

**Syllabus of Certificate Course of
Basics in Microsoft Excel**

Madhu

**Rashmi
Chhabra** Digitally signed by
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Paper: Certificate Course of Basics in Microsoft Excel

UG & PG Classes

Time: 30 hours

Practical Paper Max Marks: 50

Module - II

Sessions	Topics	Hours
Unit -I		
1	Overview of MS-Excel, Getting Started with MS-Excel	2
2	Creating , Saving, Closing, Opening workbooks, Selecting cells, import data.	1
3	Add a worksheet to an existing work book ,Copy & move a worksheet.	1
4	Navigate in worksheets & workbooks: search for data within a workbook, navigate to a named cell, range or workbook element, insert or remove hyperlinks.	2
5	Format worksheets & Workbook: Rename a worksheet, change worksheet order & color, Insert & delete columns or rows. Adjust row height & Columns width.	2
Unit-II		
1	Hide & Unhide worksheets, Hide or unhide rows and columns, customize the quick access toolbar.	2
2	Modify document properties, Display formulas. Create custom number formats	1
3	populate cells by using advanced fill serried options. Configure data validation. Create custom conditional formatting rules.	2
4	Manage Conditional formatting rules. Configure data Validation.	2
Unit-III		
1	Data Filtering:-Using Autofilters, Applying a custom Autofilters, Creating advanced filters, Applying multiple criteria, using complex criteria, Using database functions.	2
2	Create & Modify custom workbook elements: Create & modify macros. Insert & Configure form controls.	2
3	Manage table styles & options: Apply styles to tables, configure table-style options, insert total rows.	2
Unit-IV		
1	Filter & Sort a Table:Filter records, sort data by multiple columns, change sort order, remove duplicate records.	1
2	Summarise Data by using Functions: Perform calculations by using the SUM functions, Perform calculations by using MIN and MAX functions	2
3	Perform calculations by using the COUNT functions, Perform calculations by using the Average function.	2
4	Perform Conditional Operations by using functions: Perform Logical operations by using the SUMIF and AVERAGEIF functions, Perform statistical operations by using the COUNTIF functions.	2
5	Create Charts:Create a new chart,Add additional data series,switch between rows and columns in the source data,Analyze data.	2

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Paper: Certificate Course of Basics in Microsoft Excel

UG & PG Classes

Time: 30 hours

Theory Paper Max Marks: 50

Module – I

Unit –I

Introduction: Overview of spreadsheet based software, Various applications of MS-Excel , Features of MS-Excel, Advantages of an Electronic Worksheet, Getting started with MS-Excel, Starting Microsoft Excel 2007, Creating ,Saving, Closing, Opening workbooks, Selecting cells, import data, Add a worksheet to an existing workbook ,Copy & move a worksheet.

Navigate in worksheets & workbooks: search for data within a workbook, navigate to a named cell, range or workbook element, insert or remove hyperlinks.

Format worksheets & Workbook: Rename a worksheet, change worksheet order & color , Insert & delete columns or rows. Adjust row height & Columns width.

Unit –II

Customize options & views for worksheets & Workbooks: Hide & Unhide worksheets, Hide or unhide rows and columns, customize the quick access toolbar, modify document properties, Display formulas.

Apply advanced conditional formatting: Create custom number formats, populate cells by using advanced fill serried options. Configure data validation. Create custom conditional formatting rules, Manage Conditional formatting rules.

Unit –III

Data Filtering:-Using Autofilters, Applying a custom Autofilter , Creating advanced filters, Applying multiple criteria, using complex criteria, Using database functions.

Create & Modify custom workbook elements: Create & modify macros. Insert & Configure form controls.

Manage table styles & options: Apply styles to tables, configure table-style options, insert total rows.

Unit-IV

Filter & Sort a Tble:Filter records, sort data by multiple columns, change sort order, remove duplicate records.

Summarise Data by using Functions: Perform calculations by using the SUM functions, Perform calculations by using MIN and MAX functions. Perform calculations by using the COUNT functions, Perform calculations by using the Average function.

Perform Conditional Operations by using functions: Perform Logical operations by using the SUMIF and AVERAGEIF functions, Perform statistical operations by using the COUNTIF functions.

Create Charts:Create a new chart,Add additional data series,switch between rows and columns in the source data,Analyze data.

