

Title of the Course:

Basic and Advanced Course in Excel

(One-Credit Value Added Certificate Course) conducted by
Dept of Statistics

Course Outcome:

After successful participation in the course, a learner shall be able to

- do data entry and formatting in MS Excel.
- represent data graphically using MS Excel.
- apply financial functions effectively by using MS Excel
- apply various functions data analysis tool pack in MS Excel.

Syllabus (in short):

- Introduction to Excel
- Multiple Worksheets/Spread sheets
- Functions in Excel
- Conditional Formatting and Financial Functions in EXCEL
- Graphical Representation
- Pivot table and Pivot charts
- Statistical Analysis
- Advanced Statistical Analysis

Names of Resource persons:

- Ms. Priya Yadav
- Ms. Shaishavi Sabnis
- Ms. Ruheen Shaikh

Duration of the course:

- ***2 Months (Total 30 Hours)***
- ***No. of hours per week: 04***

Fees for the course

- **Fees for College student : NIL**
- **Fees for outsider : NA**

Name of Coordinator/ Teacher In-Charge :

Dr. Ujjvala Phatak

Ms. Rakhi Kamble

Interested students can get the further detailed information from the department.