

Computer Application and Analytics in Management I

Getting Acquainted with Excel

About Excel, The Excel environment, Title Bar, The ribbons, Quick access toolbar, Status Bar, Keyboard shortcuts

Creating Basic work Books

Excel overview, Create a workbook, Add a worksheet to an existing workbook, Copy and move a worksheet, Navigate in Worksheets and Workbooks, Search for data within a workbook, Navigate to a named cell, range, or workbook element, Insert and remove hyperlinks, Change worksheet tab color, Rename a worksheet, Change worksheet order, Change workbook themes, Hide or unhide worksheets, Customize the Quick Access toolbar, Modify document properties, Display formulas, Configure Worksheets and Workbooks for Distribution, Inspect a workbook for hidden properties or personal information, Inspect a workbook for accessibility issues, Inspect a workbook for compatibility issues, Introduction to spreadsheets, Basic text and cell, formatting, Basic arithmetic calculation, Special paste, Freeze pane, Sort and filter, Charts, Data validation, Customize Options and Views for Worksheets and Workbooks,

Columns & Rows

Adjust row height and column width, Insert headers and footers, Hide or unhide columns and rows, Insert and delete columns or rows

Conditional Formatting in Excel

Conditional Formatting, Finding cell with conditional formatting, clearing conditional formatting

Getting Acquainted with PowerPoint

PowerPoint environment, Title bar, Ribbon, Keyboard Shortcuts

Creating Basic Presentation

Opening and closing Presentation, Creating and saving Presentation, Adding text to slides, Font and Paragraph Formatting, Applying slide layouts

Getting Acquainted with Word

About MS word, The Word environment, Title Bar, The ribbons, Quick access toolbar, Status Bar, Keyboard shortcuts

Creating Basic Documents

Creating new documents, saving document, editing, finding and replacing text, Formatting fonts, font dialogue box, aligning paragraphs, line spacing and paragraph spacing

Suggested Readings

- A To Z Of MS EXCEL: A Book For Learners & Trainers by Rinkoo Jainn
- Data Analysis with Excel: Tips and tricks to kick start your excel skills 1st Edition by Manisha Nigam

