Lesson Plan

Program: MBA   **Semester:** II   **Course Code**: KMBN251   **Course Name: IT Skills 2**

Course Objectives

(CO1): To develop pivot table and understand the validating & auditing techniques

(CO2): To understand different charting techniques in MS Excel

(CO3): To understand different formatting techniques in MS Excel

Session Duration: 60 minutes

Participants: MBA Students

Entry level knowledge and skills of students

     i. How to operate Computer system
    ii.   10 th level mathematics

Equipment required in Classroom/ Laboratory/ Workshop

     i. Computer lab
    ii. MS Office, MS Excel

Assessment Schemes

S. No.	Criteria	Marks (25)
1	**Internal Evaluation Scheme (Practical Session)**	25
1(a)	**Assignments & Exercises**	15
1(a)(i)	**Lab Performance**	5
1(a)(ii)	***Attendance (compulsory)**	5

Course Outcomes (starting with action-oriented observable and measurable verb)

(CO1): To gain knowledge of pivot table and understand the validating & auditing techniques **(Unit 1)**
(CO2): Learn to use different charting techniques in MS Excel **(Unit 2)**
(CO3): Learn to use different formatting techniques in MS Excel **(Unit 2)**

L. No.	Topics	Sub Topics	Date of implementation	Pedagogy	CO-Covered	Faculty Sign	HoD's Remark with Date
			Unit - 1				
1.	Pivot Table:	Developing Pivot Table,		Demonstration	CO1 (K2)		
2.	Analyzing data	using goal seek and solver,		Demonstration	CO1 (K2)		

3.	Scenarios Create named scenarios. Show, edit, delete scenarios,	Creating a scenario summary report.		Demonstration	CO1 (K2)		
4.	Validating and Auditing: Set,	edit validation criteria for data entry in a cell range like: whole number, decimal, list, date, time, Trace precedent, dependent cells. Demonstration Identify cells with missing dependents.		Demonstration	CO1 (K2)		
5.	Creating applications	in Spreadsheet and Macros.		Demonstration	CO1 (K2)		
Unit - 2							
6.	Creating and formatting Charts:	Understanding chart types,		Demonstration	CO2(K4)		
7.	Creating and formatting Charts:	column chart, bar chart		Demonstration, Practice in lab	CO2(K4)		
8.	Creating and formatting Charts:	line chart, pie chart		Demonstration, Practice in lab	CO2(K4)		
9.	Creating and formatting Charts:	XY Scatter chart , Area chart		Demonstration, Practice in lab	CO2(K4)		
10.	Creating and formatting Charts:	surface chart bubble chart		Demonstration, Practice in lab	CO2(K4)		
11.	Creating and formatting Charts:	Create a combined chart like: column and		Demonstration, Practice in lab	CO2(K6)		

		line, column and area.					
12.	Creating and formatting Charts:	Change the chart type for a defined data series, Add, delete a data series in a chart,		Demonstration, Practice in lab	CO2(K6)		
13.	Creating and formatting Charts:	Re-position chart title, legend, data labels.		Demonstration, Practice in lab	CO3(K4)		
14.	Change scale of value axis:	minimum, maximum number to display, major interval.		Demonstration, Practice in lab	CO3(K4)		
15.	Change display units on value axis without changing data source:	For hundreds, thousands, millions.		Demonstration, Practice in lab	CO3(K6)		
16.	Format chart area to display an image.	For columns, bars, pie slices, plot area,		Demonstration, Practice in lab	CO3(K4)		
Revision/ Practice sessions							
17.	**Unit 1**	Analysing data	1	Demonstarions in Lab	CO1 & CO2		
18.	**Unit1**	Analysing data	1	Demonstarions in Lab	CO1 & CO2		
19.	**Unit2**	Formating Charts	2	Demonstarions in Lab	CO3		
20.	**Unit2**	Formating Charts	2	Demonstarions in Lab	CO3		

Text Books:

Excel Data Analysis: Modeling and Simulation, Hector Guerrero (Springer)

Reference Books:

Excel Made Easy: A Beginner's Guide to How-to Skills and Projects, Ewan Arthur (Amazon.in)

Journals:

Electronic Database:

1. https://www.javatpoint.com/excel-tutorial

2. MS Excel - Introduction - Beginner's Guide Lecture By: Mr. Pavan Lalwani Tutorials Point India

Private Limited https://www.youtube.com/watch?v=rJPWi5x0g3I