



**Course in Analysis and Presentation of data (ADD On)**  
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**[SKILL ENHANCEMENT COURSE]**

• Semester: IV	Credits: 2	Subject Code: ADBB42101	Lectures: 30
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Credit Distribution: - 1 credit for theory (15 Lectures) and 1 credit for Practical's.  
Note: -

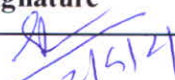
**Course Outcomes:**

At the end of this course, the learner will be able to,

- Recognize and gain knowledge about MS Excel and Power point.
- Apply their knowledge to various business requirements.
- Analyze the data required for industrial purpose.
- Create and evaluate the data in different formats available in Ms excel.

<b>Unit 1: MS-Excel Overview</b>	<b>15</b>
<ul style="list-style-type: none"><li>• MS-Excel Overview</li><li>• Data Analysis – MIS Approach (Preparing statements like Cash Flow, Funds Flow, Ratio Analysis in MS-Excel using various functions)</li><li>• Conditional Formatting</li><li>• Advance Sorting &amp; Filtering</li><li>• Charts</li><li>• Pivot Tables, Pivot Charts</li><li>• What-If Analysis</li><li>• Formula Auditing</li><li>• Worksheet / Workbook Protection</li><li>• Inserting &amp; Managing Hyperlinks</li><li>• Macros – Recording &amp; Use</li></ul>	

<b>Unit 2: MS – PowerPoint Overview</b>	<b>15</b>
<ul style="list-style-type: none"><li>• Managing Slides</li><li>• Hyperlinks in PowerPoint</li><li>• Slide Designs &amp; Templates</li><li>• Animation &amp; Transition of Slides</li><li>• Setup Slide Show, Custom Show, etc</li><li>• Audio and video.</li></ul>	

Board Of Studies	Name	Signature
Head of the Department	Asst. Prof. Smita Borkar	

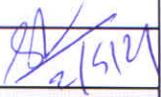
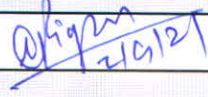
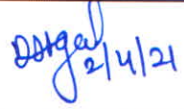
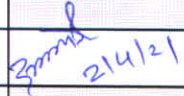
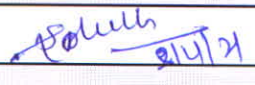




**Reference Books:**

- Dorothy House, "Microsoft Word, Excel, and PowerPoint: Just for Beginners".
- Donald H Sanders, "Computer today", McGraw hill, 2019.

**Recommended websites: -**

- [www.guru99.com](http://www.guru99.com)

Board Of Studies	Name	Signature	
Head of the Department	Prof. Smita Borkar		
Faculty*	Prof Monika Rajguru		
Faculty*	Asst. Prof. Deepali Gupta		
Subject Expert (Outside SPPU)	Dr. Sagar Jambhorkar		
Subject Expert (Outside SPPU)	Prof Sachin Bohite		
VC Nominee	Prof Anjum Patel		
Industry Expert	Ms Shrutika Wayal		
One Alumni***	Ms. Vidhi Thakkar		

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