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Sh.L.N.Hindu College,Rohtak

List of Registered Students

Course:Certificate Course in Excel

Session:2022-23

Course Coordinator:Mrs. Madhu

Sr no	Name of Student	Class	Roll No	Signature
1	RAHUL HOODA	BCA Ist	11402	Rahula
2	Nikhil Chawla	BCA IInd	9036	N
3	Ankit	BCA IInd	9039	Ankit
4	Vaibhak Katyal	BCA IInd	9046	Vaibhak
5	Chinu	BCA IInd	9062	Chinu
6	Yash	BCA IInd	9064	Yash
7	Mohit Thakral	BCA IInd	9065	Mohit Thakral
8	SHANTNU	BCA Ist	11403	Shantnu
9	Chestha Juneja	BCA IIIrd	1145	Chestha
10	Chetna Ahuja	BCA IIIrd	1135	Chetna
11	Diksha	BCA IIIrd	1134	Diksha
12	Kirti Sikka	BCA IIIrd	1130	Kirti Sikka
13	Palak	BCA IIIrd	1132	Palak
14	TARUN KUMAR	BCA Ist	11405	Tarun
15	Harshit	BCA IIIrd	1137	Harshit
16	Prashant	BCA IIIrd	1102	Prashant
17	Pulkit	BCA IIIrd	1110	Pulkit
18	Sanyam	BCA IIIrd	1120	Sanyam
19	Sujal	BCA IIIrd	1125	Sujal
20	Madhu	BCA Ist	11413	Madhu
21	Kashish	BCA Ist	11415	Kashish
22	Devesh Kumar	BCA Ist	11419	Devesh
23	Nitesh Kumar Yadav	BCA Ist	11425	Nitesh
24	Punit	BCA Ist	11433	Punit
25	Abhinav Katyal	BCA Ist	11435	Abhinav
26	Himanshu	BBA Ist	11601	Himanshu
27	Shivam Chahal	BBA Ist	11603	Shivam
28	Mansi Pahwa	BCA IInd	9053	Mansi
29	Tishya	BCA IInd	9056	Tishya
30	Arpit Maggu	BBA IInd	9331	Arpit
31	Gautam	BBA IInd	9339	Gautam
32	Anmol Jain	BCA IInd	9078	Anmol
33	Karan	BCA IInd	9082	Karan
34	Ankit	BCA IInd	9083	Ankit
35	Garvit Kathuria	BBA Ist	11623	Garvit
36	Sakshi	BBA Ist	11633	Sakshi
37	Manya Ahuja	BBA Ist	11635	Manya
38	Jinish Chawla	BCA Ist	11442	Jinish
39	Jasmeet Singh	BCA Ist	11443	Jasmeet

Sohi Chawla
Coordinator, IQAC
Sh. L.N. Hindu College, Rohtak



Madhu

40	Chanchal	BCA Ist	11569	Chanchal
41	Amrit	BCA Ist	11475	Amrit
42	Gautami	BCA Ist	11559	Gautami
43	Madhav	BCA IInd	9089	Madhav
44	Annu	BCA IInd	9100	Annu
45	Keshav Sharma	BCA IInd	9110	Keshav
46	Vansh Thamman	BCA IInd	9126	Vansh
47	Himani	BCA IInd	9109	Kashish
48	Rishikesh	BCA IInd	9103	Rishikesh
49	Kashish	BCA IInd	9125	Kashish
50	Mohan	BCA IInd	9107	Mohan
51	Nikita	BCA IInd	9101	Nikita
52	Shresth Phutela	BCA IInd	9122	Sh. Ph.
53	Ujjwal Batra	B.Com Ist	11608	Ujjwal
54	Aryan	B.Com Ist	11609	Aryan
55	Badal	BCA IIIrd	9045	Badal
56	Nayan	B.Com Ist	11622	Nayan
57	GOURAV	B.Com Ist(H)	11223	Gourav
58	KRRISH	B.Com Ist(H)	11224	Krish
59	Vidhi Bhatia	B.Com Ist(H)	11225	Vidhi
60	VANSH	M.Com Ist(H)	12101	Vansh
61	AYUSH CHAWLA	M.Com Ist(H)	12102	Ayush
62	GARVITA	M.Com Ist(H)	12103	Garvita
63	HARSHITA	M.Com Ist(H)	12104	Harshita
64	MUSKAN	M.Com Ist(H)	12105	Muskan
65	NIKHIL BANSAL	BCA Ist	11560	Nikhil
66	MRIDUL PULHANI	BCA Ist	11561	Mridul
67	HARMAN	BCA Ist	11562	Harman
68	RITIKA	BCA Ist	11563	Ritika
69	HARSH PAL	BCA Ist	11564	Harsh
70	RAVI	BCA Ist	11565	Ravi
71	RAJAT KAPOOR	BCA Ist	11566	R. Kap.

