23 AN L1: SPREADSHEET APPLICATION FOR BUSINESS ANALYSIS

Course Code	23 AN L1	Course Delivery Method	Classroom / Blended Mode
Credits	04	CIA Marks	20
No. of Lecture Hours / Week	04	Semester End Exam Marks	30
Total Number of Lecture Hours	60	Total Marks	50
Course Focus	Employability	Entrepreneurship	Skill Development.

COURSE CONTENT

1. Formatting of Data from Home Page
   a. Create an EXCEL application to demonstrate formatting data and EXCEL sheets.
   b. Table Formatting, Insert and Delete Functions
   c. Sort, Find and Replace, Analyze Function
   d. Create an EXCEL application to demonstrate Conditional Formatting.

2. Formulae General/Basic
   a. Sum , Max, Min, Multiplication,
   b. Create an EXCEL application to demonstrate filters and auto filters.
   c. Create an EXCEL application to demonstrate data demonstration.
      i. Data Bars, Icon set , Creating rules

3. Insert Functions
   a. Smart Art
   b. Charts
   c. Graphs and Visuals

4. Formulae-If Conditions
   a. Create an EXCEL application to demonstrate IF and IFS analysis.
      i. Sum , Count and Average

5. Formulae for Functions
   a. Create an EXCEL application to demonstrate logical functions.
   b. Create an EXCEL application to demonstrate statistical functions.
   c. Create an EXCEL application to demonstrate text functions.
   d. Create an EXCEL application to demonstrate date and time functions.

6. Lookup Functions

    a. Create an EXCEL application to demonstrate lookup (V,H and X lookup) and Reference functions.

7. EXCEL Saving / Print Options

8. Data Validation

    a. Create Spreadsheet application to demonstrate Sub Totals, Grouping and Un-grouping.

    b. Text to Columns

    c. Other Data Validation Protocols

    d. Goal Seek , Solver

9. Pivot Tables

    a. Create Spreadsheet application to demonstrate pivot table

    b. Pivot Charts

    c. Pivot Reports

    d. Value Field Settings

10. Dashboard creation

    a. Slicers

    b. Sales, HR and Finance Dashboards

PRACTICAL COMPONENT:
- Collect the balance sheets of Five Companies and use basic to advance formulas and conduct analysis.
- Identifying any Two or Three organizations share price for 5 years and make a comparative study using charts or Graphs.
- Collect the data of sales of any company and prepare a sales Dashboard and analyse it.
- Collect the data of few companies and prepare analysis using pivot tables.
- Create interactive dashboards and data visualizations using tools and Communicate insights effectively through visual representations.

List of Experiments

1. Create a Spreadsheet to demonstrate formatting data and EXCEL sheets.

2. Create a Spreadsheet to demonstrate Conditional Formatting.

3. (i)   Create a Spreadsheet to demonstrate filters and auto filers.

   (ii)   Create a Spreadsheet to demonstrate data validation.

4. Create an Spreadsheet to demonstrate IF and IFS analysis.

    a. Sum Count and Average

5. Create a Spreadsheet to demonstrate logical functions.

6. Create a Spreadsheet to demonstrate statistical functions.

7. Create a Spreadsheet to demonstrate text functions.

8. Create a Spreadsheet to demonstrate date and time functions.

9. Create a Spreadsheet to demonstrate lookup (V and H) and Reference functions.

10. Create a Spreadsheet to demonstrate various types of graphs and diagrams

11. Create a Spreadsheet to demonstrate importing and exporting files.

12. (i)   Create a Spreadsheet to demonstrate tracing precedents and
          dependents.
    (ii)   Create n Spreadsheet to demonstrate sub totals, Grouping and Un grouping.

13. Create a Spreadsheet to demonstrate pivot table.