PARVATHANENI BRAHMAYYA
SIDDHARTHA COLLEGE OF ARTS & SCIENCE
Autonomous
Siddhartha Nagar, Vijayawada–520010
Re-accredited at 'A+' by the NAAC

23ANSDP101: BUSINESS ANALYTICS USING SPREADSHEETS

Offered to: BBA Hons(Business Analytics)   **Course Type:** SDC (Practical)

Semester: I   30 Hours   **Credits:** 2

Course Prerequisites (if any): Statistical Theory in Mathematics

Course Description: Students learn, understand and implement MS Excel functions

Course Objective: To understand the practicality of Excel

Course Outcomes: At the end of this course the student is able toCO1:
Create and modify charts & graphs. (PO5, PO6)

CO2: Organize worksheet and table data using multiple techniques. (PO5, PO6)

CO3: Calculating with advanced functions & formulas. (PO5, PO6)

CO4: Analyze data using Pivot Tables. (PO5, PO6)

CO5: Able to generate graphs that help in drawing useful result. (PO5, PO6)

List of Experiments

1. Data formatting in MS Excel.
2. Implementation of Conditional Formatting.
3. (i) Using Filters and Auto Filers to simplify the given data.

   (ii) Implementation of Data Validation.
4. Using functions IF and IFS, Sum Count and Average
5. Using Logical Functions on the given data.
6. Using the Text Functions on the given data.
7. Using Date and Time Functions on the given data.
8. Implementation of lookup (V and H) Functions.
9. Plotting various types of graphs using the given data.
10. Understanding Importing and Exporting files.
11. Analyzing data using Pivot Table.

Text Books:

	Author	Title	Publisher
1	Leonardo L Wright	**Excel 23: A Comprehensive Guide to become an Expert**	**Eclectic Editions Limited**

Prescribed Books:			
	Author	**Title**	**Publisher**
1	Grey Harvey	Excel 2010 for Dummies	

Course has focus on: Skill Development.

Websites of Interest:

1. http://office.microsoft.com/en-us/
2. http://office.microsoft.com/en-us/excel
3. http://www.techonthenet.com/excel/formulas

(A) SEE (LAB) Model Question Paper

23ANSDP101: BUSINESS ANALYTICS U S I N G S P R E A D S H E E T S

Offered to: BBA Hons(Business Analytics)

Max.Marks: 35   **Max.Time: 2Hours**

Pass. Min: 14

I. **Answer any THREE of the following**   **3 x 10 =**   **30 Marks**

          Q1

          Q2

          Q3

          Q4

          Q5

II Viva   **2 Marks**

III Record   **3 Marks**

(B) CONTINUOUS ASSESMENT :   **15 MARKS**
TOTAL : (A)+(B) =   **50MARKS**