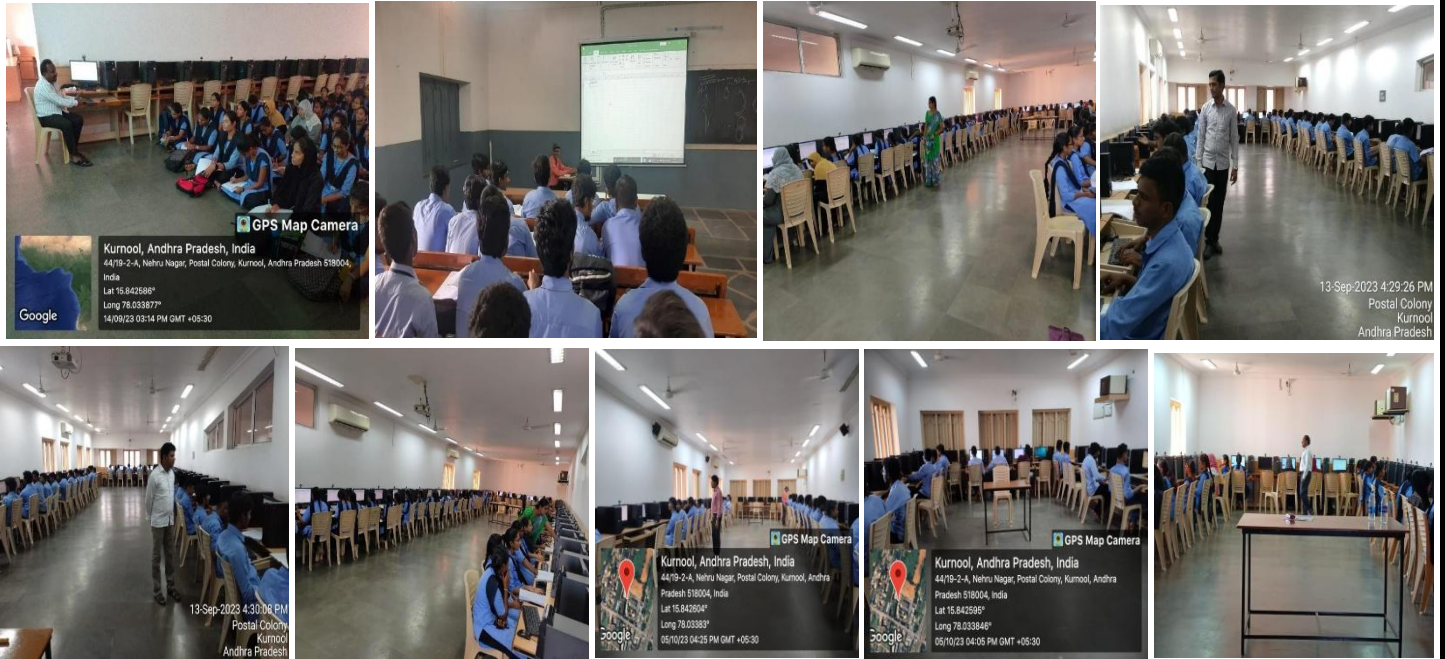
Attendance: [Click Here](#)

Target Participants:

→ Students of II B.Com., III Semester

→ Total No. of Participants : 100

GALLERY

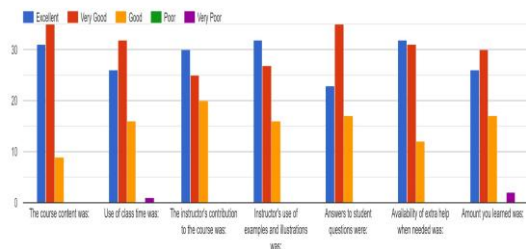


CERTIFICATE



FEEDBACK

Please evaluate honestly



Would you like to participate in other courses conducted by the Department
75 responses

