Hirachand Nemchand College of Commerce (Autonomous), Solapur
Dept. of Management Studies
(Affiliated to P. A. H. Solapur University, Solapur)

Certificate Course in Advance Excel
Course Structure (Additional Course)
Certificate Course Code: CCAE

Duration: 40 Hrs. Lectures + Practicals

To make students Industry Ready for Corporate Environment and improve their efficiency in respect of using the various features of spreadsheet software 'Microsoft Excel' and to make them technically strong and to provide better career opportunities, the "Certificate course in Advance Excel" with following syllabus content is proposed for all the graduate and Post Graduate Students.

Module 1	Introduction to Spreadsheets through MS Excel

- Concept of Spreadsheet, Working with spreadsheet using MS excel, Formatting Cells, Concept of cell address, Adding rows, columns, sheets, creating well formatted tables, Manipulating in respect of Cells, rows, columns, sheets. Auto Fill, Adding Comments, Freeze Panes, using Hyperlinks

Module 2	Formulas & Functions

- Working with Formulas and Functions: Cell referencing – Absolute & relative, Paste Special Function

Function Library:

- Math & Trigonometry functions : Abs, Sum, Sumif, Sumifs, int, trunc, ceiling, Round, floor, Rand, Product, Quotient, Mod.
- Statistical, database functions : Average, Averagea, Averageif, Averageifs, count, Counta, Countblank, Countif, Countifs, Max, Min.
- Logical Functions: IF, AND, OR,NOT Functions
- Text Functions : Len, Left, Right, Exact, Replace, Find, Upper, Lower, Proper, Trim, Concatenate & T Functions
- Date & Time Functions: Date, Today, Weekday, Datevalue, Time, Hour, Now, Networkdays.
- Financial Functions: Fv, Pmt, Pv, Rate, Nper, Sln, …etc
- LOOKUP & Reference Function: Vlookup, Hlookup
- Database Function: Dget, Dsum, Dmax, Dmin, Dproduct,   etc…

Module 3	Advanced Features of Excel

- Data Validations, Conditional Formatting, Formula Auditing, Sorting and Filtering Data, Advanced Filtering. Text to Columns, Charts & Graphs
- Pivot Tables, Scenario, Goal seek, Solver, Data table, subtotals, Data Consolidation

Module 4	Macros in Excel

- Creating a Macro, Running a Macro, Editing a Macro

Module 5	Data Security & Printing in Excel

- Data Security – Cell Level, Sheet Level, Book Level, Sharing Workbooks
- Printing Spreadsheets, using headers and footers, repeating rows above and columns to left, etc.