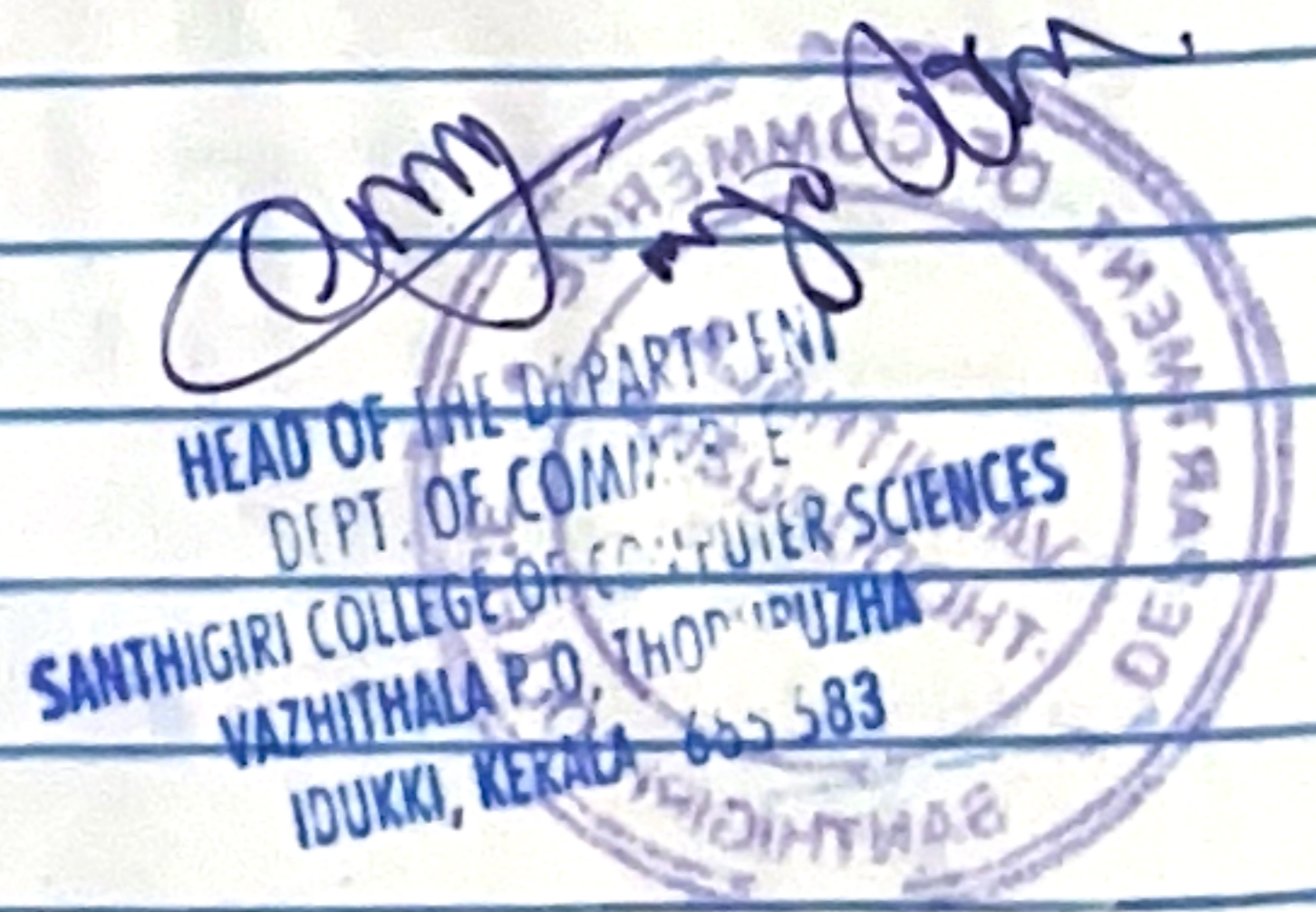
