



SAINTGITS
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SAINTGITS COLLEGE OF APPLIED SCIENCES

VALUE ADDED COURSE 2018-19

INTRODUCTION TO EXCEL



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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.



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

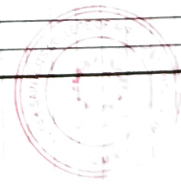


STUDENTS ATTENDANCE

STUDENTS ATTENDANCE

Roll No		Month	8	8	8	8	8	9	9	9	9	9	10	10	
		Date	1	10	19	24	31	4	7	7	11	25	27	5	5
		Hour	3	4	5	3	4	5	3	4	5	3	4	3	4
1	Abhijith Vinod	a	a	a	a	a	a	a	a	a	a	a	a	a	
2	Abhishek T Vasghe	x	x	x	x	x	x	x	x	x	x	x	x	x	
3	Able Joseph	x	x	x	x	x	x	x	x	a	x	x	x	x	
4	Ajay T J	x	x	x	x	x	x	x	x	x	x	x	x	x	
5	Ashwin Lal	x	x	x	x	x	x	x	x	x	a	x	x	x	
6	Alonso Davis James	a	x	x	x	x	x	a	x	x	x	a	a		
7	Alvin John	a	a	a	a	a	a	a	a	a	a	a	a	a	
8	Alvina Vincent	a	x	x	x	x	x	x	x	x	x	a	a		
9	Amal A	a	x	x	x	x	x	x	a	x	x	x	x	x	
10	Anandhu K Anil	x	x	x	x	x	a	x	a	x	x	x	x	x	
11	AnanthaKushnan S	x	x	x	x	x	x	x	x	x	x	x	x	x	
12	Anjali Susan George	x	x	x	x	x	x	x	x	x	x	x	x	x	
13	Anjana Thankachan	x	x	x	x	x	a	a	a	x	x	x	x	x	
14	Anna Christi George	a	x	x	a	x	x	x	x	x	x	x	x	x	
15	Ashif Shajahan	x	x	x	a	x	x	a	a	x	x	x	x	x	
16	Ashin Vasghe Noble	x	x	x	a	x	x	a	a	x	x	x	x	x	
17	Ashwin S Kumar	x	x	x	x	x	x	x	x	x	x	x	x	x	
18	Ajaya John Mathew	x	x	x	x	x	x	x	x	x	x	a	a		
19	Ajith Babu	a	x	x	x	x	x	x	a	x	x	x	x	x	
20	Aksh Mani	a	x	x	x	x	x	x	x	x	x	x	x	x	
21	Archie Anil Jacob	x	x	x	x	x	a	x	x	x	x	x	x	x	
22	Christyana Mathew Chalokuzhijil	x	x	x	a	a	x	x	x	x	x	x	a	e	
23	Don Sam	x	x	x	x	x	x	x	x	x	x	x	x	x	
24	Elas Jacob	x	x	x	x	x	a	x	x	x	x	x	x	x	
25	Elza Priscilla Mathew	a	x	x	x	x	x	x	x	a	x	a	a		
26	Geetha Kishore	x	x	x	x	x	x	x	x	x	x	x	x	x	
27	Geetha M Andrews	x	x	x	x	x	a	x	x	x	x	x	x	x	
28	Geetha K George	x	x	x	a	x	x	x	x	x	x	x	x	x	
29	Geetha Shibu	x	a	a	x	x	x	x	x	x	x	x	x	x	
30	Geetha Suresh Johnson	x	x	x	x	x	x	x	x	x	x	x	x	x	
Name of the Faculty & Signature		2	2	2	2	2	2	2	2	2	2	2	2	2	
Suparna P															

