

# BASELIUS COLLEGE KOTTAYAM

## ADD ON COURSE IN MICROSOFT OFFICE SPECIALIST

### SUPPORTING DOCUMENTS

1. BROCHURE
2. SYLLABUS
3. STUDENTS LIST
4. CERTIFICATES

# **BASELIUS COLLEGE, KOTTAYAM**

## **Department of Commerce**

*Add On Course Offered:*

**MICROSOFT OFFICE SPECIALIST  
(MX EXCEL)  
2019-20**

**Contact**

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**email: baseliuscommerce@gmail.com**

Note: Admission opened only to Baselius  
College students

**BASELIUS COLLEGE, KOTTAYAM**

**POSTGRADUATE DEPARTMENT OF COMMERCE**

**Certificate Programme**

**Microsoft Office Specialist- M S Excel**

**Syllabus Document**

**(2017 onwards)**

## **Objectives**

- To provide a good level of understanding on the features and operational part of the spreadsheet package M S Excel.

## **Highlights of the Certificate Programme :**

1. Theory and Practical Sessions
2. Assignments and Mock Tests
3. Examination and Certification by Microsoft

## **Course Outcome**

- On completion of the Certificate Course, the student is expected to be well versed in the applications of M S Excel and its use in office and business
  
- Total Hours : 30

# MOS CERTIFICATE IN EXCEL – SYLLABUS

(30 Hours)

## 1. Manage Workbook Options and Settings

(05 Hours)

### 1.1. Create Worksheets and Workbooks

Create a workbook - Import data from a delimited text file - Add a worksheet to an existing workbook - Copy and move a worksheet

### 1.2. Navigate in Worksheets and Workbooks

Search for data within a workbook - Navigate to a named cell, range, or workbook element - Insert and remove hyperlinks

### 1.3. Format Worksheets and Workbooks

Change worksheet tab colour - Rename a worksheet - Change worksheet order - Insert and delete columns or rows - Change workbook themes - Adjust row height and column width - Insert headers and footers

### 1.4. Customize Options and Views for Worksheets and Workbooks

Hide or unhide worksheets - Hide or unhide columns and rows - Customize the Quick Access toolbar - Modify document properties - Display formulas

### 1.5. 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

### 1.6. Manage Workbooks

Save a workbook as a template - Enable macros in a workbook - Display hidden ribbon tabs

### 1.7. Manage Workbook Review Restrict editing

Protect a worksheet - Configure formula calculation options - Protect workbook structure - Manage workbook versions - Encrypt a workbook with a password

## 2. Apply Custom Data Formats and Layouts

(05 Hours)

### 2.1. Apply Custom Data Formats and Validation

Create custom number formats - Populate cells by using advanced Fill Series options - Configure data validation

### 2.2. Apply Advanced Conditional Formatting and Filtering

Create custom conditional formatting rules - Create conditional formatting rules that use formulas - Manage conditional formatting rules

### 2.3. Create and Modify Custom Workbook Elements

Create and modify simple macros - Insert and configure form controls

### 2.4. Apply Custom Data Formats and Validation

Create custom number formats - Populate cells by using advanced Fill Series options - Configure data validation

### 2.5. Apply Advanced Conditional Formatting and Filtering

Create custom conditional formatting rules - Create conditional formatting rules that use formulas - Manage conditional formatting rules

### 2.6. Create and Modify Custom Workbook Elements

Create custom colour formats - Create and modify cell styles - Create and modify custom themes - Create and modify simple macros - Insert and configure form controls

### 2.7. Prepare a Workbook for Internationalization

Display data in multiple international formats - Apply international currency formats - Manage multiple options for +Body and +Heading fonts

## 3. Tables, Charts and Objects

(05 Hours)

### 3.1. Create and Manage Tables

Create an Excel table from a cell range - Convert a table to a cell range - Add or remove table rows and columns

