



# Information Booklet

**Course Name:**  
**Ms Excel**  
**Course Code: B4**



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## Table of Contents

### Ms Excel

#### 1. Introduction:

This course is designed to impart basic level IT knowledge to the common people. This course will breed computer literacy among the masses and help the people to bridge the digital divide. On completion of this course the person will be able to make use of computers for preparation of Ms Excel files.

#### 2. Eligibility:

A minimum educational qualification of being 10th Pass or B1/B2 from ITKC

#### 3. Duration:

45 Hours. Two Hours each day.

- Theory                                      10 hours
- Practical                                    35 hours

#### 4. Course Details:

Type of course	Basic IT Course
Syllabus	<p><b>1. Introduction to Microsoft Office 2007:-</b> What is Microsoft Office, Starting Above Software, New Features of Microsoft Office 2007, Working with Various Constituents of Microsoft Office 2007, Common Keyboard</p> <p><b>2. Spreadsheet Basics:-</b>Introduction, Naming Convention, Sheets, Moving within a Sheet, Entering, Editing the Data, Selecting Cells, Moving, Copying Data, Drag and Drop Method, Inserting Rows and Columns, Inserting and Deleting Cells, Changing Width of a Column, Changing Height of a Row, Formatting Text, AutoFormat, Formatting Numbers, Adding Border to a Range, Formulae, Summing of a Row or Column, Sum Function Average Function, Using Function Wizard, Common Functions in Excel 2007</p> <p><b>3. Introduction to Microsoft Excel 2007:-</b> Introduction, What's New in Microsoft Excel 2007</p> <p><b>4. Creating a Spreadsheet in Microsoft Excel 2007:-</b> Creating a Worksheet in Excel 2007, Copying Formula.</p> <p><b>5. Advanced Techniques of Microsoft Excel 2007:-</b> Formulas that Make Decisions, Styles, Functions in Excel, Using Auto calculate, Sum, Average Function, Auditing a Workbook, Comments Inserting, Outlines, Worksheet Fitting on a Page, Goal Seeking, Scenarios Manager, Typing with AutoFill, Formatting Numbers and Labels, Adding and Deleting Rows and Columns, Inserting (and</p>

Removing) Page Breaks, Applying Themes, Add or Remove a Sheet Background, Convert Text to Columns, Protect Worksheet or Workbook Elements, Creating a Pivot Table Report, locking Fields.

**6. Working with Charts in Microsoft Excel 2007:**-Introduction to Charts, Creating & Modifying Charts in Excel, Using Predefined Chart Layouts and Chart Styles for a Professional Look, Adding Eye-catching Formatting to Charts, Reusing Charts by Creating Chart Templates, Available Chart Types: Column Charts, Line Charts, Pie Charts, Bar Charts Area Charts, XY (Scatter) Charts, Stock Charts, Surface Charts, Doughnut Charts, Bubble Charts, Radar Charts, Create a Chart, Change the Chart Type of an Existing Chart, Create, Apply, or Remove a Chart Template, Save a Chart as a Chart Template, Apply a Chart Template, Remove or Delete a Chart Template, Display Hidden Data and Empty Cells in a Chart, Plot Data Series from Worksheet Rows or Columns, Change the Layout or Style of a Chart, Change the Layout of Chart Elements Manually, Change the Style of Chart Elements Manually, Save a Chart as a Chart Template, How to Apply a Chart Template, Format Chart Elements,

**7. Validating Data in Microsoft Excel 2007:**-Prevent Invalid Data Entry in a Worksheet, Create a Drop-down List from a Range of Cells

**8. Accessing Web with Microsoft Excel 2007:**-Create or Remove a Hyperlink, Create a Hyperlink to a New File, Create a Hyperlink to an Existing File or Web Page, Create a Hyperlink to a Specific Location in a Workbook, Create a Custom Hyperlink by Using the HYPERLINK Function, Create a Hyperlink to an e-mail Address, Delete a Hyperlink, Copy or Move a Hyperlink, Change a Hyperlink, Change the Destination of a Hyperlink, Change the Appearance of Hyperlink Text, Change the Text or Graphic for a Hyperlink, Select a Hyperlink without Activating the Link

**9. Importing Data in Microsoft Excel 2007:**-Connect to (Import) External Data, Create, Edit, and Manage Connections to External Data, Learn about Data Connections, Manage Connections by Using the Workbook Connections Dialog Box  
Create an Office Data Connection (ODC) File, Import or Export Text Files, Connection Properties

**10. Functions in Microsoft Excel 2007:**- Database Functions

**11. Keyboard Shortcuts of Microsoft Excel 2007:**- Ctrl Combination Shortcut Keys, Function Keys, Other Useful Shortcut Keys, Keyboard Shortcuts for Using the Help Window, Keyboard Shortcuts for Microsoft Office Basics

## 5. Fee:

Rs. 1,000 (exclusive of Service Tax)