

**GUJARAT UNIVERSITY**  
**SEMESTER-II**  
**STATISTICS**  
**EFFECTIVE FROM - JUNE 2023**  
**ACCORDING TO NEP – 2020**

**Course Structure with credits, Lecture hours, and Marks**

Course Type	Course	Credit	Work Hours/ Week	Exam Hours	Marks		Total Marks
					Internal	External	
<b>Skill Enhancement Course</b>	<b>SEC-126 Spreadsheet Tool for Statistics</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>25</b>	<b>25</b>	<b>50</b>

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

# SEC-126

## Spreadsheet Tool for Statistics

Credit: 2

Hours: 3/week

Course Content	Hours	Marks
<b>Unit 1: Advance Functions in MS Excel</b> <ul style="list-style-type: none"><li>• Advance functions: ifs, sumif, sumifs, averageif, averageifs, lookup, vlookup and hlookup</li><li>• Data Validation</li><li>• Create and modify pivot tables, value field settings, Sorting and filtering pivot tables.</li><li>• Charts and Slicers.</li><li>• Page layouts, and page setup.</li></ul>	15	25
<b>Unit 2: Practical based on Unit 1</b> <ol style="list-style-type: none"><li>1. Use of advanced functions: ifs, sumif, sumifs, averageif, averageifs</li><li>2. Use of data validation.</li><li>3. Use of lookup, vlookup, hlookup functions</li><li>4. Creating and modifying pivot tables</li><li>5. Charts and slicers</li></ol>	15	25