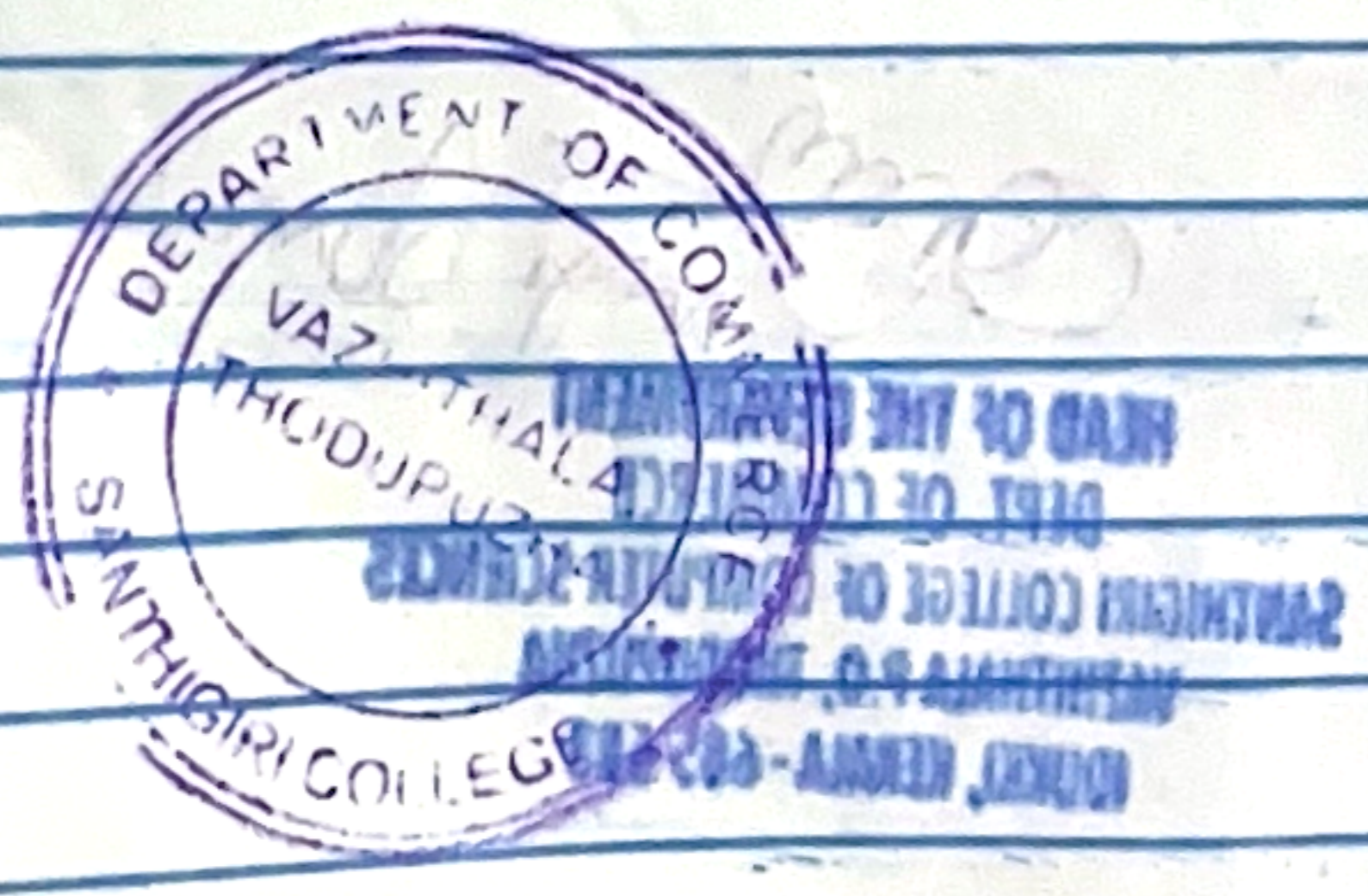


