

**MADEENATHUL ULOOM ARABIC COLLEGE**  
**PULIKKAL, KERALA INDIA - 673 637**

**Informatics Centre**

**CERTIFICATE COURSE IN MICROSOFT EXCEL**

**(Duration: 30 hrs)**

**COURSE OBJECTIVES**

- To teach students the importance of Microsoft Excel and its basics
- To make students competent in personal computing
- To give them a clear understanding of the possibilities of Excel and its various features of calculation, graphing tools etc.
- To convince them of the role of Excel in completing modern education with technical perfection.
- To train students to specialize in personal documents and files using Microsoft Excel.

**Module 1.**

MS Excel as a spreadsheet programme which is used to save and analyze numerical data

Basics of MS Excel

Important features of MS Excel

## Editing and formatting on an Excel spreadsheet

### **Module 2.**

Benefits of Using MS Excel

Easy to store and recover data

Clearer and neater visibility of information

Application of mathematical formulas

Data at one place and more secure

### **Module 3.**

How to record data in the form of tables

Rows and columns

Password protection

Numeric precisions

### **Module 4.**

Home

Insert

Page Layout

Formulas

Statistical Functions

Data

Review

View

**Assessment Pattern:**

2 Assessment Tests – Theory & Practical (30+70)

Total Marks: 100

**Grading:**

A- 80 and above      D- 35-49

B- 65 to 79            E- Below 35

C- 50 to 64

**Duration: 5 weeks (30 hours)**