

SATYUG DARSHAN INSTITUTE OF ENGINEERING & TECHNOLOGY**Lesson Plan / Teaching Plan / Lecture Plan with Progress : BBA IIFSB 1st Semest**

Course Name (Code) : ADVANCED EXCEL; PAPER CODE: BBG-211-V

Faculty

Topics / lectures are arranged in sequence - same - as to be taught in the class. Maintain data rel

S. No.	Lecture No	Topic Description	Teaching Pedagogy	Reference Material
1	1	Introduction to Subject and Workheet		
2	2	Data Entry	LAB	T3
3	3	Creating a basic worksheet: Data entry, insert, delete, naming, auto adjustment of raw & column.	LAB	T3
4	4	Formatting cells	LAB	T3
5	5	Viewing and printing worksheets & Sorting	LAB	T3
6	6	Filtering & Grouping-Ungrouping	LAB	T3
7	7	Subtotals and grand totals	LAB	T3
8	8	Formula: Max, Min, Average, Count, Counta, Count Blank, Today and Now	LAB	T3
9	9	Formual: Round, Roundup and Financial Functions: FV,PV,NPER	LAB	T3
10	10	Practice session	LAB	T3
11	11	VLOOKUP	LAB	T3
12	12	Practice session	LAB	T3
13	13	HLOOKUP	LAB	T3
14	14	Practice session	LAB	
15	15	Sum formula and If Conditions	LAB	T4
16	16	IF and OR formula-1	LAB	T4
17	17	IF and OR formula-1	LAB	T4
18	18	Practice session	LAB	T4
19	19	Goal Seek function	LAB	T4
20	20	Scenario	LAB	T4
21	21	descriptive statistics	LAB	T4
22	22	PivotTables, trends and data summarization	LAB	T4
23	23	Data Validation	LAB	T4
24	24	Creating &running macro, Hyperlink	LAB	T4
25	25	Creating and managing charts	LAB	T4
26	26	Working with multiple sheets	LAB	T4
27	27	Hyperlinks and Creating Dashboards.	LAB	T4
28	28	Project File		
29	29	Project File		

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

S. No.	
1	Practice Sheets
2	Ms-Office
3	
4	

GY, FARIDABAD

er Semester : 2025-26

ty : Ms.Shubham Agarwal

ated to "Date" in its hard copy.

Remarks, if any

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