SANTHISOFT TECHNOLOGIES
DATA ANALYSIS USING ADVANCED EXCEL
Second Year B.COM

Session #	Topics	Theory Hours	Practical Hours
1	Orientaion Class, Introduction About MS Excel 2013	1 Hour	
2	How to start MS Excel 2013, Explore window, Back Stage View, Entering Values, Save Work Book, Create work Book, Copy Work Book, Hiding Work Book, Delete Work Book, close Work Book, Open Work Book. Insert data, Select Data, Delete data, Move Data, Rows & Columns, Copy & Paste, find & replace, inserting	1 Hour	1 Hour
3	Setting fonts, rotate cells, Merging & Wrap, Borders and Wrap and Formatting Protecting Excel work Book. Freeze Panes, Creating Formula, copying Formula, Formula Reference, using functions,	1 Hour	2 Hours
4	Conditional Format, Built in Functions.	1 Hour	2 Hours
5	Data Filtering, Sorting of Data, Using ranges, Data validation, Using Styles, using Themes & Styles, Sorting Data by Color, Excel Slicers.	1 Hour	1 Hour
6	Create a PivotTable to analyze external data,	1 Hour	2 Hours
7	Explore data using Pivot table, Create relationship between Tables, Data Model using Calculated Columns, Create Relationship between Tables.	1 Hour	2 Hours
8	Excel – External Data Connection, Update the Data Connections, Automatically Refresh Data, Automatically refresh data at regular intervals.	1 Hour	2 Hours
9	Excel – Pivot Table Tools, Source Data for a PivotTable, Change to a Different External Data Source. Delete a PivotTable, Using the Timeline, Use a Timeline to Filter by Time Period. Create a Standalone PivotChart.	2 Hours	2 Hours
10	Create a Power View Sheet, Excel – Visualizations Create Charts and other Visualizations, Visualization – Matrix, Visualization – Card, Visualization – Charts.	1 Hour	2 Hours
	Doing Assignment		
	Evaluation and Feedback	30 Minutes	2 Hours

Total Hours : 30





SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

Data Analysis Using Advanced Excel

ADD-SC-08

Time : 1 hr

Marks: 20

Date: 30/1/2022

(Answer all Questions)

(1*20=20)

1.

1. In MS-Excel to protect a worksheet, you can choose Protection and the Protect Sheet from the menu *

- Edit
- Format
- Tools
- All of the above

2.

2. What is the intersection of a column and a row on a worksheet called ?

- Column
- Address
- Value
- Cell

3.

3. Which function in Excel tells how many numeric entries are there ? *

- NUM
- COUNT
- SUM
- CHKNUM

4.

4. A feature that displays only the data in column (s) according to specified criteria

- Formula
- Sorting
- Pivot
- Filtering

5.

5. Which one is not a Function in MS Excel ?

- SUM
- MAX
- MIN
- AVG

6.

6. Functions in MS Excel must begin with ____

- An () sign
- An Equal Sign
- A Plus Sign
- A > Sign

7.

7. The process of arranging the items of a column in some sequence or order is known as :

- Arranging
- Autofill
- Sorting
- Filtering

8. The ____ feature of MS Excel quickly completes a series of data

- Auto Complete
- Auto Fill
- Fill Handle
- Sorting

9.

9. How many sheets are there, by default, when we create a new Excel file ?

- 1
- 3
- 5
- 10

10. In Excel, which one denoted a range from B1 through E5

- B1 - E5
- B1:E5
- B1 to E5
- B1\$E5

11. Which Of The Following Keyboard Shortcut Can Be Used For Creating A Chart From The Selected Cells ?

- F11
- F10
- F4
- F2

12. Which Key Is Used For Help In MS Excel?

- F2
- F1
- F3
- None of these

13. Which Of These Keys Are Used In MS Excel To Insert Current Time In Workbook?

- Ctrl+ :
- Ctrl+ "
- Ctrl+ ;
- Ctrl+T

14. VLOOKUP Function Used To ? *

- Finds Related Records
- Looks Up Text That Contain "v"
- Check If Two Cells Are Identical
- None Of Above

15. Vlookup Means *

- Vertical Lookup
- Value Lookup
- None of these

16. What are the shortcut keys for AutoSum? *

- ALT and S
- CTRL and S
- ALT and =
- CTRL and =

17. How we can view a cell comment ? *

- Position the mouse pointer over the cell
- Click the comment command on the view menu
- Click the edit comment commands on the Insert menu
- Click the Display comment command on the window menu

18. What function displays row data in a column or column data in a row ? *

- Transpose
- Index
- Rows
- Hyperlinks

...

19. How do you change column width to fit the contents ?

- Single-click the boundary to the left to the column heading
- Double click the boundary to the right of the column heading
- Press Alt and single click anywhere in the column
- All of above

20. To drag a selected range of data to another worksheet in the same workbook, use the ? *

- Ctrl key
- Shift key
- Alt key
- Tab key

Parakkal



Mark List — M. Com

Basic Elements of MS Excel

ADDSC-08

SANTHISOFT TECHNOLOGIES					
DATA ANALYSIS USING ADVANCED EXCEL					
ASSESSMENT REPORT					
Enroll Number	Candidate Name	Test Score Max(50)	Assignment Score Max(50)	Total Mark	Grade
SSTADDON20221	Binitta Baby	34	46	80	A
SSTADDON20222	Santhikrishna P. V	34	46	80	A
SSTADDON20223	Mariya Jose	36	45	81	A
SSTADDON20224	Elizabeth Rex	44	48	92	A+
SSTADDON20225	Nandana Sivan	36	44	80	A
SSTADDON20226	Sreelakshmi A	34	46	80	A

SUMMARY REPORT

Basic elements of Microsoft Excel has been provided for M.Com Students during 2022-2023 academic year. The course was for 30 Hrs.

