Computer Centre
University of Jammu

No.:JU/CC/2022/213
Dated:08/03/2022

CIRCULAR

This is for the information of all concerned that Computer Centre, University of Jammu is starting a 13 days' Advance Course in MS- EXCEL for Data Analysis starting from 22nd, March-2022 in Multi-Purpose Computer Lab situtated at 3rd floor, General Zorawar Singh Auditorium, University of Jammu. The schedule/details of the course are given below. It is requested to circulate this information to all concerned and place it at the prominent place so that the maximum stakeholders can be benefitted from this course.

Course Schedule

Course Title: Advance Course in MS- EXCEL for Data Analysis.
Venue: Multi-Purpose Computer Lab, 3rd Floor General Zorawar Singh Auditorium, University of Jammu.
Timings: 11 am to 1 pm (2 hours duration)
Start Date: 22nd March 2022 (13 working days, 26 course hours)

Course Information Details

Eligibility/Pre-requisite:	Basic operational knowledge in MS-Excel
Intake capacity:	40 Participants. (On First Come First basis)
Participants:	Students/Research scholars
Last Date for Registration:	20th March, 2022
Payment Mode:	Online Only

Course Payment details

Fee:	Rs 1000 per participant
Account No.:	0345040100006101
IFSC code:	JAKA0CANAAL (Online Transactions Only)
Bank Name:	J & K bank, New University Campus.
Beneficiary Name:	Director, Computer Centre
Payment receipt:	Copy of the payment proof along with candidate name must be sent to services.computercentre@gmail.com after submission of registration form

Steps to be followed

1. Register by filling the google form either by clicking the google link/Scanning QR Code provided below.
   https:/forms.gle/VBZRhWmCd3Fy3zi87
2. Intake is done on First come First basis.
3. A copy of the Payment receipt as a proof must be sent to the email id:
   services.computercentre@gmail.com

Director
Computer Centre

Copy to:

COMPUTER CENTRE
UNIVERSITY OF JAMMU

Organising

Scan QR code to Register

13 Days (26 Hrs.) Course on Advanced Excel for Data Analysis
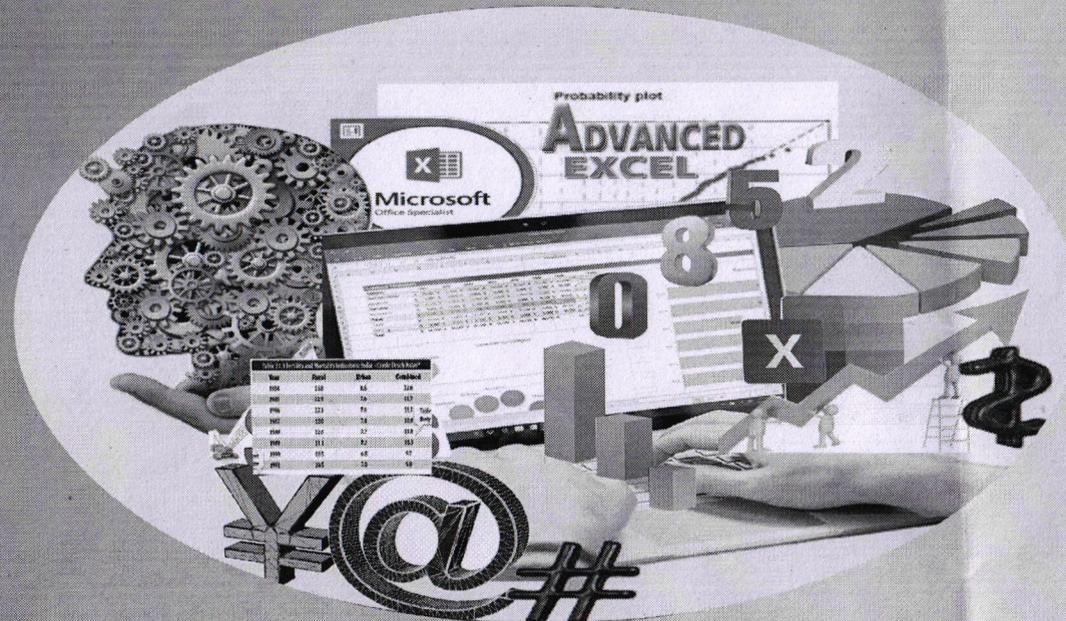
For Research Scholars and Students

(Starting from 22nd of March, 2022 from 11 am to 1 pm on Week days)

Admission will be on first cum first basis	Course Fee is INR 1000 A/c No. 0345040100006101 IFC Code: JAKA0CANAAL	Candidate should have Basic Operational Knowledge of Excel

Online Registration Form Avaialble on: https://forms.gle/VBZRhWmCd3Fy3zi87

(Last Date of Reg. is 20th of March, 2022)
For any query email: services.computercentre@gmail.com

Description	No. of Sessions
Use of I.T.	1
Chapter 1: Overview of Excel-	2
1.1- Selecting Columns and Rows	
1.2- Adjusting Column Width and Row Height	
1.3- Hiding and Unhiding Columns and Rows	
1.4- Inserting and Deleting Columns and Rows	
1.5- Using Paste Special	
1.6- Pasting Linked Formulas	
1.7- Relative References and Absolute References	
1.8- Cutting, Copying & Pasting Data	
1.9- AutoFilling Cells	
1.10- The Undo Button	
1.11- The Redo Button	
CHAPTER 2- TABLES & Sorting Data	1
2.1- Creating a Table	
2.2- Adding and Editing Records	
2.3- Inserting Records and Fields	
2.4- Deleting Records and Fields	
2.5 - Sorting Data	
2.6 - Custom Sort Orders	
CHAPTER 3- FILTERING DATA and Conditional Formatting.	2
3.1- Using AutoFilters	
3.2- Creating Advanced Filters	
3.3- Applying Multiple Criteria	
3.4- Copying Filtered Results to a New Location	
3.5- Conditional Formatting	
3.6- Using Table and Cell Styles	
CHAPTER 4- WORKING WITH FORMULAS	2
4.1- Simple Formula Syntax	
4.2- Writing Formulas	
4.3- Using AutoSum	
4.4- Inserting Functions	
4.5- AutoCalculate	
CHAPTER 5- PIVOT TABLES	1
5.1- Creating PivotTables	
5.2- Manipulating a PivotTable	
5.3- Changing Calculated Value Fields	
5.4- Setting PivotTable Options	
5.5- Sorting and Filtering PivotTable Data	
CHAPTER 6- TABLE-RELATED FUNCTIONS	3
6.1 Basics of Charts	
6.2- The Hlookup and Vlookup Functions	
6.3- Using the IF, AND, and OR Functions	
6.4 Basics of What-if Analysis	
EVALUATION OF STUDENTS	1