

SATYUG DARSHAN INSTITUTE OF ENGINEERING & TECHNOLOGY, FARIDABAD					
DEPARTMENT OF MANAGEMENT STUDIES					
Lesson Plan / Teaching Plan / Lecture Plan with Progress : BBA GENERAL -3RD Semester : 2024-25					
Course Name (Code) :			ADVANCED EXCEL (BBG-211-V)	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	Topic Description	Teaching Pedagogy	Reference Material	Remarks, if any
1	1	Introduction to Subject and Workbook			
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	Harvey, G. Excel All-in-One for Dummies. Hoboken, NJ: John Wiley & Sons.
2	Alexander, M., & Kusleika, R., et al. Excel Bible. Hoboken, NJ: Wiley

3	Winston, W. Microsoft Excel 365 Data Analysis and Business Modeling. Redmond, WA:
4	Blackwood, N. Advanced Excel Reporting for Management Accountants. Hoboken, NJ: Wiley.