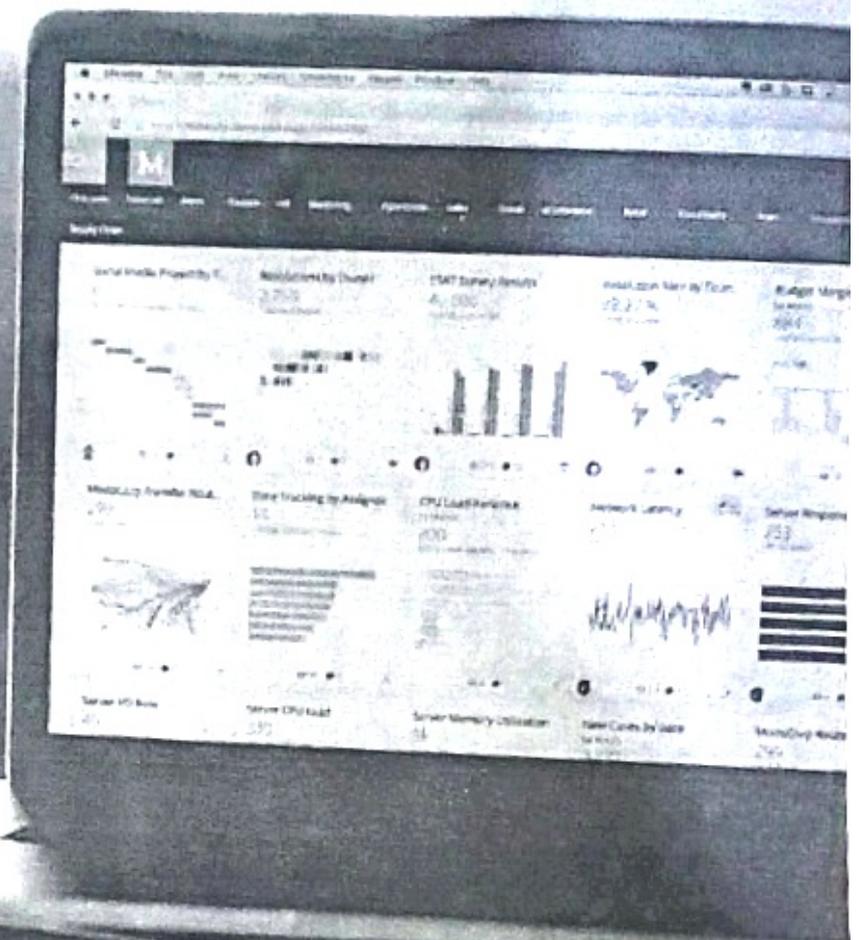


VALUE ADDED  
COURSE 2

Advanced  
EXCEL



**CMS**  
COLLEGE  
KOTTAYAM  
(AUTONOMOUS)



Department of  
Commerce (Aided)

*This course would impart skills to analyse and interpret data using Excel*

The course includes,

- \* Pivot Tables
- \* Basic Functions
- \* Nested Functions
- \* Date and Time Functions
- \* Power Functions

*Course Duration: 36 hrs*

*Venue: Computer lab, Dept. of Commerce*

Course	Details		
Code			
Title	Advanced Excel		
Degree	B.Com		
Branch(s)	Finance		
Year/Semester	1 / 2		
Type	Value added course		
Credits	2		
Total Hours	36	Hours per week	

Course Objectives	
1	To impart analytical skills using Excel
2	To interpret and draw inferences from the data using Excel

CO No.	Expected Course Outcomes	Cognitive Level	PSO No.
1	To create charts and graphs using Excel	Ap	6
2	To apply various Excel functions	Ap	6

CO-Course Outcome; Cognitive Level: R-Remember; U-Understanding; Ap-Apply; An-Analyze; E-Evaluate; C-Create.

Module	Course Description	Hrs	CO No.
1.0	Excel Charts and Graphs	12	1
1.1	Using Charts-Formatting Charts- Drawing toolbar features -Using 3D Graphs-Using Bar and Line Chart together -Using Secondary Axis in Graphs	4(1 theory + 3 practical)	1
1.2	Sharing Charts with PowerPoint / MS Word,	4(1 theory + 3	1

	Dynamically -(Data Modified in Excel, Chart would automatically get updated)	practical)	
1.3	Creating Pivot tables- Formatting and customizing Pivot tables-Using advanced options of Pivot tables- Pivot charts- Consolidating data from multiple sheets and files using Pivot tables-Using external data sources	4(1 theory + 3 practical)	1
2.0	<b>Excel Functions</b>	<b>24</b>	<b>2</b>
2.1	Sum function- Average- Percentage- PMT function- IF Functions-Function Arguments -Built in function- Common functions (AVERAGE, MIN, MAX, COUNT,COUNTA, ROUND, INT)- logical functions (AND, OR, NOT)	8(2 theory + 6 practical)	2
2.2	Nested functions , Name cells /ranges /constants - lookup and reference functions (VLOOKUP, HLOOKUP, MATCH, INDEX)-Relative, Absolute, Mixed cell references : >,<,&= operators	8(2 theory + 4 practical)	2
2.3	Date and time functions- Text functions-Database functions-Power Functions (CountIf, CountIFS, SumIF, SumIFS)-Annotating formulas	8(2 theory + 4 practical)	2

#### SUGGESTED READING

1. Walkenbach, John Excel 2016 Bible, Wiley
2. Winston, Wayne Microsoft Excel, Data Analysis and Business Modelling, PHI Learning Private Limited

#### Teaching Methodology

1. Theory and Practical sessions
2. Case studies

#### Evaluation

1. Practical Exam (80 marks)
2. Viva Voce (20 marks)

## DEPARTMENT OF COMMERCE

### Value Added Course on Advanced Excel

A value added course on Advanced Excel was offered for the 2<sup>nd</sup> year students of B.Com as the 2<sup>nd</sup> level course of the one that they had completed in the previous semester. This course was conducted during the even semester from February to March 2022. The course was of 36 hours duration, with 26 hours of practical. It was offered with an objective to impart analytical and interpretation skills using Excel. Upon the completion of the course, the student was expected to analyse data using charts and graphs and also to use various Excel functions to draw inferences. A total of 51 students enrolled for the course and 55 of them appeared for the written and practical exam. Through the evaluation, the knowledge on the application of Excel to interpret and for drawing inferences was tested.



Head of the Department  
Department of Commerce  
CMS College, Kottayam (Autonomous)





