



Aghorekamini Prakashchandra Mahavidyalaya



Add on course on

“Advanced Excel”

ORGANIZED BY

Department of COMMERCE

IN ASSOCIATION WITH

IQAC, AGHOREKAMINI PRAKASHCHANDRA MAHAVIDYALAYA

Course title:

“Advanced Excel”

Course Duration: 36 hours (from 10.05.2022-31.05.2022)

Course offered by: Dept. of **COMMERCE** , A.K.P.CMahavidyalaya
Bengai, Hooghly

✚ Participating teachers:

1. Dr.Jayanta Kumar Nandy (Assistant Professor)
2. Dr. Jaba Rani Patta (Assistant Professor)
3. Prabhas Kumar Dey (SACT)
4. AparnaMeddaSantra (SACT)
5. Sujit Pal (SACT)
6. Paramita pal (SACT)
7. RitwikSom (SACT)

Course coordinator: **Dr. Jaba Rani Patta**

Contact number: 9932460151

✚ SYLLABUS:

Basic Feature Overview
Working with Cell Reference, Range & Table
Reviewing and Protecting Workbook
Manipulating Text
Dealing with numbers
Working with Date & Time
Logical & Information functions
Lookup & Reference Functions
Data Visualization & Reporting
Data Validation
Data Crunching with Pivot Table
Financial & Decision Analysis
Error Handling
Advance Tools
Statistical Analysis & Forecast
VBA and Macro
Excel Dashboard
Connect and manage data in power bi desktop application
Reporting and visualization
Manage presentation and slides in PowerPoint

 **PROGRAMME OUTCOME:**

Student will Learn about various functions of Excel.

Learner will use advanced functions and productivity tools to assist in developing worksheets.

They also can manipulate data lists using outline, Autofilter and pivotTables and will use Consolidation to summarize and report results from multiple work sheets.

COURSE OUTCOME:

Perform Calculation using various Functions || Data Organization and Analysis Tools || Financial and Decision Analysis || Statistical Analysis and Forecast Methods || Data Crunching and Reporting || Task Automation through VBA & Macros || Connect and Extract Data from various Sources || Visualization Methods and Interactive Dashboard || Business Intelligence Tool for Visual Analytics || Create and Manage Slide Show Presentation

MODE OF EVALUATION:

After the completion of course, written examination will be taken for 100 Marks. On the basis of marks obtained for written examination, the results will be prepared. The gradation system for the declaration of results will be as follows:

Grading system

Level	Excellent	Very Good	Good	Above Average	Average	Below Average	Poor	Fail
Grade	A+	A	B+	B	C	D	E	F
Marks range	90-100	80-89	70-79	60-69	50-59	40-49	33-40	0-32