Certificate Course

(2016-2017)

Spread Sheet Technology

Spreadsheet Technology

Objectives

Enables the student to utilize, the advance features taught in this course in an office environment with maximum efficiency. Understanding and working with the Excel interface getting to know your way around the application, how to access functionality and how to customize it.

UNIT-I

Introduction to spreadsheet basics: Creating, editing, saving and printing spreadsheets-Working with functions & formulas. **Templates:** Creating and Using Templates

UNIT-II

Data analysis: Sub Total Reports, Auto Filter-Password Protecting Worksheets **Conditional Formatting**: Changing the format of cells depending on their value **Cell Formatting:** Basic font formatting, alignment – Including horizontal and vertical alignment, wrapping, merging- Formatting tools.

UNIT-III

Pivot tables: Creating tables-Manipulating data-Interpreting data -Reporting-Character Functions-Date Functions-Age Calculations-Consolidation of Data-Data Validation. **Charts:** columns charts, line charts, pie charts, bar charts, area charts, scatter charts and other charts

UNIT-IV

Macros: Definition and use, Record a macro-Assign a macro, run a macro -Store a macro. **Sorting and Filtering**: Techniques for sorting and filtering data, including controlling the order of precedence in a sort

UNIT-V

Develop the Worksheet: Plan a worksheet, Row and Column labels -Split worksheet/ box /bar, Copy data and formulas -Display /move toolbars. **Use multiple windows:** Copy/ paste between Worksheets-Link worksheets, Consolidate worksheets -Import and link from other Applications. **Graphic Operations**: Create charts - Enhance charts- Drawing toolbar features

Reference Books:

1. How to do everything with Microsoft office excels 2007-Guy Hart Davis.
2. Excel 2007 simple steps- dream tech press.

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Signature of Staff

Head of the Department