Syllabus (AE)

LESSON PLAN

Advanced Excel

JAGANNATH INTERNATIONAL MANAGEMENT SCHOOL KALKAJI NEW DELHI	
Value Added Course - ADVANCED EXCEL - BBA and BCOM. (H)	
S.No	Topic
I	**Basic Excel**
1	Introduction to Excel. Ms Excel Options, Worksheet, Toolbar, Advanced Paste Special Techniques
2	Excel Shortcuts - Copy, Cut, Paste, Paste Options, Hide, Unhide, Delete, Link the data in Rows, Columns and Sheets
3	Formatting Cells, Rows, Columns and Sheets, Data Entry & Format types. Protecting & Unprotecting Cells, Rows, Columns and Sheets with or without password, Page Layout, themes, background, printer properties
4	Absolute, Mixed and Relative Referencing
II	**Working with Formulas**
1	Inserting Picture, Hyperlinks, Header Footer, Shapes and other objects in worksheet
2	Charts
3	**Mathematical:** SUM, AVERGAE, ROUND, MODE, EVEN, SUMIF, LCM, COUNT, COUNTA, COUNTBLANK, COUNTIF, MAX, MIN, SQRT, POWER, DATE
4	**Text:** LEFT, RIGHT, TRIM, MID, LOWER, UPPER, PROPER, Date and Time Functions
5	Logical: IF, AND, OR NOT, TRUE, NESTED IF
III	**Data Handling & Conditional Formatting**
1	**Lookup and Reference Functions:** VLOOKUP , ,Index and Match
2	Data Validation - What if Analysis,HLOOKUP
3	Sorting & Filteration of data by values, colors
IV	**Data Sorting and Filtering**
1	Creating pivot table, Pivot table options - Adding Slicers Tool in Pivot & Tables
2	Creating Pivot charts
3	Data Validation - List Items Match & Indexing

LESSON PLAN

NCFM

NSE Academy Certification in Financial Markets

MUTUAL FUNDS : A BEGINNERS' MODULE

NSE ACADEMY

CONTENTS