

# Aggarwal College Ballabgarh

A Post Graduate Co-educational College  
(Affiliated to M. D. University, Rohtak)  
NAAC Accredited 'A' Grade (CGPA: 3.40)

## Certificate Course in Personal Computing and Digital Lifestyle

### Objective

This Course enables the learner to use MS Office Excel 2013 to analyze and calculate complex data

### Benefit

After completing this course, student will be able to apply advanced features of MS Excel 2013 and benefit at their work place by increasing productivity and efficiency.

### Duration

50 Hours

### Examination

Semester-1

Paper	Title of the paper
Paper-1	Understanding Data using MS Office
Paper-2	Data Analysis using MS Office Excel 2013

## Course contents & Syllabus

### Understanding Data using MS Office –Paper 1

- Organize, analyze and present data for operations and reporting purposes
  - Worksheets.
  - Workbook.
  - Cells.
  - Rows and columns.
  - Represent data in rows and columns
- Perform "what-if" & data analysis for developing financial, marketing and plans
  - Goal seeks.
  - Scenario Manager.
  - Solver.
- Use tools & techniques to process and enhance the usefulness of data

- Conditional formatting.
- Summarizing Data.
- Organize and process statistical, mathematical, financial, and logical data
  - Mathematical functions.
  - Financial functions.
  - Logical functions.

## **Data Analysis using MS Office Excel 2013– Paper 2**

- Employ new approaches such as PowerPivot for tabulating and managing data.
  - Pivot tables.
  - Usage of Pivot tables.
  - Sorting and filtering.
  - Conditional formatting.
- Create management dashboards dynamically using PowerPivot & Power View
  - View selected data.
  - View data using charts.
- Translate analysis into meaningful charts and graphs for better visual appeal
  - Graphs
  - Different types of Graphs.
  - Representing data using graphs.
- Analyze, interpret, summarizing, and presenting data using PivotTables and PivotCharts
  - Pivot charts using pivot tables.
- Automate repetitive tasks to minimize manual labor in data analysis
  - Macros.
  - VB builder.

## **Certification**

Certificate in Personal Computing and Digital Lifestyle

