

**COMPUTER DEPARTEMNT**  
**LORETO COLLEGE**  
**TIME PLAN 2024-2025**

**Name of the teacher: CHANDRANI SENGUPTA/ CHINMOYEE RAY**

**Initials: CSG/CR**

**Course Title: EXCEL**

**Teaching Objective:** To equip students with essential Excel skills required for effective data handling, formatting, basic analysis, and visual presentation. The course aims to build foundational competency in using Excel for practical applications such as organising data, applying formulas, generating charts, and preparing structured outputs for academic and workplace use.

**2<sup>nd</sup> Semester Topic-wise Time Plan**

<b>Topics</b>	<b>Hours Allotted</b>	<b>Topics</b>	<b>Learning Outcome (Output)</b>	<b>Assessment</b>
Introduction to Excel	45 mins	Excel interface, creating/opening/saving workbooks, navigation	Understand interface and basic operations like saving and navigating in a workbook	Create and save a workbook; navigate between cells
Basic Excel Functions	45 mins	Functions: SUM, AVERAGE, MIN, MAX, COUNT	Apply basic functions to perform calculations on a dataset	Apply functions to sample data; class discussion on use cases
Data Entry and Formatting	45 mins	Data types, font styles, number formatting, conditional formatting	Enter data and apply formatting for clarity and visual presentation	Create a formatted list; discuss best practices
Data Manipulation	45 mins	Sorting, filtering, removing duplicates	Organise and clean data efficiently using built-in features	Perform data sort/filter; class discussion on real-world scenarios
Text Functions	45 mins	LEFT, RIGHT, MID, CONCATENATE, TRIM, LEN	Extract, combine, and clean text data in cells	Manipulate names and phrases; share challenges in discussion
Date and Time Functions	45 mins	DATE, YEAR, MONTH, DAY, TODAY, NOW	Use date/time functions to extract and compute date components	Build a date analysis table; class demo and review
IF Function	45 mins	IF(condition, value_if_true, value_if_false)	Apply logical decision-making using the IF function	Create a pass/fail table using IF; scenario-based discussion
Charts and Graphs	45 mins	Bar, line, pie charts, customising charts	Visualise data through appropriate chart types	Design and interpret charts; discuss choice of visuals
Data Import & Export	45 mins	Import from CSV, Text to Columns, Flash Fill, export formats	Import, clean, and export structured data	Perform import/export tasks; discussion on format conversions