



Course in Analysis and Presentation of data (ADD On)
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[SKILL ENHANCEMENT COURSE]

• Semester: IV Credits: 2 Subject Code: ADBB42101 Lectures: 30

Credit Distribution: - 1 credit for theory (15 Lectures) and 1 credit for Practical's.

Note: -

Course Outcomes:

At the end of this course, the learner will be able to,

- Recognize and gain knowledge about MS Excel and Power point.
- Apply their knowledge to various business requirements.
- Analyze the data required for industrial purpose.
- Create and evaluate the data in different formats available in Ms excel.

Unit 1: MS-Excel Overview

15

- MS-Excel Overview
- Data Analysis – MIS Approach (Preparing statements like Cash Flow, Funds Flow, Ratio Analysis in MS-Excel using various functions)
- Conditional Formatting
- Advance Sorting & Filtering
- Charts
- Pivot Tables, Pivot Charts
- What-If Analysis
- Formula Auditing
- Worksheet / Workbook Protection
- Inserting & Managing Hyperlinks
- Macros – Recording & Use

Unit 2: MS – PowerPoint Overview

15

- Managing Slides
- Hyperlinks in PowerPoint
- Slide Designs & Templates
- Animation & Transition of Slides
- Setup Slide Show, Custom Show, etc
- Audio and video.

Board Of Studies	Name	Signature
Head of the Department	Asst. Prof. Smita Borkar	



Reference Books:

- Dorothy House, "Microsoft Word, Excel, and PowerPoint: Just for Beginners".
- Donald H Sanders, "Computer today", McGraw hill, 2019.

Recommended websites: -

- www.guru99.com

Board Of Studies	Name	Signature
Head of the Department	Prof. Smita Borkar	
Faculty*	Prof Monika Rajguru	
Faculty*	Asst. Prof. Deepali Gupta	
Subject Expert (Outside SPPU)	Dr. Sagar Jambhorkar	
Subject Expert (Outside SPPU)	Prof Sachin Bohite	
VC Nominee	Prof Anjum Patel	
Industry Expert	Ms Shrutika Wayal	
One Alumni***	Ms. Vidhi Thakkar	

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