

ANNEXURE 'D'

IFTM UNIVERSITY

School of Business Management

Module for Excel Skills for Accounting in Business

ABOUT THE COURSE

In this course of the specialization Excel Skills for Accounting in Business, you will learn the essentials of Microsoft Excel. Within six weeks, you will be able to expertly navigate the Excel user interface, perform basic calculations with formulas and functions, professionally format spreadsheets, and create visualizations of data through charts and graphs and also expertise to prepare financial statements and analysis with the help of excel formulas.

Whether you are self-taught and want to fill in the gaps for better efficiency and productivity, or whether you have never used Excel before, this course will set you up with a solid foundation to become a confident user and develop more advanced skills. A broad range of practice quizzes and challenges will provide great opportunities to build up your skill set.

Spreadsheet software is one of the most universal pieces of software used in workplaces across the world. Learning to confidently operate this software means adding a highly valuable asset to your employability portfolio. At a time when digital skills jobs are growing much faster than non-digital jobs, make sure to position yourself ahead of the rest by adding Excel skills to your employment portfolio.

OBJECTIVE OF THE COURSE

This course is aimed at exposing participants to be familiar with Excel and use of Excel formulas and features in intensive data analyses in any organisation. Also the students get expert in preparing financial statements by using Excel spreadsheet.

COURSE OUTCOMES: Students completing this course will be able to:

- Identify the different components of the Excel worksheet.
- Use the Office Assistant
- Enter text and formulas in to an Excel spreadsheet.
- Enhance alpha and numeric date in an Excel Worksheet.
- Construct formulas to manipulate numeric data in an Excel Worksheet.
- Create a spreadsheet to tabulate and record numeric values.
- Set up the chart function of Excel to represent numeric data in multiple formats.
- Prepare financial statements in excel worksheets.

Dr. Ashish Kumar Saxena

[Module Facilitator]

MODULE STRUCTURE

S.NO.	OBJECTIVES	COURSE CONTENTS	HOURS
1	<p>Key foundational features of Excel The student will get introduced regarding the basic features, uses and importance of Excel for any organisation, their versions and regions, data types, etc</p>	1.1– Introduction regarding Excel skills for Business 1.2– Important information about versions and regions 1.3 – Important Terminologies used in Excel 1.4 - Navigating and Selecting 1.5 – Data Entry, Data Types, Editing and deleting 1.6 – Quiz Test	5
2	<p>Performing Calculations In this module, the students will get introduced to formulas and functions - learn how to write them, use them to perform calculations and understand the different cell references.</p>	2.1 – Functions I: SUM and AUTOSUM 2.2 – AVERAGE, MIN and MAX 2.3 – Count 2.4 – V-Lookup and H-Lookup 2.5 – Other important calculations 2.6 -- Test	8
3	<p>Formatting Formatting helps to highlight key messages and make the data presentable. This module covers several formatting tools like font formatting, borders, alignment, number formatting, as well as the Excel styles and themes.</p>	3.1 – Discussion 3.2 – Formatting 3.3 – Borders 3.4 – Alignment 3.5 -- Format Painters, Number format, etc 3.6 – Styles and Themes 3.7 – Test	8
4	<p>Charts, Graphs and Working with Data This module is all about working with data – and making it easy to work with. This week the students will learn how they can manage their spreadsheets – find data with Filter and Sort, retrieve and change data using Find and Replace, and use Conditional Formatting to highlight specific data.</p>	4.1 – Introduction 4.2 – Discussion 4.3 – Managing Row and Column 4.4 – Find and Replace 4.5 – Filtering and Sorting 4.6 -- Basic types of Charts/ Graphs 4.7 – Move and resize charts, change chart style 4.8 – Practical and Quiz Test	8
5	<p>Preparation of Accounts and Financial Analysis This module is about to study the preparation of accounts by using the spreadsheets and also familiar with the various financial functions for financial analysis.</p>	5.1 – Use of Spreadsheets for preparation of Accounts 5.2 – Preparation of Financial Statements 5.3 – Financial Functions 5.4 – Net Present Value and Internal Rate of Return 5.5 – Practical and Quiz Test	8
6	<p>Keyboard Shortcuts and Final Assessment In this last module, the students will get various keyboard shortcuts and ninja tips for doing fast working on the spreadsheets.</p>	6.1 – Keyboard Shortcuts and Ninja tips 6.2 – Final Test	3