

Syllabus for B.Sc. Semester – II (MATHEMATICS)

Course: SEC - MAT - 126: Introduction to Spreadsheet Tool

Credit: 2

Unit	Course Content	Weightage
1	Introduction to MS Excel <ul style="list-style-type: none"> • Importance of MS Excel. Understand workbooks and worksheets. Entering and editing data. Formatting cells. Creating and managing cell styles. Formatting numbers and labels. • Editing worksheet and cells. Add, edit, and delete comments. Lock and protect cells. • Enter basic formulas. Absolute and relative references. Basic functions. • Working with range names. • Create charts and graphs. Format charts and graphs. • Filtering, sorting, and conditional formatting • Calculations and functions: sum, average, min, max, and, or, not, if, • Advance functions: ifs, sumif, sumifs, averageif, averageifs, lookup, vlookup and hlookup • Data Validation • Create and modify pivot tables, value field settings, Sorting and filtering pivot tables. • Charts and Slicers. • Page layouts, and page setup. 	50%
2	Practical based on Unit 1 <ol style="list-style-type: none"> 1. Understanding spreadsheet elements. Data Entering and editing. 2. Basics of formulas in Excel. Relative and Absolute referencing. 3. Basic Functions in Excel. Working with range names. 4. Creating formatting Charts and graphs. 5. Filtering, sorting, and conditional formatting. 6. Use of advanced functions: ifs, sumif, sumifs, averageif, averageifs 7. Use of lookup, vlookup, hlookup functions 8. Creating and modifying pivot tables 9. Charts and slicers 	50%
