

504. SPREADSHEET APPLICATION

1. Understanding Excel's Files, Ribbon and Shortcut: Create a Workbook , Data in a Worksheet , Format a Worksheet , Format Numbers in a Worksheet , Create an Excel Table , Filter Data ,Sort data by using an AutoFilter, Essential Worksheet Operations: Using Help (F1), Key Board Shortcuts,Working with Cells and Ranges: Formatting Cells, Name Manager, Visualizing Data Using Conditional Formatting: Apply Conditional Formatting,Printing Your Work: Print a Worksheet, Using Print Preview & Other Utilities.
2. Working with and Times & Text: Working with Dates & Time, Creating Formulas that Manipulate Text – Upper, Proper, Lower, Concatenate, Text to Column, Creating Formulas That Count- Sum, Subtotal: Create a Formula, Use a Function in a Formula, Creating Formulas That Look Up Values: VLookup, H Lookup, Match& Index.
3. Creating Formulas for Financial Applications: Introduction to Formulas e.g. PV, PMT, NPER, RATE, Creating Balance Sheet, Investment Calculations, Depreciation Calculations, Creating Charts and Graphics: Chart your data, Creating Sparkling Graphics, Using Insert Tab Utilities.
4. Using Custom Number Formats: Right Click, Format Cells window, Using Data Tab and Data Validation: Getting External Data, Remove Duplicates, Apply data Validation & Using Utilities from Data Tab, Protecting Your Work: Using Review Tab Utilities, Performing Spreadsheet What-If Analysis: Create a Macro.
5. Analyzing Data with the Analysis Tool Pak:Anova,Correlation, Covariance, Descriptive Statistics, Histogram, Random Number Generation, Rank and Percentile, Regression, T-Test, Z-Test,Using Pivot Tables for Data Analysis: Create Data Base for Pivot, Analysing Data with Pivot Tables, Producing Report with a Pivot Table.

Suggested Readings:-

1. Excel 2010 Bible [With CDROM] by John Walkenbach, John Wiley & Sons, 2010 Edition.
2. Excel 2007 for Dummies by Greg Harvey.
3. New Perspectives on Microsoft Office Excel 2007.