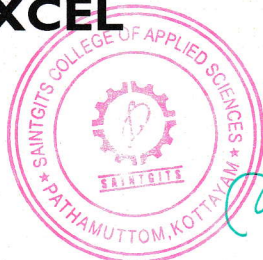




**SAINTGITS COLLEGE OF APPLIED SCIENCES**

**VALUE ADDED COURSE 2018-19**

**INTRODUCTION TO EXCEL**



**Dr. K. K. John**  
Principal

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Saintgits College of Applied Science  
Kottukulam Hills, Pathamuttom P. O  
Kottayam 686 632, Kerala



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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:Formating Cell
- Module 3:Sort the information
- Module 4:advanced Excel Featurews
- Module 5:Inserting Formulas



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## 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

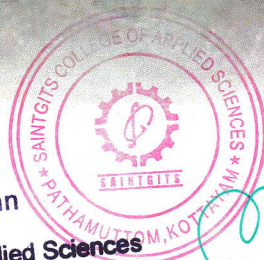
- Students can be able to organize your information better
- Students can make calculations
- Students can sort the information so that it can be analyzed.
- The analyzed data can be transferred to graphs or charts

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## RELEVANCE

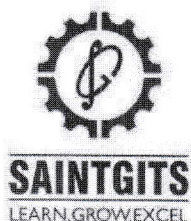
- Microsoft Excel allows users to identify trends and organize and sort data into relevant categories. Excel also performs HR functions, such as sorting hours worked and organizing employee profiles and expenses, which help businesses adapt.

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**Kottayam 686 532, Kerala**





# 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



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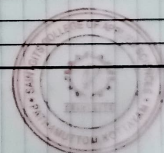
STUDENTS ATTENDANCE

Roll No		Month	8	8	8	8	9	9	9	9	9	10	10		
		Date	1	10	19	28	31	4	7	7	11	25	27	5	5
		Hour	8	12	5	3	4	5	3	4	5	3	4	5	
1	Akhil Vinod		a	a	a	a	a	a	a	a	a	a	a		
2	Akhil's 7 vasghere		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		
4	Ajay T J		x	x	x	x	x	x	x	x	x	x	x		
5	Ajay Lal		x	x	x	x	x	x	x	a	x	x	x		
6	Alanzo Davis James		a	x	x	x	x	a	a	x	x	a	a		
7	Abhin John		a	a	a	a	a	a	a	a	a	a	a		
8	Alvina Vincent		a	x	x	x	x	x	x	a	x	x	x		
9	Amal A		a	x	x	x	x	x	x	a	x	x	x		
10	Anandhu K Anil		x	x	x	x	x	a	x	a	x	x	x		
11	Anantha kushnan S		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		
13	Anjana Thankachari		x	x	x	x	x	a	a	x	x	x	x		
14	Anna christi George		a	x	x	a	x	x	x	x	x	x	x		
15	Ahif Khajaban		x	x	x	a	x	a	a	x	x	x	x		
16	Abhin vasghere Noble		x	x	x	a	x	a	a	x	x	x	x		
17	Aswathy S kumra		x	x	x	x	x	x	x	x	x	x	x		
18	Bijin John Mathew		x	x	x	x	x	x	x	x	x	a	a		
19	Bincy Babu		a	x	x	x	x	x	x	a	x	x	x		
20	Bhoni Mani		a	x	x	x	x	x	x	x	x	x	x		
21	Bhictie Anil Taulb		x	x	x	x	x	a	x	x	x	x	x		
22	Christopher Mathew Chalokuzhijil		x	x	a	a	x	x	x	x	x	a	a		
23	Don Babu		x	x	x	x	x	x	x	x	x	x	x		
24	Elas Taulb		x	x	x	x	x	a	x	x	x	x	x		
25	Elia Precious Mathew		a	x	x	x	x	x	x	a	x	a	a		
26	Gayathri Krishna		x	x	x	x	x	x	x	x	x	x	x		
27	George M Andrews		x	x	x	x	x	a	x	x	x	x	x		
28	Geetha K George		x	x	x	a	x	x	x	x	x	x	x		
29	Geetha Sanku		x	a	a	x	x	x	x	x	x	x	x		
30	Geetha Laxmi Johnson		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		
Sapurna . P															

