

Course Code: FMSVAC101

Course Title: MS EXCEL BASIC

Total Hours : 32

Course Objectives:

1. To familiarize learners with the fundamental structure and features of Excel, including workbooks, cells, rows, and columns for effective data management.
2. To develop proficiency in using Excel formulas and basic functions for arithmetic operations, data calculation, and reference-based formulas.
3. To introduce data management techniques such as sorting, filtering, and using pivot tables to organize and analyse large datasets.

Course Content:

Unit 1: Excel Basics

10 hours

- Introduction to Excel and its interface
- Creating and saving workbooks
- Understanding cells, rows, and columns
- Basic data entry and formatting
- Assignments: Create a simple budget workbook, format cells and data

Unit 2: Formulas and Functions

10 hours

- Understanding formulas and functions
- Basic arithmetic operations
- Using SUM, AVERAGE, and COUNT functions
- Creating and using formulas with references
- Assignments: Calculate totals and averages, create a simple calculator

Unit 3: Data Management

12 hours

- Organizing and sorting data
- Filtering and grouping data
- Using pivot tables
- Data validation and error handling
- Assignments: Clean and organize a dataset, create a pivot table



Dean
Faculty of Management Studies
Gopal Narayan Singh University
Jamuhar (Rohtas) Bihar


Coordinator
IQAC (NAAC)
Gopal Narayan Singh University
Jamuhar, Sasaram, Rohtas (Bihar)

Course Outcomes:

1. Learners will be able to navigate and use Excel's basic interface, efficiently create, save, and format workbooks.
2. Learners will apply basic formulas and functions to perform arithmetic operations and manage data effectively.
3. Learners will demonstrate the ability to organize and analyse data through sorting, filtering, and pivot table creation.


Dean
Faculty of Management Studies
Gopal Narayan Singh University
Jamuhar (Rohtas) Bihar


Coordinator
IOAC (NAAC)
G. al Narayan Singh University
Jamuhar, Sasaram, Rohtas (Bihar)