DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS
KURUKSHETRA UNIVERSITY, KURUKSHETRA

Session: 2023-24	
Part A - Introduction	
Subject	COMPUTER SCIENCE
Semester	I
Name of the Course	Advance Spreadsheet Tools
Course Code	B23-SEC-102
CourseType: (CC/MCC/MDC/CC-M/DSEC/VOC/DSE/PC/AEC/VAC)	SEC
Level of the course (As per Annexure-I	
Pre-requisite for the course (if any)	
Course Learning Outcomes(CLO):	After completing this course, the learner will be able to: 1. create and format spreadsheets 2. create and format tables and applying formulas in a spreadsheet 3. create charts and protect worksheets 4. create and use pivot charts and tables _____ 5*. to implement various spreadsheet tools practically.

Credits	Theory	Practical	Total
	2	1	3
Contact Hours	2	2	4

Max. Marks:75(50(T)+25(P)) **Internal Assessment Marks:20(15(T)+5(P))** **End Term Exam Marks:55(35(T)+20(P))**	**Time: 3 Hrs.(T), 3Hrs.(P)**

Part B-Contents of the Course
Instructions for Paper- Setter   Examiner will set a total of nine questions. Out of which first question will be compulsory. Remaining eight questions will be set from four unit selecting two questions from each unit. Examination will be of three-hour duration. All questions will carry equal marks. First question will comprise of short answer type questions covering entire syllabus.   Candidate will have to attempt five questions in all, selecting one question from each unit. First question will be compulsory.   Practicum will be evaluated by an external and an internal examiner. Examination will be of three-hour duration.

Unit	Topics	Contact Hours
I	Manage Workbook Options and Settings: Create Worksheets and Workbooks, navigate in Worksheets and Workbooks, Format Worksheets and Workbooks, Customize Options and Views for Worksheets and Workbooks, Configure Worksheets and Workbooks for Distribution Apply Custom Data Formats and Layouts: Apply Custom Data Formats and Validation, Apply Advanced Conditional Formatting and Filtering, Create and Modify Custom Workbook Elements	6
II	Create Tables: Create and Manage Tables, Manage Table Styles and Options, Filter and Sort a Table Perform Operations with Formulas and Functions: Summarize Data by using Functions, Perform Conditional Operations by using Functions, Format and Modify Text by using Functions.	6
III	Create Charts and Objects: Create Charts, Format Charts, Insert and Format Objects Manage Workbook Options and Settings: Manage Workbooks, Manage Workbook Review Restrict editing	6
IV	Create Advanced Formulas: Apply Functions in Formulas, Look up data by using Functions, Apply Advanced Date and Time Functions, Perform Data Analysis and Business Intelligence, Define Named Ranges and Objects, Create Advanced Charts and Tables: Create and Manage PivotTables, Create and Manage Pivot Charts	6
V*	Practicum: Spread Sheet: • Use spreadsheet for basic data handling • Apply formulas to sheet for automation. • Use if-else to make certain decisions in a sheet. • Use Charts & Shapes for better visualization of data. • Use filters and data validation controls for control of data • Formatting data and spreadsheets • Creating and managing tables • Use Pivot table and charts • Use what-if analysis along with goal seek and scenarios	25
Suggested Evaluation Methods		
Internal Assessment: ➢ **Theory** • Class Participation: 4 • Seminar/presentation/assignment/quiz/class test etc.:4 • Mid-Term Exam: 7 ➢ **Practicum** • Class Participation: 2		**End Term Examination:** A three hour exam for both theory and practicum.

• Seminar/Demonstration/Viva-voce/Lab records etc.:3 • Mid-Term Exam: NA	

Part C-Learning Resources

Recommended Books/e-resources/LMS:
- Help files from Apache Open Office, https://wiki.openoffice.org/wiki/Documentation
- Channelle Andy, "Beginning OpenOffice 3: From Novice to Professional", aPress Publications
- Beginning OpenOffice 3: From Novice to Professional, Andichannele, Apress.
- Microsoft Office 2016 Step by Step: MS Office 2016 Step by Step, By Joan Lambert, Curtis Frye
- Getting Started with LibreOffice 5.0, Friends of OpenDocuments Inc., Http://friendsofopendocument.com
- Documentation from LibreOffice, https://documentation.libreoffice.org/en/english-documentation/
- Walter Holland, Microsoft Office 2013 Digital Classroom
- Wayne L. Winston, Data Analysis and Business Modeling

*Applicable for courses having practical component.