

**Academic Council Meeting No. and Date : 04 / June 14, 2022**

**Agenda Number : 4**

**Resolution Number : 18 / 5.2**



**Vidya Prasarak Mandal's  
B. N. Bandodkar College of  
Science (Autonomous), Thane**



**Certificate Course**

**in**

**Basic Excel**

**With effect from**

**Academic Year 2022-2023**

## Certificate Course in Computer Skills

CourseCode	Course Title	No. of lectures	Credits
<b>BNBCCEX1T1</b>	Basic Excel	<b>6</b>	<b>2</b>
<b>BNBCCEX1P1</b>	Practicals	<b>24</b>	

### Syllabus of

UNIT	SUB-TOPICS	Lect ures	Pract icals
<b>I</b>	<b><i>Spreadsheet:-</i></b> Creating and editing workbook, Organizing and formatting worksheets, Data analysis and management, Using formulas and functions, Previewing and printing worksheets	<b>2</b>	<b>8</b>
<b>II</b>	<b><i>Advanced Spreadsheet:-</i></b> Managing multiple worksheets, Producing and designing charts, Creating Pivot tables and pivot charts, Importing and exporting data between spreadsheets and other applications	<b>2</b>	<b>8</b>
<b>III</b>	Using advanced functions, Applying conditional formatting, Using data validation, Using sort and filter, Creating Socially Useful and Productive Works	<b>2</b>	<b>8</b>

## Evaluation Scheme

Theory Examination : Suggested Format of Question paper

Duration : 1 Hours

Total Marks : 40

All questions are compulsory

Q. 1	Based on Unit I	10
Q. 2	Based on Unit II	10
Q. 3	Based on Unit III	10
Q. 4	Based on Unit I, II, III	10

Each question may have following subquestions

Short answer question 5 Marks

Short note questions 5 Marks

Objectives 1 Marks

### Practical Examination

Details	Marks	Viva	Journal	Total
Practical I	50	5	5	60

Total of Theory Examination

40 Marks

Total of Practical Examination

60 Marks

Grand Total

100 Marks

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