

## **Microsoft Excel**

**Duration : 45 hours**

### **Learning Objectives & Utility**

- The business world has become increasingly dependent on database and information management
- Knowledge of Microsoft Excel will help in analyzing data, generating reports, and taking calculated decisions
- Proficiency in Microsoft Excel increasingly helps employment prospects

### **Session Coverage: Level 1 (45 hours)**

- Spreadsheets and data entry
- Excel functions
- Creating charts, printing worksheets
- Designing templates and automation
- Listing, filtering, sorting
- Pivot Tables
- Data Validation

### **Session Coverage: Level 2 (45 hours)**

- Dynamic formulae & logic based functions
- Lookup functions
- Worksheet functions
- Macros
- VBA Concepts
- Dynamic and reusable codes

### **Evaluation Parameters**

- Step by step project which evaluates the skills related to different elements of Excel (**60 marks**)
- Designing Templates (**20 marks**)
- Formatting Exercises (**20 marks**)

### **Skill Component**

Formatting, sorting, filtering, analyzing data, report generation, template designing, forecasting and projecting, simulation, scenario building