

BACHELOR OF COMMERCE PROGRAMME

**Under Choice Based Credit, Grading and
Semester System**

To be implemented from Academic Year 2018-2019

Faculty of Commerce

Board of Studies of Accountancy

**RayatShikshanSanstha's
KarmaveerBhauraoPatil College Vashi, Navi Mumbai
Autonomous College
[University of Mumbai]
Syllabus for Approval**

Skill Based Course (B.Com.) 2018-2019

Certificate Course Advance Excel

Sr. No.	Heading	Particulars
1	Title of Course	Certificate Course in Advance Excel
2	Eligibility for Admission	XII th Pass
3	Passing Marks	40%
4	Ordinances/Regulations (if any)	
5	Duration	50 Hrs
6	Level	U.G.
7	Pattern	Semester
8	Status	New
9	To be implemented from Academic year	2018-2019

AC – 01/09/2018

Item No.:



**RayatShikshanSanstha's
KARMAVEER BHURAO PATIL COLLEGE, VASHI.
NAVI MUMBAI
(AUTONOMOUS COLLEGE)
Sector-15- A, Vashi, Navi Mumbai - 400 703**

**Syllabus for Skill Based Course
Certificate Course in Advance Excel**

Program: B.Com.

**Course: Certificate Course in 'Advance Excel)
(Choice Based Credit, Grading and Semester System
with effect from the academic year 2018-2019)**

RayatShikshanSanstha's
KARMAVEER BHAURAO PATIL COLLEGE, VASHI, NAVI MUMBAI
Department of Commerce
Skill Based Course (B.com.) 2018-2019
Certificate Course in Advance Excel
Course Code: UGCOM AE04

Details of the Certificate Course:

- | | |
|-------------------------|---------------------------|
| 1. Eligibility | : XII th Pass. |
| 2. Duration | : Two Months |
| 3. Intake Capacity | : 60 Students |
| 4. Theory & Practical | : 50 Hrs |
| 5. Fees Structure | : Rs. 4,000 |
| 6. Examination Pattern: | |

	Theory: Theory Exam 100Marks
	Theory paper shall be of one hour duration.
	Computer Based Examination consisting of Multiple Choice Questions of 100 marks

ADVANCED EXCEL

This program is designed for executives who are already familiar with the basics of Microsoft Excel, and who would like to work with more advanced features of Microsoft Excel that help in improving their efficiency of working with worksheets, analyzing data, creating MIS reports, and automating various tasks.

Program Objectives

This Advanced Excel training program will empower the participants to be able to do the following:

- ☐ Performing complex calculations more efficiently, using various Excel functions.
- ☐ Organizing and analyzing large volumes of data.
- ☐ Creating MIS reports.
- ☐ Designing and using templates.
- ☐ Consolidating and managing data from multiple workbooks.

Audience

Executives and managers who have already been using Microsoft Excel, but now feel the need for learning more powerful features and options of Excel, to manage their worksheet-related tasks more efficiently.

Advance Excel Topics Covered

Understand Excel

- What is Excel & its complete History
- Basic terminology of Excel
- Spreadsheet environment
- Object Model of Excel
- Different versions of Excel (97-2003,2007,2010 & 2013) and what's new in each version of it
- Different file formats - .xls,.xlsx,.xlsm,.xlsb,.xlam,.csv...etc., and when to use which format of Excel
- How to customize your Excel according to your requirement.
- R1C1 Reference Style VS A1 Reference Style

Working with Formulas

- Understanding the concept of a formula
- Understanding the Mathematical operators & Logical operators
- Referencing Functions
- 6. Creating formulas
- 7. Text Functions(27) – Ex: Find, Search, Left, Right, Mid, Len, Trim.....
- 8. Date and Time Functions(24) – Ex: NetWorkDays, EDate, WeekDay....
- 9. Lookup & Reference Functions(10) – Ex: Index, Match, VLookup, Offset, Indirect.... 10. Mathematical Functions – Ex: Fact, Abs, Mod, RandBetween, Sumifs...

- 11. Basic Functions(15) – Ex: Countifs, Median, Large, Small, Rank....
- 12. Information Functions – Ex: Cell, IsError, ErrorType, IsLogical....
- 13. Logical Functions(7) – Ex: If, And, Or, Not, IfError
- 16. Formula auditing 17. Circular Reference error 18. Formula Error Types - #DIV/0,#NULL,#VALUE,#REF,#N/A,#NUM 19. How to fix Formula Errors

Overview of the Basics

- Customizing common options in Excel
- Absolute and relative cells
- Protecting and un-protecting worksheets and cells

Working with Functions

- Writing conditional expressions (using IF)
- Using logical functions (AND, OR, NOT)
- Using lookup and reference functions (VLOOKUP, HLOOKUP, MATCH, INDEX)

Data Validations

- Specifying a valid range of values for a cell
- Specifying a list of valid values for a cell
- Specifying custom validations based on formula for a cell

Working with Templates

- Designing the structure of a template

- Using templates for standardization of worksheets

Dashboards

- Inserting pivot tables
- Inserting pivot charts
- Inserting charts
- Inserting slicers
- Creating dashboards with Hyperlink

Sorting and Filtering Data

- Sorting tables
- Using multiple-level sorting
- Using custom sorting
- Filtering data for selected view (AutoFilter)
- Using advanced filter options

Working with Reports

- Creating subtotals
- Multiple-level subtotals
- 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
- Using data consolidation feature to consolidate data

Formatting

- Using auto formatting option for worksheets
- Using conditional formatting option for rows, columns and cells

CREATING CHARTS AND GRAPHICS

- Various charts – Bar, Column, Line, Area, Pie, Bubble & etc.,
- Combo Charts
- Objects in Charts, Working with Objects of Chart
- Dynamic charts and Dynamic data source for charts

DATA PROTECTION TECHNIQUES

- Worksheet protection
- How to protect specific range
- Allowing users to edit the protected range
- Workbook protection and Encryption