### 3.2. Manage Table Styles and Options

Apply styles to tables - Configure table style options - Insert total rows

### 3.3. Filter and Sort a Table

Filter records - Sort data by multiple columns - Change sort order - Remove duplicate records

### 3.4. Create Charts

Create a new chart - Add additional data series - Switch between rows and columns in source data - Analyse data by using Quick Analysis

### 3.5. Format Charts

Resize charts - Add and modify chart elements - Apply chart layouts and styles - Move charts to a chart sheet

### 3.6. Insert and Format Objects

Insert text boxes and shapes - Insert images - Modify object properties - Add alternative text to objects for accessibility

## 4. Create Advanced Charts and Tables

(05 Hours)

### 4.1. Create and Manage PivotTables

Create PivotTables - Modify field selections and options - Create slicers - Group PivotTable data - Add calculated fields - Format data

### 4.2. Create and Manage Pivot Charts

Create Pivot Charts - Manipulate options in existing Pivot Charts - Apply styles to Pivot Charts - Drill down into PivotChart details

## 5. Perform Operations with Formulas and Functions

(10 Hours)

### 5.1. Summarize Data by using Functions

Insert references - Perform calculations by using the SUM function - Perform calculations by using MIN and MAX functions - Perform calculations by using the COUNT function - Perform calculations by using the AVERAGE function

## 5.2. Perform Conditional Operations by using Functions

Perform logical operations by using the IF function - Perform logical operations by using the SUMIF function - Perform logical operations by using the AVERAGEIF function - Perform statistical operations by using the COUNTIF function

## 5.3. Format and Modify Text by using Functions

Format text by using RIGHT, LEFT, and MID functions - Format text by using UPPER, LOWER, and PROPER functions - Format text by using the CONCATENATE function

## 5.4. Apply Functions in Formulas

Perform logical operations by using AND, OR, and NOT functions - Perform logical operations by using nested functions - Perform statistical operations by using SUMIFS, AVERAGEIFS, and COUNTIFS functions

## 5.5. Look up data by using Functions

Look up data by using the VLOOKUP function - Look up data by using the HLOOKUP function

## 5.6. Apply Advanced Date and Time Functions

Reference the date and time by using the NOW and TODAY functions - Serialize numbers by using date and time functions

## 5.7. Perform Data Analysis and Business Intelligence

Import, transform, combine, display, and connect to data - Consolidate data - Perform what-if analysis by using Goal Seek and Scenario Manager - Calculate data by using financial functions

## 5.8. Troubleshoot Formulas

Trace precedence and dependence - Monitor cells and formulas by using the Watch Window

## 5.9. Define Named Ranges and Objects

Name cells - Name data ranges - Name tables - Manage named ranges and objects

Note : Assignments based on the above topics will be given by the faculty

- There will be viva voce as a part of Internal Mock Tests
  
- Reference Materials will be provided.

<b>MICROSOFT OFFICE SPECIALIST</b>	
<b>SI No</b>	<b>Name</b>
1	Aaron Anna Joseph
2	Aashna Anil
3	Abhijith V
4	Aiswarya A
5	Akhil K Suresh
6	Akhila Suzan John
7	Amal Skaria
8	Anju Maria Thomas
9	Anz Joji
10	Aswin Ninan George
11	Elizabeth Cherian
12	Hima Thampan
13	Jenna Elsa Oommen
14	Kavya Krishnan
15	Nandana Manoj
16	Naomi Anna Abraham
17	Neaha Susan George
18	Nithin Koshi Jacob
19	Sanjana Sara John
20	Sera Tom
21	Shinton George
22	Siya Susan Suresh
23	Sreesankar Sajeev
24	Theresa Thomas
25	Veni Girish





# Microsoft Office Specialist

AARON ANNA JOSEPH

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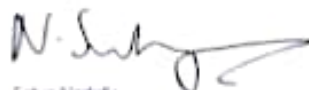
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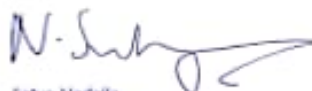
VENI GIRISH

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