

**Fundamentals of Statistics using MS-Excel  
For B.Sc. (AI & CSCS) & B.A (Economics) Students**

**UNIT-I : Basics of Statistics**

Collection of data – Classification of data – Tabulation – Presentation – Simple Bar & Multiple Bar charts, Pie chart, Histogram, Polygon

**UNIT-II : Measures of Central Tendency & Dispersion**

Mean, Median and Mode - Range, Standard deviation and Variance - – un grouped and grouped data with simple problems

Skewness & Kurtosis using central tendency and dispersion measures

**UNIT-III : Correlation Analysis**

Scaling methods - Correlation – simple and rank . Multiple and partial correlations

**UNIT-IV**

MS Excel – Charts (Simple Bar & Multiple Bar charts, Pie chart), Pivot tables, formulae and Unit –II & III topics

**Text Books**

1. **Fundamentals of Statistics** – S.C. Srivastava & Sangya Srivastava
2. **Statistical Analysis : Microsoft Excel 2013** – Conard Carlberg

**Reference Books**

1. **Statistical Methods** – S.P Gupta