

SYLLABUS

of the

Value-added Course

DATA ANALYSIS USING EXCEL

(PESSVAC 003)

(w.e.f. 2022-2023)



Offered by:

**THE DEPARTMENT OF PHYSICAL EDUCATION AND
SPORTS SCIENCE**

PanskuraBanamali College

(AUTONOMOUS)

**Panskura R.S., PurbaMedinipur
West Bengal – 721152**

COURSE INFORMATION IN BRIEF

Course Name:	<i>Data analysis with Excel</i>
Course Contents:	The Course consists of 3 units. <u>Unit 1:</u> Introduction, <u>Unit 2:</u> Data entry and Analysis, <u>Unit 3:</u> Formulation
Course Type:	Value-added Course (Optional, additional, and not a part of the CBCS curriculum)
Medium:	English
Mode:	Offline and Online (Google meet or Zoom meet)
Intake:	Minimum 30; Maximum50
Eligibility:	B.P.Ed and M.P.Ed students from across Colleges and Universities
Duration:	30 hours (to complete within a time span of 2 months)
Course Fees:	Rs. 300.00 (Rupees three hundred only)
Coordinator:	DR. AMITAVA GHOSAL
Contact:	Department of Physical Education and Sports Science, Panskura Banamali College (Autonomous)

Structure & Contents

Unit-1 Introduction

- 1.1 Overview of basic
- 1.2 Short keys
- 1.3 Customizing

Unit-2 Data entry and Analysis

- 2.1 Formatting and editing table
- 2.2 Chart presentation
- 2.3 Data analysis

Unit-3 Formulation

- 3.1 Editing mathematical formulas in excel sheet
- 3.2 Advance paste special technique
- 3.3 Sorting and filtering

Suggested Readings

1. *Excel 2021: A Complete Beginners Guide for MS Excel including Formulas and Simple Operation Steps.* Egbert Peters.
2. *Excel 2023: An Up-To-Date Guide To Master All The MS Excel Fundamentals And Advanced Functions.* Fletcher Dinkins