



Sri Shridevi Charitable Trust (R.)
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(Approved by AICTE, New Delhi, Recognised by Govt. of Karnataka and Affiliated to Visvesvaraya Technological University, Belagavi)



Curriculum for ExcelR

Outline

- Excel Basics.
- Work with Cells and Worksheets.
- Format Workbook.
- Add Charts and Graphics.
- Collaborate with Others.
- Analyze your Data.
- Work with Macros and the Web.
- Creating a new spreadsheet from scratch.
- Executing basic computations like adding, subtracting, multiplying, and dividing.
- Writing and formatting column text and titles.
- Using Excel's auto-fill features.
- Adding or deleting single columns, rows, and spreadsheets.

Assessment-

1. Minimum 75% attendance.
2. Quiz-60%

Head of the Department
M.B.A. Programme
S.J.E.I. Tumkur

PRINCIPAL
SIET. TUMKUR.