

परिशिष्टम् 9
Shastri 2nd Sem- SEC - 2
Microsoft Excel

Unit	Topic	Credits (4)
1	<p>Manage Workbook & Apply Custom Data Formats and Layouts-</p> <p>Create Worksheets and Workbooks, Navigate in 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, Create and Modify Custom Workbook Elements, Create and Modify Custom Workbook Elements.</p>	01 credit
2	<p>Create Tables & Perform Operations with Formulas and Functions-</p> <p>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</p>	01 credit
3	<p>Create Charts and Objects -</p> <p>Create Charts, Format Charts, Insert and Format Objects, Insert text boxes and shapes, Insert images, Modify object properties, Add alternative text to objects for accessibility</p>	01 credit
4	<p>Create Advanced Formulas -</p> <p>Apply Functions in Formulas:</p> <p>Perform logical operations by using AND, OR, and NOT function Perform logical operations by using nested functions, Perform statistical operations by using SUMIFS, AVERAGEIFS, and COUNTIFS functions</p> <p>Look up data by using Functions:</p> <p>Look up data by using the VLOOKUP function, Look up data by using the</p>	01 credit

	HLOOKUP function	
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Reference Books-

1. 2007 Microsoft Office System Plain & Simple by Jerry Joyce Microsoft Press
2. Head First JavaScript Programming, O Reilly Publications by Eric FREEMAN