Roll No		Month	8	8	8	8	8	9	9	9	9	9	10	10	
		Date	1	10	19	24	31	4	7	7	11	25	27	5	5
		Hour	3	4	5	3	4	5	3	4	5	3	4	3	4
1	Abhijith Vinod	a	a	a	a	a	a	a	a	a	a	a	a	a	
2	Abhishek T Vasghe	x	x	x	x	x	x	x	x	x	x	x	x	x	
3	Able Joseph	x	x	x	x	x	x	x	a	x	x	x	x	x	
4	Ajay T J	x	x	x	x	x	x	x	x	x	x	x	x	x	
5	Ashwin Lal	x	x	x	x	x	x	x	x	a	x	x	x	x	
6	Alonso Davis James	a	x	x	x	x	x	a	x	x	x	a	a		
7	Alvin John	a	a	a	a	a	a	a	a	a	a	a	a	a	
8	Alvina Vincent	a	x	x	x	x	x	x	x	x	x	a	a		
9	Amal A	a	x	x	x	x	x	x	a	x	x	x	x	x	
10	Anandhu K Anil	x	x	x	x	x	a	x	a	x	x	x	x	x	
11	AnanthaKushnan S	x	x	x	x	x	x	x	x	x	x	x	x	x	
12	Anjali Susan George	x	x	x	x	x	x	x	x	x	x	x	x	x	
13	Anjana Thankachan	x	x	x	x	x	a	a	a	x	x	x	x	x	
14	Anna Christi George	a	x	x	a	x	x	x	x	x	x	x	x	x	
15	Ashif Shajahan	x	x	x	a	x	x	a	a	x	x	x	x	x	
16	Ashin Vasghe Noble	x	x	x	a	x	x	a	a	x	x	x	x	x	
17	Ashwin S Kumar	x	x	x	x	x	x	x	x	x	x	x	x	x	
18	Ajaya John Mathew	x	x	x	x	x	x	x	x	x	x	a	a		
19	Ajith Babu	a	x	x	x	x	x	x	a	x	x	x	x	x	
20	Aksh Mani	a	x	x	x	x	x	x	x	x	x	x	x	x	
21	Archie Anil Jacob	x	x	x	x	x	a	x	x	x	x	x	x	x	
22	Christyana Mathew Chalokuzhijil	x	x	x	a	a	x	x	x	x	x	x	a	e	
23	Don Sam	x	x	x	x	x	x	x	x	x	x	x	x	x	
24	Elas Jacob	x	x	x	x	x	a	x	x	x	x	x	x	x	
25	Elza Priscilla Mathew	a	x	x	x	x	x	x	x	a	x	a	a		
26	Geetha Kishore	x	x	x	x	x	x	x	x	x	x	x	x	x	
27	Geetha M Andrews	x	x	x	x	x	a	x	x	x	x	x	x	x	
28	Geetha K George	x	x	x	a	x	x	x	x	x	x	x	x	x	
29	Geetha Shibu	x	a	a	x	x	x	x	x	x	x	x	x	x	
30	Geetha Suresh Johnson	x	x	x	x	x	x	x	x	x	x	x	x	x	
Name of the Faculty & Signature		2	2	2	2	2	2	2	2	2	2	2	2	2	
Suparna P															



Handwritten signature in green ink.

*TA - Total Absent

Signature of the lecturer in charge

STUDENTS ATTENDANCE

Roll No	Name of the Faculty & Signature	Month	8	8	8	8	8	9	9	9	9	9	10	10		
		Date	1	10	14	31	31	4	4	7	7	11	25	27	5	5
		Hour	3	4	5	3	4	5	2	3	4	5	3	4	3	4
31	Ibin Kuruvilla Mathew	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
32	Tinu Ann Rajan	X	X	X	X	a	a	X	X	X	X	X	X	X	X	
33	Tithina Navas	a	a	a	a	a	a	a	a	a	a	a	a	a	a	
34	Teo vinod John	X	a	a	a	a	a	X	X	a	a	a	a	a	a	
35	Teel Bano Josh	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
36	Teel Anapali John	X	a	a	X	a	X	X	X	X	X	X	X	a	a	
37	Teel Manoj Thomas	X	X	X	X	X	X	X	a	a	X	X	X	X	X	
38	Teel vinod John	X	a	a	X	X	X	X	X	X	X	X	X	X	X	
39	Teel Tom	X	X	X	X	X	X	X	X	a	X	X	X	X	X	
40	Toshila Justin	a	X	X	X	X	X	X	X	a	a	X	X	X	X	
41	Kalelas mohan	X	X	X	X	X	X	X	a	a	X	a	X	X	X	
42	Karthik P Nair	X	X	X	X	X	X	X	X	a	X	X	X	X	X	
43	Kavin John	a	X	X	X	X	X	X	X	X	X	X	X	X	X	
44	Malik I	a	X	X	X	a	X	X	X	X	X	X	X	X	X	
45	Manu Antony	X	a	a	X	a	X	X	X	X	X	X	X	X	X	
46	Melvin Jacob chesvan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
47	Naveen George	a	X	X	X	X	X	X	X	X	X	X	X	X	X	
48	Nidhin Abraham E Parakk	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
49	Nidhin John	X	X	X	a	X	X	X	X	X	X	X	X	X	X	
50	Preema Ann Varghese	a	a	a	X	X	X	X	X	X	X	X	X	X	X	
51	Richie Jacob Tom	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
52	Rutu Raju	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
53	Risara Miyyeb	X	X	X	a	X	X	X	X	X	X	X	X	X	X	
54	Rujan Robin	X	a	a	X	X	X	X	X	X	X	X	X	X	X	
55	Sahana Anjaleque	X	X	X	a	X	X	X	X	X	X	X	X	X	X	
56	Sardas S	X	X	X	X	X	X	a	a	X	a	X	X	X	X	
57	Shataray Badarudheen	a	X	X	X	X	X	X	X	X	X	X	X	X	X	
58	Sherry Tony	X	a	a	X	X	X	X	a	a	X	X	X	X	X	
59	Shilpa Varghese	X	X	X	a	X	X	X	X	X	X	X	X	X	X	
60	Smitiya Pragasam S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

