



SAINTGITS COLLEGE OF APPLIED SCIENCES

(Accredited with 'A' Grade by NAAC)

SAINTGITS

LEARN.GROW.EXCEL

DEPARTMENT OF BUSINESS ADMINISTRATION

ADD ON SYLLABUS – BUSINESS ACCOUNTING USING EXCEL

Semester 3

Module 1

Getting started with excel- Data entry, data editing and number formatting- Data formatting- Working with cells and ranges in excel- Managing worksheets- Introduction to excel tables- Logical formulas in excel- Date and time formulas in excel.

Module 2

Import and clean data in excel- Conditional formatting and its formulas- Validate your data to ensure your information is error free- Group and Ungroup data-V LOOKUP, H LOOKUP, X LOOKUP- Extract, combine and report data- Convert data into a table- Analyze data efficiently using Pivot Tables.

Module 3

Introduction- Trial Balance Introduction- Statement of Financial Position Introduction- Trial Balance link with Income statement and statement of financial position.

Module 4

Calculation of Ratio Analysis using excel- Current Ratio- Quick Ratio- Absolute Liquidity Ratio-Debt Equity Ratio- Proprietary Ratio- Solvency Ratio- Fixed Asset to Networth- Working Capital Turnover Ratio- Gross Profit Ratio.

Module 5

Preparation of Trading Profit and Loss Account using excel- Preparation of Final accounts- Preparation of final accounts with adjustments using excel- Outstanding Expense- Prepaid Expense- Accrued Income- Income received in advance- Interest on Capital- Interest on Drawings- Depreciation- Bad Debts.

