

SAINTGITS COLLEGE OF APPLIED SCIENCES PATHAMUTTOM, KOTTAYAM

Introduction to Excel

Course Code: VCIEX010

Syllabus

MODULE 1

Introduction to Excel 2016 - Components of Excel window, Cell, Cell Address, Frame- Worksheet-Work book, Formatting Techniques (Cell, Page, Printing).

MODULE 2

Excel user interface, working with cell and cell addresses, selecting a range, Moving, Cutting, copying with paste, Inserting and Deleting cells, freezing cells, Adding, Deleting and Copying Worksheet within a workbook, Renaming a worksheet.

MODULE 3

Cell Formatting options, formatting fonts, Aligning, Wrapping and rotating text, using borders, Boxes and colors, centering a Heading, changing row/column height/width, Formatting a worksheet automatically, Insert comments, Clear contents in a cell. Using print preview, preparing worksheet for the printer, Selecting print area. Margin and Orientation, centering a Worksheet, using header and footer, inserting page breaks, Creating list, Sorting Data.

MODULE-4

Advanced features of Excel: All functions in Excel, Using logical functions, Statistical functions, Mathematical etc. Linking data between Worksheet, Elements of Excel charts, Categories, create a chart, choosing chart type, Edit chart Axis-Titles, Labels, Data series and legend, adding a text box, Rotate text in a chart, converting a chart on a web page, Saving a chart.

MODULE 5

Inserting a Formula-Addressing mode, Relative, Absolute, Mixed, Intersheet Referencing. Functions • Financial functions (NPV, PMT)-Mathematical functions (SUM, ROUND, FACTORIAL) •Statistical functions (AVERAGE, COUNT, MEDIAN,MODE, STDDEV) .Logical functions (IF, AND, FALSE, NOT, OR, TRUE). Macros GoalSeek Charts-Types of charts ,Preparing chart

