Lesson Plan Adv. Excel - 23/12/2021

Lesson Plan Ref.	COE/2023-24/Excel		Course Ref.	Tech/COD/Excel
Technical Course:	Advance Excel			
Expert Name:	DEVENDER			
College Name:	St. Bede's College			
Topic:	Advance Excel			
Level:	Basics to Advance	Lesson Duration:	40 hrs	

Lesson Overview

Excel is the most important part of Microsoft office. In this software we can create different types of reports. Like: MIS, Database Management, Chart reports etc.

Summary of Lessons

Week	Description
Module – 1	**Introduction of Excel and applying basic excel formulas:** • Introduction of Excel. • Difference between basic excel and advance excel • How to apply excel formulas on sheet. • Data entry in excel. • Some examples of Excel sheet. Like: Salary Sheet, Marksheet.

	TEST - 1
Module - 2	**Applying Advance Formulas of Excel:** • If Formulas with different conditions. • Excel sheet for if formula preparation. • VLOOKUP and HLOOKUP Formula. • Report card preparation using HLOOKUP and VLOOKUP. **TEST - 2**
Module – 3	**Excel Ribbons/Tabs:** • Home Ribbon • Table Formatting • Conditional Formatting • Insert, Delete, and formatting of rows and column and all other options. • Insert Ribbon • Pivot Table • Pivot Chart • Reports with Pivot Table and Charts

	TEST - 3
Module –4	Page Layout Ribbon: • Page Setup for Printing • Print Titles on Each sheet • Print Area Sheet Formula Ribbon: • Define Name • Formula Auditing • Function Library **TEST -4**
Module –5	Data Ribbon: • Get & Transform Data • Soft & Filter • Data Tools • Forecast Report View Ribbon:

	- Workbook Views - Zoom - Window **TEST - 5**

Materials / Equipment:
Computers MS Office