

Spreadsheet for Business

Module No. 1: Introduction (08 Hrs)

1. Identify and explain the key features of spreadsheets in the Office Suite.
2. Differentiate between basic text and cell formatting features in spreadsheets.
3. Apply basic arithmetic calculations in spreadsheets.
4. Utilize Special paste and Freeze pane features effectively.
5. Demonstrate the use of Autocompletion of series in spreadsheets.
6. Implement Sort and filter functions in spreadsheets.
7. Create charts to represent data visually in spreadsheets.

Module No. 2: Summarize data using functions (10 Hrs)

1. Utilize the SUM function to perform calculations in spreadsheets.
2. Utilize the MIN and MAX functions to find the minimum and maximum values in a dataset.
3. Use the COUNT function to count the number of cells in a range.
4. Calculate the average of a dataset using the AVERAGE function.
5. Apply logical operations using the IF function.
6. Summarize data based on a specific criterion using the SUMIF function.
7. Calculate the average based on a specific criterion using the AVERAGEIF function.
8. Perform statistical operations using the COUNTIF function.

Module No. 3: Text Functions (10 Hrs)

1. Validate data input using data validation techniques in spreadsheets.
2. Utilize text functions such as LEN, TRIM, PROPER, UPPER, LOWER, and CONCATENATE to manipulate text data efficiently.
3. Apply text functions to clean and format text data effectively.
4. Combine multiple text values into a single cell using CONCATENATE function.
5. Demonstrate the use of various text functions to enhance data clarity and consistency.