



SCHOOL OF COMMERCE & MANAGEMENT

Department of Management

NOTICE

Ref No: AJU/SCoM/DoM/2024/498

Date: 02.02.2024

This is to inform all the students of ARKA JAIN University, that the Department of Management (MBA) is conducting a Value-Added Course "**Excel Master Class**" designed to enhance the understanding of crucial components and data-driven application of Excel.

Course Overview: The comprehensive course will cover the following key module:

1. **Introduction to Basics.**
2. **Excel Fundamentals**
3. **Microsoft Power BI Basics**
4. **Advance Excel Function and Tools**

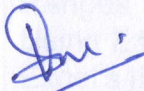
The course is tailored to equip students with essential skills that are highly relevant to today's dynamic business environment. The aim is to provide practical insights and hands-on experience in utilizing MS Excel and Power BI for effective data-driven decision-making.

Course Details:

- ✓ Duration: 30 Hours
- ✓ Commencement Date: 13.02.2024
- ✓ Venue: Block –A Computer Lab, Timings – 01.30 pm – 03.30 pm
- ✓ Resource Person: Mr. Arindam Mondal, Asst. Prof., Dept. of Management (MBA)

The schedule of the course is appended.


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Session	Tentative Date	Agenda for the Day	Duration
1	06-02-2024	Excel Application Startup Customizing Quick Access Tool Bar Saving a Document Common Excel Keyboard Shortcuts Common Excel Keyboard Shortcuts	1 hour
2	06-02-2024	Creating Spreadsheets Working with Numeric Data Values Cell Referencing Basic Formula	1 hour
3	07-02-2024	Relative vs. Absolute Cell Referencing Understanding Order of Operations Entering, Editing Text and Formatting.	1 hour
4	07-02-2024	Working with Basic Functions like SUM(), MIN(), AVERAGE(), COUNT()	1 hour
5	13-02-2024	Adjacent Cells Error AutoSum Command Using AutoFill Command	1 hour
6	13-02-2024	Moving and Data in Worksheet Inserting and Deleting Row, Column	1 hour
7	14-02-2024	Hiding and Unhiding Rows, Column Renaming/Deleting an Excel Worksheet Moving and Copying an Excel Worksheet	1 hour
8	14-02-2024	Working with Font Formatting Changing the Background Color Adding Borders to Cells	1 hour
9	20-02-2024	Formatting Data as Currency Formatting Percentages Using Excel's Format Painter	1 hour
10	20-02-2024	Creating Styles to Format Data Merging and Centering Cells Using Conditional Formatting Editing Conditional Formatting	1 hour
11	21-02-2024	Inserting, Formatting Images/Excel Shapes	1 hour
12	21-02-2024	Working with Excel SmartArt	1 hour
13	27-02-2024	Creating Charts: Bar, Pie, Line Graphs Modifying Data Formatting Excel Charts Moving Excel Charts to another Workbook	1 hour
14	27-02-2024	Viewing your Document in Print View Changing the Margins, Scaling Worksheet Margins	1 hour


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15	28-02-2024	Working with Page Layout Adding Header and Footer Printing a Specific Range of Cells	1 hour
16	28-02-2024	Sorting a List with Single-Level Sorting Sorting a List with Multi-Level Sorting Custom Sorting	1 hour
17	05-03-2024	Filter an Excel List Creating Sub Totals in a List	1 hour
18	05-03-2024	Format a List as Table Using Conditional Formatting Removing Duplicates	1 hour
19	06-03-2024	Introduction to Excel Functions: Excel DSUM() Function Excel DSUM() Function with OR AND Criteria Excel DAVERAGE(), DCOUNT(), DSUBTOTAL() Functions	1 hour
20	06-03-2024	Create a Excel Data Validation List Excel Decimal Data Validation Adding a Custom Excel Data Validation Error	1 hour
21	12-03-2024	Importing Data into Microsoft Excel Importing Data from Text Files Importing Data from MS Access (Optional) Exporting Data to a Text File	1 hour
22	12-03-2024	Creating a Pivot Table Modifying Excel Pivot Table Calculations	1 hour
23	13-03-2024	Grouping PivotTable Data Formatting PivotTable Data	1 hour
24	13-03-2024	Drilling Down into PivotTable Data Creating Pivot Charts	1 hour
25	19-03-2024	Filtering PivotTable Data Filtering with a Slicer Tools	1 hour
26	19-03-2024	Working with Excel Name Ranges Advantages and Disadvantages of Excel Name Ranges Using Excel's IF() Function Excel's IF() Function with a Name Range Nesting Functions with Excel	1 hour
27	20-03-2024	Nesting Excel's AND() Function within the IF() Function Using Excel's COUNTIF() Function Function Using Excel's SUMIF() Function Using Excel's IFERROR() Function	1 hour
28	20-03-2024	Microsoft Excel VLOOKUP() Function Microsoft Excel HLOOKUP() Function	1 hour
29	26-03-2024	Excel INDEX() and MATCH() Function, Combined Function Application	1 hour
30	26-03-2024	Dynamic HLOOKUP () with MATCH () Function Course Wrap up.	1 hour