

ADVANCED DATABASE MANAGEMENT USING MICROSOFT EXCEL

An Add-on (blended mode) course offered by the Department of BCA, Garhbeta College

(April – June, 2023)



Course Overview:

This course provides an insight into advanced level database management through Ms Excel typically used in organization to summarize, analyze, explore and present visualizations of data. It helps to use advanced formulas and functions and enables learners to generate advanced excel skills necessary for computing and analyzing data for the purpose of making many policy decisions.

OBJECTIVES:

The course aims to achieve the following objectives:

- ❖ *To impart knowledge on handling huge volume of data, filtering, sorting, aggregating and summarizing those into categories and subcategories.*
- ❖ *To develop knowledge focusing on advanced functions, formulas and productivity tools and deriving different statistical result.*
- ❖ *To assist in developing spreadsheet and process data using graphs, chart, diagrams, tables etc. to produced results in more sophisticated and timesaving ways.*
- ❖ *To impart skill of the learner on working with multiple spreadsheets and manipulation of data using Outline, Autofilter and Pivot Tables.*

Course Durration:30 Hours

Certificate will be provided to each participant upon successful completion of the course

COURSE COORDINATOR:

Dr. Santimoy Patra,
In-Charge, Department of BCA &
Associate Professor, Department of Commerce
Garhbeta College
Mail : dr.smpatra@gmail.com



FACULTY RESOURCES:

Nandini Karmakar, Faculty Member,
Department of BCA, Garhbeta College
Mail: karmakar.nandini999@gmail.com



Dipanjan Sarkhel, Faculty Member,
Department of BCA, Garhbeta College
Mail: dipanjan.sarkhel2016@gmail.com



Dipankar Jana, Faculty Member,
Department of BCA, Garhbeta College
Mail: iamdipankar94@gmail.com



Learning outcomes:

To outrun proficiency in Microsoft Excel and enable the learners to obtain flagship position as data analysts, data scientists, independent professionals and freelancers.

COURSE DESIGN:

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|--|--------|
| ➤ Entering, Editing | 4 hrs. |
| ➤ Working with Data: Marge Cells | |
| ➤ Formatting Data | |
| ➤ Copying and Pasting within the Same / from Another Worksheet | 4 hrs. |
| ➤ Data from External Sources | |
| First Tutorial | 1 hr. |
| ➤ Filters and Sort | 3 hrs. |
| ➤ Data Names and Ranges | |
| ➤ Manipulating Data | |
| ➤ Using Formulae and Functions to Manipulate and Analyze Data | 3 hrs. |
| ➤ Basic Formulae and Use of Functions | |
| Second Tutorial | 1 hr. |
| ➤ Editing a Chart | 3 hrs. |
| ➤ Using a Chart in a Word Document | |
| ➤ Colouring a Chart | |
| ➤ Types of Charts, 2D Chart, 3D Chart | 5 hrs. |
| ➤ Inserting a Chart | |
| ➤ Data Analysis Using Charts and Graphs | |
| Third Tutorial | 1 hr. |
| ➤ Headers, Inclusion of Text, Numbers & Other Content that Displays at the Top | 5 hrs. |
| ➤ Using Headers and Footers | |
| Summative Assessment | |

CONTACT INFORMATION:

7908830289, 9832531983, 7908084645, 7001580610