

Semester- I

Course Name: Basic Computer Applications

Course Code: BSCECOSE101

Course Type: SEC	Course Details: SEC-1		L-T-P:0-0-6		
Credit: 3	Full Marks: 50	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		30		20	

Course Learning Outcomes:

(After the completion of the course the students will be able)

- 1. To illustrate the basic knowledge regarding use of Excel for sorting and filtering data to prepare various chart.*
- 2. To examine how to carry out statistical analysis using Excel.*
- 3. To choose a Project based on techniques taught in this paper which will be helpful to them in further research.*

Content/ Syllabus: Unit wise course content distribution

Unit -1. Introduction to Excel

- **Sort:** Sorting data on one column or multiple columns, in ascending or descending order
- **Filter:** Filter data to display records that meet certain criteria.
- **Conditional Formatting:** Highlight cells with a certain colour, depending on the cell's value.
- **Charts:** Line charts, column charts, pie charts, area charts and surface charts

Unit-2. Excel Basics needed for Statistical Analysis of the Data

- **Pivot Tables:** To extract the significance from a large, detailed data set.
- **Tables:** Create tables to analyze data in Excel
- **Solver:** Use Excel tool called solver to use techniques from the operations research to find optimal solutions for all kind of decision problems.
- Creating a top-ten list with values or percentages
- Setting up subtotals
- Counting the number of unique items in a list
- Using SUMIF and COUNTIF functions

References/ Suggested Readings

1. Levine, Stephan, Krehbiel, Berenson: Statistics for Managers Using Microsoft Excel, 8th Edition, Pearson India.
2. Gary Koop: Analysis of Economic Data, 4th Edition, John Wiley & Sons Ltd.
3. C R Kothari and Gaurav Garg: Research Methodology: Methods and Techniques, 4th Edition, New Age International.