Introduction to Worksheet

(GE Inter-Disciplinary)

Credits : 2 **Semester: III**

Subject Code : G21CSC1T **No. of Lecture Hours: 30**

Objectives:

- To understand the basics of Excel and various functions
- To indicate the names and functions of the **Excel** interface components.
- To edit, construct formulas, create and modify charts.

Outcome: Students will be able to perform data analysis using excel.

UNIT-I	**6 Hrs**
Introducing Excel	
1. Understanding Use of Excel, Workbooks and Worksheets, moving around worksheets, Using the Ribbon	2
2. Exploring Data types, Entering text and values, date and times in worksheet, modifying Cell contents, apply number formatting	2
1. Working with excel windows, activating, adding, deleting, changing-name & sheet tab colour, Hiding and unhiding worksheets, working with rows and columns	2
UNIT-II	**6 Hrs**
1. Understanding cells and ranges, working with tables	2
2. Using conditional formatting, working with conditional formats	2
3. Printing work sheets	2
UNIT-III	**6Hrs**
Introducing Formulas and Functions	
1. Understanding formula basics, Entering and Editing formulas, Using cell references	2
2. Using formulas in tables, Correcting Common formula errors	2
3. Using formula for mathematical operations and manipulating text	2
UNIT-IV	**6 Hrs**
1. Using Formulas for Conditional Analysis, Matching and Lookups	2
2. Using Formulas for statistical analysis, array formulas	1
3. Excel charts-Chart, creating a chart, modifying and customizing chart, chart types	3
UNIT-V	**6 Hrs**
1. Creating Spark line graphics, data validations	2
2. Introducing pivot tables, What-if Analysis-data tables, scenario manager, goal Seeking And solver	4

Essential Reading

1. Alexander, Michael. Kusleika, Dick, Walkenbach, John. **Excel 2019 Bible. 1st Edition. John Wiley & Sons, Inc.**

WORKSHEET LAB
(GE Inter-Disciplinary)

Credits : 1 **Semester : III**

Course Code : G21CSC1P **No. of Practical Hours: 30**

Objective: To understand basics of Excel and various functions

Outcome: Students will be able to apply Excel for data analysis.

No. of Hrs	Topic
1-4	Programs on functions like text, math, statistical
6-7	Programs on graphs and charts, spark lines
8-9	Programs on lookup, arrays and conditional formatting
10-12	Programs on what-if analysis, sorting, filtering
13-15	Programs on validation, consolidation, pivot tables