Madhu

Pooja Chandra
 Coordinator, IQAC
 Sh. L.N. Hindu College, Rohtak



Sh L N Hindu College Rohtak

Award List (including Internal Assessment & Final Theory Examination) with Grades

of successful students regarding Certificate Course of Basics in Microsoft Excel

Course Coordinator : Mrs. Madhu

Session : 2022-23

Sr No	Name of Student	Class	Roll No	Theory Exam (MM 50)	I.A. (MM 50)	Total Marks (100)	Grade
1	Nikhil Chawla	BCA IIInd	9036	33	43	76	B
2	Diksha	BCA IIIrd	1134	38	40	78	B
3	Anmol Jain	BCA IIInd	9078	37	46	83	A
4	Karan	BCA IIInd	9082	35	40	75	B
5	Prashant	BCA IIIrd	1102	40	37	77	B
6	Pulkit	BCA IIIrd	1110	39	46	85	A
7	Madhu	BCA Ist	11413	39	47	86	A
8	Kashish	BCA Ist	11415	41	46	87	A
9	Devesh Kumar	BCA Ist	11419	38	40	78	B
10	Nitesh Kumar Yadav	BCA Ist	11425	39	40	79	B
11	Punit	BCA Ist	11433	38	37	75	B
12	Abhinav Katyal	BCA Ist	11435	37	37	74	B
13	Himanshu	BBA Ist	11601	36	35	71	B
14	Shivam Chahal	BBA Ist	11603	35	37	72	B
15	Mansi Pahwa	BCA IIInd	9053	35	35	70	B
16	Tishya	BCA IIInd	9056	37	35	72	B
17	Kirti Sikka	BCA IIIrd	1130	39	31	70	B
18	Palak	BCA IIIrd	1132	37	36	73	B
19	Jinish Chawla	BCA Ist	11442	35	35	70	B
20	Jasmeet Singh	BCA Ist	11443	39	43	82	A
21	Ankit	BCA IIInd	9083	37	34	71	B
22	Vansh	BBA Ist	11615	34	38	72	B
23	Garvit Kathuria	BBA Ist	11623	36	35	71	B
24	Sakshi	BBA Ist	11633	39	34	73	B
25	Manya Ahuja	BBA Ist	11635	37	36	73	B
26	Ujjwal Batra	B.Com Ist	11608	40	31	71	B
27	Aryan	B.Com Ist	11609	35	36	71	B
28	Badal	BCA IIIrd	9045	37	35	72	B
29	Chanchal	BCA Ist	11569	37	37	74	B
30	Amrit	BCA Ist	11475	36	35	71	B
31	Gautami	BCA Ist	11559	35	37	72	B
32	Madhav	BCA IIInd	9089	35	35	70	B
33	Annu	BCA IIInd	9100	37	35	72	B
34	Keshav Sharma	BCA IIInd	9110	39	31	70	B
35	Vansh Thamman	BCA IIInd	9126	37	36	73	B
36	Himani	BCA IIInd	9109	35	35	70	B
37	Rishikesh	BCA IIInd	9103	39	43	82	A
38	MRIDUL PULHANI	BCA Ist	11561	37	34	71	B
39	HARMAN	BCA Ist	11562	34	38	72	B
40	RITIKA	BCA Ist	11563	36	35	71	B
41	HARSH PAL	BCA Ist	11564	39	34	73	B
42	RAVI	BCA Ist	11565	37	36	73	B
43	RAJAT KAPOOR	BCA Ist	11566	40	31	71	B

Peshi Chaudhary

Coordinator, IQAC
L.N. Hindu College, Rohtak



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