

# MICROSOFT EXCEL 2016

## SYLLABUS

DEPARTMENT: DEPARTMENT OF COMPUTER SCIENCE

NAME OF COURSE: MICROSOFT EXCEL 2016

COURSE CODE: CPCC19

TOTAL HOURS: 40

### UNIT- I DATA CELLS AND RANGES

- i) Worksheets- insert and delete multiple columns and rows, pasting and options.
- ii) Cells and ranges, merge and unmerge cells, format cells, wrap text, cell styles, clear cells.
- iii) Define and reference named ranges, summarize data visually, conditional formatting and removal.

### UNIT-II WORKSHEETS & WORKBOOKS

- (i) Import data into workbooks: data from .txt files, .csv files etc., Navigate within workbooks, named cells, ranges.
- ii) Format worksheets and workbooks.
- iii) Customize headers, footers, options, views , quick access tool bar etc.
- iv) Configure content for collaboration, configure print settings etc.

### UNIT -III TABLES AND TABLE DATA

- i) Create and format tables.
- ii) Modify tables.
- iii) Filter and sort table data.

### UNIT -IV PERFORM OPERATIONS BY USING FORMULAS AND FUNCTIONS

- i) Insert references.
- ii) Calculate and transform data.
- iii) Format and modify text.

# MICROSOFT EXCEL 2019

## SYLLABUS

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UNIT -V MANAGE CHARTS

- i) Create charts.
- ii) Modify chart.
- iii) Format chart.