

Gujarat University
K. S. School of Business Management and Information Technology
[Five Years' (Full – Time) M.Sc. (CA&IT) Integrated Degree Course]
First Year M.Sc. (CA&IT) (Semester - I)

Course Name: Practical - Working with Spreadsheet

Course Code: DSC-M- IMSCIT-113P

Course Credit: 2

Course Outcomes:

Upon successful completion of this practical course, students will be:

- Proficient in utilizing spreadsheets for various computational and analytical tasks.
- Able to design, format, and manage complex spreadsheet documents.
- Skilled in using advanced functions, formulas, and data analysis tools.
- Capable of creating, interpreting, and analyzing charts, graphs, and PivotTables.

Contents:

Unit No.	Course Content	Hours	Credits
1	Introduction to Spreadsheets: <ul style="list-style-type: none">• Overview of Spreadsheet Software• Basic Functions and Formulas• Formatting Cells and Sheets	30	1
2	Advanced Spreadsheet Techniques: <ul style="list-style-type: none">• Working with Advanced Formulas and Functions• Data Analysis Tools• Creating Charts, Graphs, and PivotTables• Working with Macros and Automating Tasks	30	1

Reference Books:

1. Microsoft Excel 2019 Inside Out
By Mark Dodge
2. Advanced Excel for Productivity
By Chris Webb
3. Excel 2019 All-in-One For Dummies
By Michael Alexander and Dick Kusleika

Accomplishments after Completing the Course:

Upon successful completion of the Practical - Working with Spreadsheet course, students will be able to:

- Students will have a robust understanding of spreadsheet functionalities and will be adept in using spreadsheets for various tasks, including computation, data management, and analysis.
- Students will be skilled in employing advanced functions and formulas to perform complex computations and data analysis.
- Create and Analyze Graphical Data Representations:
- Automate Spreadsheet Tasks