

| SATYUG DARSHAN INSTITUTE OF ENGINEERING & TECHNOLOGY, FARIDABAD                                                                     |            |                                                                                                   |                   |                    |                  |
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| DEPARTMENT OF MANAGEMENT STUDIES                                                                                                    |            |                                                                                                   |                   |                    |                  |
| Lesson Plan / Teaching Plan / Lecture Plan with Progress : BBA DM -3RD Semester : 2024-25                                           |            |                                                                                                   |                   |                    |                  |
| Course Name (Code) :                                                                                                                |            | ADVANCED EXCEL FOR BUSINESS (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          | Formatting cells; entering data; editing, printing and protecting worksheets                      | LAB               | T1                 |                  |
| 2                                                                                                                                   | 2          | Conditional formatting                                                                            | LAB               | T1                 |                  |
| 3                                                                                                                                   | 3          | Working with multiple worksheet & controlling worksheet views                                     | LAB               | T1                 |                  |
| 4                                                                                                                                   | 4          | Cell referencing and naming of cells and cell ranges                                              | LAB               | T1                 |                  |
| 5                                                                                                                                   | 5          | Sorting, multilayer sorting; data validation                                                      | LAB               | T1                 |                  |
| 6                                                                                                                                   | 6          | Find and replace; paste special; identifying missing values                                       | LAB               | T1                 |                  |
| 7                                                                                                                                   | 7          | Find and replace; paste special; identifying missing values                                       | LAB               | T1                 |                  |
| 8                                                                                                                                   | 8          | Tabulation; Flash-fill                                                                            | LAB               | T1                 |                  |
| 9                                                                                                                                   | 9          | Graphical representation using charts                                                             | LAB               | T1                 |                  |
| 10                                                                                                                                  | 10         | Formatting as table; Pivot tables, pivot charts and dynamic dashboards.                           | LAB               | T1                 |                  |
| 11                                                                                                                                  | 11         | Formulae vs functions; Cell formulae vs array formulae                                            | LAB               | T3                 |                  |
| 12                                                                                                                                  | 12         | Mathematical functions; Statistical functions                                                     | LAB               | T3                 |                  |
| 13                                                                                                                                  | 13         | Financial functions; Logical functions; Date and Time functions                                   | LAB               | T4                 |                  |
| 14                                                                                                                                  | 14         | Lookup and reference: Hlookup, and Vlookup, index and match functions                             | LAB               | T4                 |                  |
| 15                                                                                                                                  | 15         | Lookup and reference: Hlookup, and Vlookup, index and match functions                             | LAB               | T3                 |                  |
| 16                                                                                                                                  | 16         | Text functions and error functions. What-if-analysis: Goal-seek, Data tables and Scenario manager | LAB               | T3                 |                  |
| 17                                                                                                                                  | 17         | Descriptive Statistics, moving averages,                                                          | LAB               | T3                 |                  |
| 18                                                                                                                                  | 18         | Histogram, Covariance, correlation and Regression analysis                                        | LAB               | T3                 |                  |
| 19                                                                                                                                  | 19         | Recording Macros, Absolute and relative macros, editing macros                                    | LAB               | T3                 |                  |
| 20                                                                                                                                  | 20         | Use of spinner buttons and command buttons;                                                       | LAB               | T3                 |                  |
| 21                                                                                                                                  | 21         | Sub Procedure, Function Procedure (creating New Functions)                                        | LAB               | T3                 |                  |
| 22                                                                                                                                  | 22         | Working with Loops: Do while loop, For Next loop                                                  | LAB               | T3                 |                  |
| 23                                                                                                                                  | 23         | Creating User Forms                                                                               | LAB               | T3                 |                  |
| 24                                                                                                                                  | 24         | Practice session                                                                                  | LAB               |                    |                  |
| 25                                                                                                                                  | 25         | Practice session                                                                                  | LAB               |                    |                  |
| 26                                                                                                                                  | 26         | Practice session                                                                                  | LAB               |                    |                  |
| 27                                                                                                                                  | 27         | Practice session                                                                                  | LAB               |                    |                  |

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

| S. No. |                                                                                        |
|--------|----------------------------------------------------------------------------------------|
| 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, USA |



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