



30 Hour Certificate Course on Advance Excel



Offered by

DINABANDHU ANDREWS COLLEGE

GARIA, KOLKATA

Title:

Certificate Course on Advance Excel

Course Overview: This certificate course is designed for the intermediate Excel users who desires to learn more Advance skills. Learn the Most Advance Formula, Functions, Chart and type of Financial analysis to be and Excel power User.

Course Duration: 30 hours (6 hrs per week x 5weeks)

One Class (Theory): 1 Hour

Lab: 2 Hours

Final Assessment on the Last day

Course Fee: Free of Cost

Pedagogy: Lecture on theory and Practical

Course Designer : INFOTECH LAB

SYLLABUS STRUCTURE OF THE ADD-ON COURSE

Module	UNIT TITLE	HOURS
Module -1	Excel Introduction	3
Module -2	Formatting and Proofing	9
Module -3	Text Functions	6
Module -4	Pivot Tables	9
Module -5	Sorting and Filtering	3
Total		30

Module 1: Excel Introduction

- An overview of the screen, navigation and basic spreadsheet concepts
- Various selection techniques
- Shortcut Keys

Module 2: Formatting and Proofing

- Currency Format
- Format Painter
- Formatting Dates
- Custom and Special Formats
- Formatting Cells with Number formats, Font formats, Alignment, Borders, etc.
- Basic conditional formatting

Module 3: Text Functions

- Upper, Lower, Proper
- Left, Mid, Right
- Trim, Len, Exact
- Concatenate
- Find, Substitute

Module 4: Pivot Tables

- Creating Simple Pivot Tables
- Basic and Advanced Value Field Setting
- Classic Pivot table
- Choosing Field
- Filtering PivotTables
- Modifying PivotTable Data
- Grouping based on numbers and Dates
- Calculated Field & Calculated Items
- Arrays Functions

- Use of the Array Formulas
- Basic Examples of Arrays (Using ctrl+shift+enter)
- Advanced Use of formulas with Array.

Module 5: Sorting and Filtering

- Filtering on Text, Numbers & Colors
- Sorting Options
- Advanced Filters on 15-20 different criteria(s)

Course Outcome :

1. Ability to create complex data analysis and reporting models using pivot tables, charts, and dashboards.
2. Understanding of advanced data manipulation techniques, including data cleaning, transformation, and consolidation.
3. Improved problem-solving skills through real-world Excel projects and case studies.
4. Understanding of advanced data manipulation techniques, including data cleaning, transformation, and consolidation.

LEARNING RESOURCES

SL. NO.	TITLE OF THE BOOK	AUTHOR(S)	PUBLISHER
1	Advance Excel	Ritu arora	BPB Publication
2	Advanced Excel Essentials	Jordan Goldmeier	Apress publication
3	Advanced Excel Formulas	Alan Murray	Apress publication
4	Advanced Excel 2016	Dr Ritesh Kumar	Gyan Vandana Publication

EVALUATION POLICY FOR THE ADD-ON COURSE

The basic philosophy behind the Evaluation policy for this 30 Hours Add-on course is to objectively judge the participants (students) whether the concepts were understandable to them or not and whether they could apply these concepts to solve numerical and conceptual problems. The Evaluation would be done through 2 components –

i) C1 Course-end Assessments (Written Test) [Total Marks: 30]

ii) C2 Practical /LAB [Total Marks: 20]

Total Marks of the Evaluation process would be – 50 Marks

TABLE FOR QUALIFICATION

TOTAL SCORE (OUT OF 50)	GRADE
45 – 50	O – OUTSTANDING
40 – 44	E – EXCELLENT
35 – 39	A – VERY GOOD
30 – 34	B – GOOD
25 -29	C – FAIR
BELOW 25	F – FAILED

GENERAL RULES AND REGULATIONS

1. Students must attend and appear for all the Module-End Assessments. If any student fails to submit any of the Module-End Assignments or fails to attend any of the Module End Assessment examinations , the particular Student would NOT BE ELIGIBLE FOR CERTIFICATE.
2. Students must attend and appear for the Course-End Assessment Examination. If any student fails to submit the Course-End Assessment or fails to attend the Course-End Assessment Examination , the particular Student would NOT BE ELIGIBLE FOR CERTIFICATE.
3. Students must attend and appear for the Course-End Viva. If any student fails to fails to attend the Course-End Viva, the particular Student would NOT BE ELIGIBLE FOR CERTIFICATE.
4. Total Marks of Course Evaluation will be 50 Marks.
5. Minimum 50% Marks has to be scored to receive any Certificate. There will be only ONE Attempt allowed for each of the Module-End Assessments and the Course-End Assessment.
6. There will be NO PROVISION for Backlog Clearance.
7. General Rules and Regulations of the College must be followed without any exception.
8. **Minimum 75% attendance is required to receive the certificate of the course.**