

**COMPUTER DEPARTMENT
LORETO COLLEGE**

TIME PLAN 2022-2023

Name of the teacher: CHANDRANI SENGUPTA

SEMESTER III

Teaching Objective:

- Build spreadsheets to perform calculations, display data, conduct analysis and explore what-if scenarios with advanced knowledge to operate and navigate Excel.

<i>Topics</i>	<i>Learning outcome</i>	<i>Hours allotted</i>	<i>Assessment</i>
Introduction to MS Excel	Can demonstrate all basic concept of Excel	10	50
Formulas	Construct all formulas to evaluate mathematical calculations	05	
Functions	Implement all functions in excel	05	
Working on Charts	Design any type of charts based on the data provided on the table	10	
Pivot table	Learnt to create a pivot table based on data	8	
Conditional Formatting	Implement conditional statements to find result from complex records	15	
Data Validation and Sorting	Compare and sort the data according to the need	08	
Macros	Identifying and evaluating Macros	05	