

Course Code- FMSVAC102

Course Title: MS EXCEL ADVANCED

Total Hours: 32

Course Objectives:

1. To familiarize learners with the advanced structure and features of Excel
2. Learn to use complex formulas and functions for data analysis, such as VLOOKUP, HLOOKUP, INDEX, MATCH, and array formulas
3. Create and customize charts and dashboards to effectively present data.

Content

Unit 1: Introduction to Advanced Excel

10 HOURS

- Overview of Advanced Excel and its applications in data analysis.
- Review of basic functions and formulas.
- Key differences between basic and advanced Excel functionalities

Unit 2: Charts and Visualizations

10 HOURS

- Creating and customizing charts
- Understanding chart types (bar, line, pie, etc.)
- Using conditional formatting
- Creating dashboards
- Assignments: Create a chart to display data trends, design a dashboard

Unit 3: Advanced Excel

12 HOURS

- Using advanced formulas (VLOOKUP, INDEX/MATCH)
- Creating macros and automating tasks
- Using Excel's advanced features (Power Query, Power Pivot)
- Best practices for Excel modeling and analysis
- Assignments: Create a complex formula, record and run a macro


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Course Outcomes :

1. **Learners will create and interpret data visualizations** using a variety of chart types and will develop dynamic dashboards.
2. **Learners will automate repetitive tasks in Excel** using advanced formulas, macros, and Excel's Power features to optimize workflows.



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