

Value Added Course

Advance Excel and PowerPoint

(30 Hours Course)



TEERTHANKER MAHAVEER UNIVERSITY
N.H.-24, Delhi Road, Moradabad, Uttar Pradesh-244001 Website:
www.tmu.ac.in

Course developer

Ms. Anupama Verma
Assistant Professor
Department of Management
TMIMT, TMU

<u>Course Code:</u>	<p align="center">Value Added Course</p> <p align="center">Advance Excel and PowerPoint</p>	
<u>Course Outcomes:</u>	At the end of this course students should be able to:	
CO1.	Understanding and modifying Excel &PowerPoint options.	
CO2.	Developing the skills of working in MS excel.	
CO3.	Applying a variety of data validation techniques.	
CO4.	Developing the skills of working in MS PowerPoint.	
CO5.	Creating and designing a presentation for general office use.	
Course Content:		
Module-1:	Getting Advance in Excel - Sorting Data by values, colors, etc., Filtering by numbers, text, values, logical functions, colors, Using Filters to Sort Data, Using Auto filter, Creating a custom AutoFilter, advance Filtering Options.	8 Hours
Module-2:	Data Validation - Specifying a valid range of value of a cell, specifying a valid value for a cell, specifying custom validation based on formula for a cell.	8 Hours
Module-3:	Working with Range Names - Using Range names, creating range names, using range names in formulas, creating range names from headings, Deleting range names.	8 Hours
Module-4:	Working in PowerPoint: <ul style="list-style-type: none"> • Collaborate in PowerPoint • Work with Masters, Themes, and Templates • Work with Animation and Transitions 	6 Hours
<u>Reference & Study Material:</u>	<ol style="list-style-type: none"> 1. Excel 2010 Bible by John Walkenbach, John Wiley 2. Vinzi, V. E. <i>et al.</i> (2010) <i>Handbook of partial least squares</i>. Springer. 3. Cyganski, Information Technology: Inside and Outside, New Delhi: Pearson Education. 4. Excel 2007 & 2010 for Dummies by Greg Harvey, Wiley. 5. Software: Microsoft Excel 2018 Latest Version of excel software 6. New perspective on Microsoft Office Excel 2007 & 2010. 	