

**JYOTI NIVAS COLLEGE AUTONOMOUS  
SYLLABUS FOR 2018 BATCH AND THEREAFTER**

**Programme: B.Voc. (Banking and Finance)**

**Semester: II**

**Advanced Excel**

**Course Code: 18BVB206**

**No. of Hours: 120**

**COURSE OBJECTIVES:**

- To make students aware of various areas of advanced excel computing.

**LEARNING OUTCOMES:**

- It helps to calculate, organize and evaluate quantitative data.
- It helps to provide answers and solutions to problems affecting the business by being able to interpret data at a more advanced level.
- It can help the students to learn better tools to improve their work output.

**UNIT 1: Formatting in MS Excel :**

**10HRS**

Adjusting a worksheet – inserting/ deleting cells, inserting/ deleting/ resizing rows/ columns, formatting numbers/ dates/ currency, formatting for effect Bolding/ italics/ underlining, cell-alignment and background colors, condition formatting.

Formulae - Add, subtract, multiply and divide, the sum function.

**UNIT 2: Working with functions and charts:**

**10HRS**

Count, average, maximum, minimum functions, logical functions- ifs and nested if functions, using AND/OR/NOT functions. Statistical functions- using the sum if/ count if functions, using the average/ count. Date and time. Financial, text look up and absolute referencing.

Charts- creating, modifying and formatting.

**UNIT 3: Validation, Consolidation and Printing:**

**10HRS**

Input messages, error alerts, hyper linking data within sheet/workbook, linking and updating links between workbooks and applications, consolidating data with identical/different layout.

Page setup, orientation and custom views for printing protecting sheets/workbooks and files.

**UNIT 4: Macros:**

**10HRS**

Creating, assigning macros to toolbar, buttons, shortcut key, procedural programming: functions and sub routines, data types, control flow (if, case, do loop, while, for).

**UNIT 5: Formulas for financial applications:**

**10HRS**

Introduction to formulas, creating balance sheet, investment calculations, depreciation calculations.

**UNIT 6:Pivot Tables:**

**10HRS**

Creating database for pivot, analysing data with pivot tables, formatting, grouping items, inserting calculated fields, display and hide data in field, select move and clear pivot data, pivot chart.

**SKILL COMPONENT**

**60 HRS**

- Analyzing data with pivot tables.
- Applying formulas to existing data.
- Using various functions on existing data.

**BOOKS FOR REFERENCE**

1. John Walkenbach, John Wiley and sons Excel 2010 Bible Edition