



Dempo Charities Trust's
DHEMPE COLLEGE OF ARTS & SCIENCE
Miramar, Panaji-Goa

Data analytics using spread sheet

[2 Credits 30 hours]

Course Objective:

The purpose of this course is to teach students to identify spread sheet terminology; create formulas and functions; use formatting features; and generate charts, graphs, and data analysis.

Learning Outcome:

The students will be able to format and analyse the data in the desired form using spread sheet.

Course Contents

1. Data Analysis –Overview.,Types of Data Analysis,Data Analysis with Excel,Data Analysis Process (2)
2. Data Analysis with Excel – Overview,Working with Range Names, Copying Name using Formula Autocomplete.,Range Name Syntax Rules.,Creating Range Names, Creating Names for Constants,Managing Names,Scope of a Name, Deleting Names with Error Values,Editing Names, Applying Names, Using Names in a Formula,Viewing Names in a Workbook ,Using Names for Range Intersections , Copying Formulas with Names.(5)
3. Tables,Difference between Tables and Ranges,Create Table , Table Name ,Managing Names in a Table ,Table Headers replacing Column Letters,Propagation of a Formula in a Table ,Resize Table, Remove Duplicates, Convert to Range..(4)
4. Cleaning Data with Text Functions.,Removing Unwanted Characters from Text ,Extracting Data Values from Text, Formatting data with text functions(4)
5. Date and Time:Date Formats, Converting Dates in Serial Format to Month-Day-Year Format,Converting Dates in Month-Day-Year Format to Serial Format , Obtaining Today's Date ,Finding a Workday after Specified Days..Time Formats, Converting Times in Serial Format to Hour-Minute-Second Format,Converting Times in Hour-Minute-Second Format to Serial Format, Obtaining the Current Time, Obtaining Time from Hour, Minute and Second .(4)
6. Filtering.: Filter by Selected Values , Filter by Text., Filter by Date ,Filter by Numbers, Filter by Cell Color , Filter by Font Color.,Filter by Cell Icon , Clear Filter (5)
7. Quick Analysis,Quick Analysis with TOTALS., Sum,-Average, Count, Total,Running Total , Sum of Columns.(6)

Reference:

1. Tutorials point, Data analysis with Excel

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