

Basics of Microsoft Excel - CPC48

Report on Certificate Course:

The "Basics of Microsoft Excel" certificate course was designed to provide 2nd year undergraduate students with a solid foundation in using Excel for data management, analysis, and visualization. The curriculum was structured to cover the essential Excel skills required for academic coursework as well as entry-level professional roles.

The course began with an introduction to the Excel interface, including workbooks, sheets, cells, and the various ribbon tabs and toolbars. Students learned how to effectively input, format, and edit data within spreadsheets.

Course Objectives

- Navigate the Excel user interface efficiently, including the ribbon, toolbars, and shortcut keys.
- Apply basic formatting options to enhance the appearance and readability of spreadsheets
- Create, open, and manage Excel workbooks and worksheets
- Enter, edit, and format data in cells using appropriate data types

Course Details

Course in charge : Ms. Tintumol Sunny Duration: 30

hours

Syllabus:

Module 1- Introduction to Excel- 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

Assessment Procedure

Assignments : 40%

Examination (Theory and Practical) : 60%

Course Outcomes

Upon completion of this course, students were able to:

1. Demonstrate proficiency in navigating the Excel user interface and performing basic operations.
2. Input, format, and manipulate data in spreadsheets effectively.
3. Create basic data visualizations such as charts and graphs.
4. Apply Excel skills to solve simple real-world business problems





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



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IRINJALAKUDA, KERALA

Affiliated to University of Calicut and Reaccredited by NAAC with 'A++' & SAAC 'A+'
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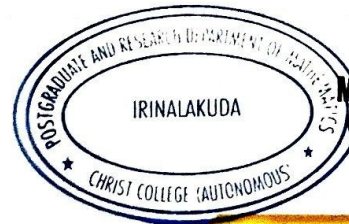
POSTGRADUATE AND RESEARCH DEPARTMENT OF MATHEMATICS

Certificate

This is to certify that

Ms./Mr. ATHULYA KRISHNA K U [CCAWSMTO05]
has successfully completed the certificate course on Basics of Microsoft Excel
with Grade A, conducted by Postgraduate and Research Department of Mathematics,
Christ College(Autonomous), Irinjalakuda during the academic year 2023-24.

Dr. SEENA V
Head of the Department



Ms. TINTUMOL SUNNY
Course Coordinator



Fr. Dr. JOLLY ANDREWS CMI
Principal