



SAINTGITS
LEARN.GROW.EXCEL



SAINTGITS COLLEGE OF APPLIED SCIENCES

VALUE ADDED COURSE 2018-19

INTRODUCTION TO EXCEL



LEARN . GROW . EXCEL

ABOUT THE COURSE

The add on program “Introduction to EXCEL” is designed especially for the second year BBA students. This course aims to provide skills and knowledge which will allow the students to Learn different MS Excel tools

OBJECTIVES

The objective of this course is to make the students to understand different office tools with the help of information technology.

EXPECTED OUTCOMES

Students will get the basic knowledge about MS Excel as well as the practical knowledge of various Excel tools.

DURATION

30 hours

SYLLABUS

- Module 1: Introduction to Excel
- Module 2: Formatting Cell
- Module 3: Sort the information
- Module 4: advanced Excel Features
- Module 5: Inserting Formulas





FEATURES

Student can be capable of managing data in accounting field.

Can do financial analysis through Charting and graphing.

Can do Quick Sum of Numbers and Filtering Data

Can insert Random Numbers and Random Fraction Numbers

Can draw Pivot tables and pivot charts using Conditional formatting

ADVANTAGES

Students can be able to organize your information better

Students can make calculations

Students can sort the information so that it can be analyzed.

The analyzed data can be transferred to graphs or charts

RELEVANCE

Microsoft Excel allows users to identify trends and organize and sort data into relevant categories. Excel also performs HR functions, such as sorting hours worked and organizing employee profiles and expenses, which help businesses adapt.