Total number of students registered : 06

Total number of students passed/ Attended : 06

Grade Secured

A+ -1

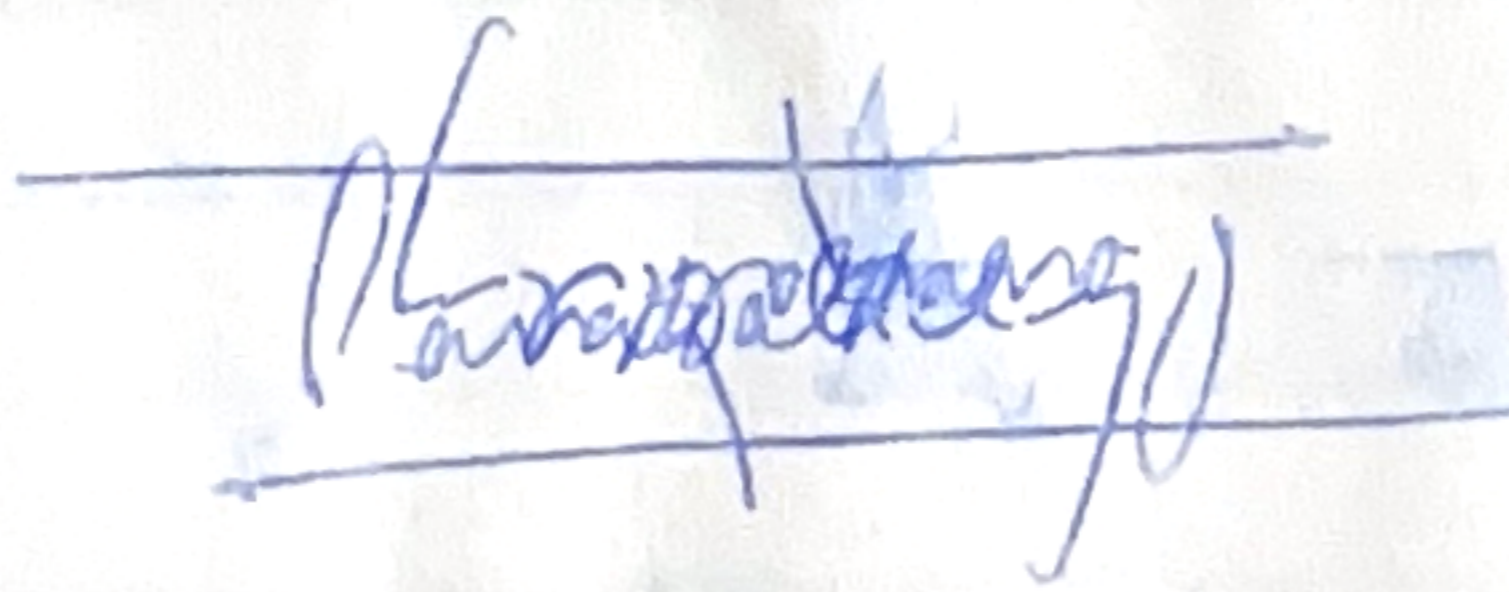
A -5

B

C

D

E





It helps the students to develop knowledge of MS Office Excel By using calculations.



SANTHIGIRI

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CERTIFICATE

This Is To Certify That

Mr/Ms.....*MARIYA.....JOSE*.....
student of *IIIrd* Semester*M.Com*.....Programme has
completed *30..* hours Add-on course on *Data Analysis Using Advanced*
Excel.....from *06/10/2022*..... to *27/11/2022*..... during the
academic year *2022-2023*..... with *A*..... grade.



Consistently

Principal



SANTHIGIRI

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CERTIFICATE

This Is To Certify That

Mr/Ms..... *SHEFIN. K.S*

student of *..Vth..* Semester *B.Com. Computer Application Programme* has completed *30..* hours Add-on course on *Fundamentals.. of.. data Analysis.. Using* *M.S. Excel 2013* from *..18/10.. /2022.....* to *..27/11/2022.....* during the academic year *2022 - 2023.....* with *..A⁺..* grade.



[Signature]
Principal