LORETO COLLEGE

TIME PLAN 2020-2021

Name of the teacher: CHANDRANI SENGUPTA/ MEGHNA BANERJEE
Initials: CSG/ MB

Teaching Objective:
- To provide basic to advanced knowledge needed to operate and navigate Excel.

3rd Semester Topic-wise Time Plan

Topics	Hours allotted	Topics (as per curriculum)	Teaching method	Learning outcome (output)	Assessment
1	10	Introduction to MS Excel	ICT based/ Lecture	Can demonstrate all basic concept of Excel	5
2	05	Formulas	ICT based	Construct all formulas to evaluate mathematical calculations	10
3	05	Functions	ICT based	Implement all functions of excel	5
4	10	Working on Charts	ICT based	Design any type of charts based on the data provided on the table	5
5	13	Pivot table	ICT based	Learnt to create a pivot table based on data	3
6	19	Conditional Formatting	ICT based	Implement conditional statements to find result from complex records	10
7	09	Data Validation and Sorting	ICT based	Compare and sort the data according to the need	2
8	09	Macros	ICT based	Identifying and evaluating Macros	10