

EXCEL – LAB

COURSE CREDITS: 02

NO. OF HOURS: 60

COURSE OUTCOMES (COS):

CO1: It helps in understanding and implementing the basic arithmetic, statistical, and logical operations.

CO2: It helps in exploring and using various lookup functions to efficiently retrieve and reference data within Excel.

CO3: It helps in Utilizing Excel's data analysis tools to perform comprehensive data analysis on a given use case.

CO4: It helps in understanding and implementing the real world applications.

PART A

1. Demonstrate the simple arithmetic functions in Excel.
2. Demonstrate the text functions in Excel.
3. Explore Date and time functions in Excel.
4. Demonstrate how to use logical operations IF, AND, OR, NOT.
5. Demonstrate the decision making control statements in Excel.
6. Explore different types of look up functions in Excel.
7. Explore different types of charts- column chart, line chart, pie chart, bar chart, scatter chart in Excel.
8. Create Pivot table using Excel.
9. Demonstrate how to import data from a file in Excel.

PART B

1. Demonstrate how Excel could be used to do data analysis using a use case.
2. Create an excel spreadsheet to generate electricity bill.
3. Create an excel spreadsheet to calculate the salary of employees.
4. Demonstrate mail merge using excel.
5. Demonstrate macros in excel.
6. Create a budget model for a personal or business scenario.
7. Create a financial planning model to calculate the return on investments over a long period of time.
8. Track and analyze a stock portfolio's performance over time.
9. Import and analyze sales data to identify trends, patterns, and anomalies.