

GUJARAT UNIVERSITY
B.Sc. SEMESTER I
SEC- STA-116
STATISTICS
EFFECTIVE FROM - JUNE 2023
ACCORDING TO NEP – 2020
Course Structure with respect to credit, hours, and marks

Course Type	Course	Credit	Work Hours/ Week	Exam Hours	Marks		Total Marks
					Internal	External	
Skill Enhancement Course	SEC- STA-116 Spreadsheet Tool for Statistics	2	3	2	25	25	50

N.B.: Each practical batch should have 10 students
No. of students per batch during practical exam = 10

Spreadsheet Tool for Statistics

Credit: 2

Hours: 3/week

Course Content	Hours	Marks
<p>Unit 1: Introduction to MS Excel</p> <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. 	15	25
<p>Unit 2: Practical based on Unit 1</p> <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 	15	25