SARDAR PATEL UNIVERSITY
Programme: B.Com.
Syllabus with effect from: June-2016
Choice Based Credit system
First Year B.Com.
Semester - II

Computer Application Paper – IV (Subject Elective / Core Elective)

Paper Code: UB02ECOM**18**   **Total Credit:** 3 (Theory+ Practical)

Title of Paper: Data Processing Using EXCEL (Advance Excel)
Weightage of Marks: Theory (50%) + Practical (50%)

I	**Features of Excel:** • Creating Charts, Chart Types, Modifying Charts types and its properties. • Data analysis with Conditional Formatting • **Financial Functions:** DB(), DDB(), PMT(), FV(), PV(),RATE() • **Lookup & Reference Functions:** COLUMN(), COLUMNS(), ROW(), ROWS(), LOOKUP(), HLOOKUP(), VLOOKUP(), TRANSPOSE()	25%
II	**Working with Data Ranges** • Sorting by One Column • Sorting by Colors or Icons • Sorting by Multiple Columns • Sorting by a Custom List • Subtotals • Filtering Data • Creating a Custom AutoFilter • Using an Advanced Filter	25%
III	**Working with PivotTables** • Creating a PivotTable • Specifying PivotTable Data • Changing a PivotTable's Calculation • Filtering and Sorting a PivotTable • Working with PivotTable Layout • Grouping PivotTable Items • Updating a PivotTable • Formatting a PivotTable • Creating a Pivot Chart **Working with Macros** • Recording a Macro • Playing and Deleting a Macro • Adding a Macro to the Quick Access Toolbar	25%
IV	**Analyzing and Organizing Data** • Creating Scenarios • Creating a Scenario Report • Working with Data Tables • Using Goal Seek • Using Text to Columns **Printing Worksheet Data:** • Printing Features: Print Preview, Page setup, Page, Margin, Header / Footer.	25%

Practicals: Practicals are based on above Units. (Weightage Theory 50% + Practical 50%)

Reference Books
- Microsoft Excel 2010 Bible by John Walkenbach Wiley Publishing
- Computer course windows 7 and office 2010 by R,K. Taxali Publisher Tata McGrawHill.
- Microsoft Office 2010 training guide By Prof. Satish Jain and M Geeta BPB Publication.