

SATYUG DARSHAN INSTITUTE OF ENGINEERING & TECHNOLOGY, FARIDABAD

Lesson Plan / Teaching Plan / Lecture Plan with Progress : BBA DM 3RD Semester : 2024-25

Course Name (Code): ADVANCED EXCEL FOR BUSINESS BBA/DIMK/306

Faculty: RAGHAV KUMAR JHA

Topics / lectures are arranged in sequence - same - as to be taught in the class. Maintain data related to "Date" in its hard copy.

S. No.	Lecture No	CO (No)	Topic Description	Teaching Pedagogy	Reference Material	Date		Remarks, if any
						Planned	Actual Delivery	
1	1	1	Spreadsheet concepts, managing worksheets	LAB	T1	22-07-2025		
2	2	1	Formatting cells; entering data; editing, printing and protecting worksheets	LAB	T1	25-07-2025		
3	3	1	Conditional formatting	LAB	T1	29-07-2025		
4	4	1	Working with multiple worksheet & controlling worksheet views	LAB	T1	02-08-2025		
5	5	1	Cell referencing and naming of cells and cell ranges	LAB	T1	05-08-2025		
6	6	2	Sorting, multilayer sorting; data validation	LAB	T1	08-08-2025		
7	7	2	Find and replace; paste special; identifying missing values	LAB	T1	12-08-2025		
8	8	2	Find and replace; paste special; identifying missing values	LAB	T1	19-08-2025		
9	9	2	Tabulation; Flash-fill	LAB	T1	22-08-2025		
10	10	2	Graphical representation using charts	LAB	T1	26-08-2025		
11	11	2	Formatting as table; Pivot tables, pivot charts and dynamic dashboards.	LAB	T3	02-09-2025		
12	12	3	Formulae vs functions; Cell formulae vs array formulae	LAB	T3	05-09-2025		
13	13	3	Mathematical functions; Statistical functions	LAB	T4	09-09-2025		
14	14	3	Financial functions; Logical functions; Date and Time functions	LAB	T4	12-09-2025		
15	15	3	Lookup and reference: Hlookup, and Vlookup, index and match functions	LAB	T3	16-09-2025		
16	16	3	Lookup and reference: Hlookup, and Vlookup, index and match functions	LAB	T3	19-09-2025		
17	17	3	Text functions and error functions. What-if-analysis: Goal-seek, Data tables and Scenario manager	LAB	T3	23-09-2025		
18	18	3	Descriptive Statistics, moving averages,	LAB	T3	26-09-2025		
19	19	3	Histogram, Covariance, correlation and Regression analysis	LAB	T3	30-09-2025		
20	20	4	Recording Macros, Absolute and relative macros, editing macros	LAB	T3	03-10-2025		
21	21	4	Use of spinner buttons and command buttons;	LAB	T3	07-10-2025		
22	22	4	Sub Procedure, Function Procedure (creating New Functions)	LAB	T3	14-10-2025		
23	23	4	Working with Loops: Do while loop, For Next loop	LAB	T3	28-10-2025		
24	24	4	Creating User Forms	LAB		31-10-2025		
25	25		Practice session			04-11-2025		
26	26		Practice session			07-11-2025		
27	27		Practice session			11-11-2025		
28	28		Practice session			14-11-2025		

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Study Material / Books / Web-resources / Online Courses Links etc.

S. No.	Description
1	Greg Harvey, Excel.All-in-One for Dummies. John Wiley & Sons
2	. Michael Alexander and Kusleika Richard, et al.
3	Walkenbach, J. "MS Excel 2016, Bible". John Wiley & Sons, USA
4	Winston, W. L. "MS Excel 2013, Data Analysis & Business Modeling" Microsoft Press,