Shastri- I Year II Semester

SEC–2

Course Name: MICROSOFT EXCEL & POWERPOINT

Objective: The objectives of this syllabus are to equip students with the skills to efficiently utilize Microsoft Excel for data analysis, manipulation, and presentation. Additionally, it aims to foster an understanding of advanced Excel functionalities to enhance productivity and decision-making capabilities. This course helps students get better at making PowerPoint slides by learning advanced features like animation and multimedia integration.

Learning Outcomes: students will demonstrate proficiency in utilizing Microsoft Excel for tasks such as data analysis, visualization, and reporting. They will be able to employ advanced Excel features effectively to solve complex problems and make informed decisions.

Practical Skill Assessment	**:**60Marks	
Internal Assessment	**:**40 Marks	

Unit	Topic	Hours	Credits (4)
01	**Manage Workbook & Apply Custom Data Formats and Layouts-**Create Worksheets and Workbooks, Format Worksheets and Workbooks, Customize Options and Views for Worksheets and Workbooks, Apply Custom Data Formats and Validation, Apply Advanced Conditional Formatting and Filtering.	**15**	**01 credit**
02	**Create Tables & Perform Operations with Formulas and functions-** Create and Manage Tables, Manage Table Styles and Options, Filter and Sort a Table, Summarize Data by using Functions, Perform Conditional Operations by using Functions, Format and Modify Text by using Functions **Create Charts and Objects-**Create Charts, Format Charts, Insert and Format Objects, insert text boxes and shapes, insert images, modify object properties, and add alternative text to objects for accessibility	**15**	**01 credit**
03	**Create Advanced Formulas-**Apply Function in Formula: Perform logical operations by using AND, OR, and NOT functions perform logical operations by using nested functions, and perform statistical operations by using SUM-IFS, AVERAGEIFS, and COUNTIFS functions. Lookup data by using Functions: Lookup data by using the VLOOKUP function, look up data by using the HLOOKUP function	**15**	**01 credit**
04	**Creating Interactive Presentations:** Exploring advanced features of PowerPoint for creating engaging presentations on Sanskrit topics. Techniques for integrating multimedia elements, animations, and interactive quizzes into Sanskrit PPTs. Design principles for effective e-content development in Sanskrit, including visual design, content organization, and accessibility considerations	**15**	**01 credit**

Reference Books-

1. 2007MicrosoftOfficeSystemPlain&SimplebyJerryJoyce, Microsoft Press.

2. Excel 2019 All-in-one: Master the new features of Excel 2019/Office 365, Lokesh Lalwani, BPB Publications.