Signature of the lecturer incharge

STUDENTS ATTENDANCE

Roll No		Month	8	8	8	8	9	9	9	9	9	10	10		
		Date	1	10	19	28	31	4	7	7	11	25	27	5	5
		Hour	8	12	5	3	4	5	3	4	5	3	4	5	
1	Akhil Vinod		a	a	a	a	a	a	a	a	a	a	a		
2	Akhil's 7 vasghere		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		
4	Ajay T J		x	x	x	x	x	x	x	x	x	x	x		
5	Ajay Lal		x	x	x	x	x	x	x	a	x	x	x		
6	Alanzo Davis James		a	x	x	x	x	a	a	x	x	a	a		
7	Abhin John		a	a	a	a	a	a	a	a	a	a	a		
8	Alvina Vincent		a	x	x	x	x	x	x	a	x	x	x		
9	Amal A		a	x	x	x	x	x	x	a	x	x	x		
10	Anandhu K Anil		x	x	x	x	x	a	x	a	x	x	x		
11	Anantha kushnan S		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		
13	Anjana Thankachari		x	x	x	x	x	a	a	x	x	x	x		
14	Anna christi George		a	x	x	a	x	x	x	x	x	x	x		
15	Ahif Khajaban		x	x	x	a	x	a	a	x	x	x	x		
16	Abhin vasghere Noble		x	x	x	a	x	a	a	x	x	x	x		
17	Aswathy S kumra		x	x	x	x	x	x	x	x	x	x	x		
18	Bijin John Mathew		x	x	x	x	x	x	x	x	x	a	a		
19	Bincy Babu		a	x	x	x	x	x	x	a	x	x	x		
20	Bhoni Mani		a	x	x	x	x	x	x	x	x	x	x		
21	Bhictie Anil Taulb		x	x	x	x	x	a	x	x	x	x	x		
22	Christopher Mathew Chalokuzhijil		x	x	a	a	x	x	x	x	x	a	a		
23	Don Babu		x	x	x	x	x	x	x	x	x	x	x		
24	Elas Taulb		x	x	x	x	x	a	x	x	x	x	x		
25	Elia Precious Mathew		a	x	x	x	x	x	x	a	x	a	a		
26	Gayathri Krishna		x	x	x	x	x	x	x	x	x	x	x		
27	George M Andrews		x	x	x	x	x	a	x	x	x	x	x		
28	Geetha K George		x	x	x	a	x	x	x	x	x	x	x		
29	Geetha Sanku		x	a	a	x	x	x	x	x	x	a	a		
30	Geetha Laxmi Johnson		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		
Sapurna . P															



*Sapurna . P*

STUDENTS ATTENDANCE

Roll No	Month																	
	Date		8	8	8	8	8	9	9	9	9	9	9	9	10	10	10	10
	Hour		1	10	14	31	4	4	7	7	11	25	27	5	5			
31	Jibin Kuruvilla Mathew	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32	Jinu Ann Rajan	X	X	X	X	A	A	X	X	X	X	X	X	X	X	X	X	X
33	Jithina Navas	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
34	Jee vinod John	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
35	Jee of Benn Jash	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36	Jee Japalil John	X	A	A	X	A	X	X	X	X	X	X	X	X	A	A	A	A
37	Jee Manoj Thomas	X	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X	X
38	Jee vinod John	X	A	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X
39	Jeevit Jom	X	X	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X
40	Jashila Jashin	A	X	X	X	X	X	X	A	A	X	X	X	X	X	X	X	X
41	Kalidas mehan	X	X	X	X	X	X	A	A	X	A	X	X	X	X	X	X	X
42	Karthik P Nais	X	X	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X
43	Kavin John	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
44	Malik T	A	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X
45	Maru Anthony	X	A	A	X	A	X	X	X	X	X	X	X	X	X	X	X	X
46	Melvin Jacob chevan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
47	NaVeena George	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
48	Nidhin Abraham E Dasck	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
49	Nidhin John	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X
50	Praesa Ann Varghese	A	A	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X
51	Richie Jashin Tom	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
52	Runtu Raju	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
53	Risana Mijerb	X	X	A	X	X	X	X	X	X	A	X	X	X	X	X	X	X
54	Rujan Robin	X	A	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X
55	Sabina Shajeeque	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X
56	Sandra S	X	X	X	X	X	X	X	A	A	X	X	X	X	X	X	X	X
57	Shananaa Badasudheen	A	X	X	X	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	X	X	X
59	Shulpa Varghese	X	X	A	X	X	X	X	X	A	X	X	X	X	X	X	X	X
60	Similya Beegam L	X	X	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X

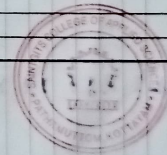
Name of the Faculty & Signature

Saparna P

Signature of the lecturer incharge

STUDENTS ATTENDANCE

Roll No	Month																	
	Date		10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
	Hour		9	12	23	26	26	30	31	31	31	31	31	31	31	31	31	31
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59	59	4	5	34	4	5	34	2	3	4								
60	60	4	5	34	4	5	34	2	3	4								



*Maceel*

\*TA - Total Absent

