



Tolani College of Commerce (Autonomous)

तोलांनी वाणिज्य महाविद्यालय (स्वायत्त)

(Sponsored and Managed by Tolani Education Society, Mumbai - 400 021)

(Recognised Linguistic (Sindhi) Minority Institution, Affiliated to University of Mumbai)

Re-Accredited (3rd Cycle) by N.A.A.C. with 'A' Grade (CGPA 3.03)

Knowledge is Supreme

150-151, SHER-E-PUNJAB SOCIETY,
GURU GOBIND SINGH ROAD,
ANDHERI (EAST), MUMBAI-400 093.

Tel. : (022) 6153 5455
Fax : (022) 6153 5456
E-mail : tcc@tolani.edu
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Name of the Department/ Programme	Bachelor of Science in Information Technology					
Name of the Course	Vocational Skill Courses (VSC): Advanced Excel					
Semester	I					
Number of Credits	2					
Number of Lectures	30					
Lecture Duration	60 Minutes					
Total Marks:	CE	20	SEE	30	Total	50

Learning Objectives of the Course

Sr.No.	Objectives
LOC1	To provide learners with an overall introduction and formulas of MS Excel
LOC2	To familiarise learners with advanced and useful features of Ms excel
LOC3	To familiarize learners with MS PowerPoint with technical skills of presentation

Learning Outcomes of the Course

Sr. No.	Outcomes
CO1	Understand the horizon and scope of MS Excel basic features and formulas
CO2	Effective use of Excel with its advance and strong features
CO3	Maximize the use of MS power for presentation skills with advanced animation skills



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Syllabus in Detail

Module. No	Details	No. of Lectures
1	Fundamental Concepts and Formulas in Excel	10
	Creating/Saving and editing spreadsheets Drawing charts. Using Basic Functions: text, math & trig, statistical, date & time, database, financial, logical Using Advanced Functions: Use of VLookup/HLookup Data analysis – sorting data, filtering data (AutoFilter, Advanced Filter) creating sub-totals and grand totals.	
2	Processing data in Excel	10
	Data consolidation. Data Validation, Pivot table/chart, Goal seek/solver, What-if analysis (using data tables/scenarios), Macros, Recording Macros, Working with VBA, Protecting Sheets.	
3	Presentation Skills	10
	Use of Powerpoint with smart animation features, slide transition, custom animation, collaboration in PowerPoint, make photo 3D in PowerPoint, good presentation technical skills.	

Reference Books:

Computer Fundamentals 6th Edition, Pradeep Sinha, BPB Publications
Tay Vaughan, "Multimedia: Making it work", TMH, Eighth edition
Accounting with Tally, Nadhani, BPB Publications.