

MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)**CERTIFICATE COURSE****FOR THOSE WHO JOINED IN 2024-2025 AND AFTER**

Course Name	Microsoft Excel			
Course Code	24UMSCP11	L	P	C
Core	Certificate Course	1	-	1
NATURE OF COURSE:		EMPLOYBILITY	SKILL ORIENTED	ENTREPRENURSHIP
COURSE OBJECTIVES:				
<div><div>1. To Manage Worksheets and Workbooks.</div><div>2. To Manage Data Cells and Ranges.</div><div>3. To Manage Tables and Table Data.</div><div>4. To Perform Operations with Formulas and Functions</div><div>5. To Manage Charts</div></div>				
Unit: I	<div>Manage Worksheets and Workbooks</div> <div>Import data into workbooks: Import data from .txt files, import data from .csv files.</div> <div>Navigate within workbooks: search for data within workbook, navigate to named cells ranks or workbook elements, insert and remove hyperlinks.</div> <div>Format Worksheets and workbooks: modify page setup, adjust row height and column width, customize headers and footers.</div> <div>Customize options and views: customize the quick access tool bar, display and modify workbook content in different views, freeze worksheet rows and columns, change window views, modify basic workbook properties, display formulas.</div> <div>Configure content for collaboration: set a print area, save workbook in alternative file formats, configure print settings, inspect workbooks for issues.</div>			
Unit: II	<div>Manage data cells and ranges</div> <div>Manipulate data in worksheets: paste data by special paste options, fill cells by using auto fill, insert and delete multiple columns or rows, insert and delete cells.</div> <div>Format cells and ranges: merge and unmerge cells, modify cell alignment, orientation and indentation, format cells by using format painter, wrap text within cells, apply number formats, apply cell formats from the format cells dialogue box, apply cell size, clear cell formatting.</div> <div>Define and reference named ranges: defined a named range, name a table.</div> <div>Summarize data visually: insert sparklines, apply built in conditional formatting, remove conditional formatting.</div>			

Unit: III	<p>Manage Tables and Table Data</p> <p>Create and format tables: create excel tables from cell ranges, apply table styles, convert tables to cell ranges.</p> <p>Modify tables: add or remove table rows and columns, configure table style options, insert and configure total rows.</p> <p>Filter and sortable data: filter records, sort data by multiple columns.</p>
Unit: IV	<p>Perform operations by using formulas and functions</p> <p>Insert references: insert relative, absolute and mixed references, reference named ranges and named table in formulas.</p> <p>Calculate and transform data: perform calculation by using the AVERAGE (), MAX (), MIN (), SUM () functions, count cells by using the COUNT (), COUNTA (), COUNTBLANK () functions, perform conditional operations by using the IF () command functions.</p> <p>Format and modify Text: format text by using RIGHT (), LEFT (), MID () functions, format text by using UPPER (), LOWER (), LEN () functions, format text by using CONCAT (), TEXTJOIN () functions.</p>
Unit: V	<p>Manage charts</p> <p>Create charts: Create charts, create chart sheets.</p> <p>Modify Charts: add data series to charts, switch between rows and columns in source data, add and modify chart elements.</p> <p>Format charts: apply chart layout, apply chart style, add alternative text and charts for accessibility.</p>