



## CERTIFICATE COURSE DETAILS

### NAME OF THE COURSE

**Basics of Microsoft Excel**

### COURSE DETAILS

**Total hours: 30**

### COURSE COORDINATOR

**Dr. Tintumol Sunny**

### PARTNERSHIP WITH

**MATH Lab Cochin**

### ABOUT COLLEGE

Christ College (Autonomous) Irinjalakuda, established in the year 1956 by CMI fathers has always been place where young generations are moulded towards a bright future. College has excellent infrastructure, with state-of-the-art laboratories, seminar rooms and lecture halls. The campus is Wi- Fi enabled. Presently College is house for 4500+ students. 200 teaching staff and 45 supporting staff. The strength of the College lies in its hardworking and tech savvy teachers who are eager to involve in all matters of students. The lush green campus with gardens and open gym is moving towards the next phase on education both offline and online.

### AIM OF THE COURSE

To understand the spreadsheet software Microsoft Excel, and to enter, edit, format and analyze data using Excel. To construct formulae, create and modify charts in Excel.

### PROGRAM SPECIFIC OUTCOME

- **To understand the spreadsheet software Microsoft Excel**
- **To Arrange and analyze data in MS Excel**

## **SUGGESTED METHODOLOGY OF TEACHING AND LEARNING**

- Online/Offline classes
- Practical sessions on Excel
- Practicing analysis of various data in Excel

## **COURSE OUTCOMES**

**C01** - Understanding Excel and its interface

**C02** - Entering data in Excel and its analysis

## **SYLLABUS**

### **Module 1- Introduction to Excel**

**Introduction- Uses of Excel- How to access- how to open- Applications-Features**

**Understanding excel- Column- Row- Cell- Formula bar- Ribbon- Customizing Ribbon-**

**Worksheet and workbook- Shortcuts- Save options**

### **Module 2- Data entry and Analyzing**

**Entering data in different Formats- Auto fill- Splitting Data- Transpose of data- Sort and filter- Tables**

**Analyzing data using charts, pie diagrams, bar diagrams etc.- Recommended Charts-**

**Pivot Tables**