



Syllabus: Certificate in Basic MS Excel (CBE)

- **Duration:** 1 Month
- **Eligibility:** 10th Pass / Basic Computer Knowledge

Evaluation Scheme

- **Full Marks:** 200
- **Theory Paper:** 100 Marks
- **Practical/Project Works:** 80 Marks
- **Internal Assessment/Viva voce:** 20 Marks

Course Syllabus

This certificate program provides practical skills in spreadsheet management, data entry, and basic computation required for entry-level administrative and accounting roles.

Module 1: Excel Interface & Data Entry

- Understanding the Ribbon, Workbook, Worksheet, Rows, Columns, and Cells.
- Data Entry Basics: Entering text, numbers, dates, and using "AutoFill."
- Cell Navigation & Selection: Using keyboard shortcuts for efficiency.
- Basic File Operations: Saving, password protecting, and printing worksheets.

Module 2: Formatting & Sheet Management

- Font and Alignment: Merging cells, wrapping text, and cell orientation.
- Number Formatting: Currency, Percentage, Decimals, and General formats.
- Borders & Colors: Using styles to make professional-looking tables.
- Sheet Operations: Renaming, coloring tabs, inserting, and deleting sheets.

Module 3: Essential Formulas & Functions

- Arithmetic Operators: Addition, Subtraction, Multiplication, and Division.
- Core Functions: SUM, AVERAGE, MIN, MAX, and COUNT.
- Relative vs. Absolute Referencing: Understanding the use of the "\$" sign in formulas.

- Introduction to AutoSum and Basic Logic.

Module 4: Data Sorting & Basic Visuals

- Sorting & Filtering: Organizing data alphabetically or numerically.
- Find & Replace: Quick editing and data cleaning techniques.
- Basic Charts: Creating Column, Pie, and Bar charts for data representation.

Module 5: Final Capstone Project (Student Performance Record)

- **Project Task:** Build a complete "Class Result Sheet."
- **Requirements:** Enter data for 10 students, calculate Total and Average using formulas, apply conditional formatting for pass/fail, and generate a performance chart.
- **Submission:** Live demonstration of formula application and a brief Viva voce on sheet management.

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