Signature of the lecturer incharge

[Signature]

STUDENTS ATTENDANCE

Roll No	Name of the Faculty & Signature	Month	10	10	10	10	10	10	10	10	10	10	
		Date	9	12	12	23	26	26	30	31	31	31	31
		Hour	3	4	5	3	4	5	3	4	5	3	4
31	Ibin Kuruvilla Mathew	X	X	X	X	X	X	X	X	X	X	X	
32	Tinu Ann Rajan	a	X	X	X	X	X	X	X	X	X	X	
33	Tithina Navas	a	a	a	a	a	a	a	a	a	a	a	
34	Teo vinod John	X	X	X	X	X	X	X	X	X	X	X	
35	Teel Bano Josh	X	X	X	X	X	X	X	X	X	X	X	
36	Teel Anapali John	a	X	X	a	X	X	X	X	X	X	X	
37	Teel Manoj Thomas	X	X	X	X	X	X	X	X	X	X	X	
38	Teel vinod John	X	X	X	X	X	X	X	X	X	X	X	
39	Teel Tom	X	X	X	a	a	X	X	X	X	X	X	
40	Toshila Justin	X	X	X	X	X	X	X	X	X	X	X	
41	Kalelas mohan	X	X	X	X	X	X	X	X	X	X	X	
42	Karthik P Nair	X	X	X	X	X	X	X	X	X	X	X	
43	Kavin John	X	X	X	X	X	X	X	X	X	X	X	
44	Malik I	X	X	X	a	a	X	X	X	X	X	X	
45	Manu Antony	X	X	X	X	X	X	X	X	X	X	X	
46	Melvin Jacob chesvan	a	X	X	X	X	X	X	X	X	X	X	
47	Naveen George	X	X	X	X	X	X	X	X	X	X	X	
48	Nidhin Abraham E Parakk	X	X	X	X	X	X	X	X	X	X	X	
49	Nidhin John	X	a	a	X	X	X	X	X	X	X	X	
50	Preema Ann Varghese	X	X	X	X	X	X	X	X	X	X	X	
51	Richie Jacob Tom	X	a	a	X	X	X	X	X	X	X	X	
52	Rutu Raju	X	X	X	X	X	X	X	X	X	X	X	
53	Risara Miyyeb	X	X	X	a	a	X	X	X	X	X	X	
54	Rujan Robin	X	X	X	X	X	X	X	X	X	X	X	
55	Sahana Anjaleque	X	X	X	X	X	X	X	X	X	X	X	
56	Sardas S	X	X	X	X	X	X	X	X	X	X	X	
57	Shataray Badarudheen	X	X	X	X	X	X	X	X	X	X	X	
58	Sherry Tony	X	X	X	X	X	X	X	X	X	X	X	
59	Shilpa Varghese	X	X	X	X	X	X	X	X	X	X	X	
60	Smitiya Pragasam S	X	X	X	X	X	X	X	X	X	X	X	



[Signature]

*TA - Total Absent

