# CCEK – NSQF ALIGNED PROGRAM

# COURSE SYLLABUS

# FOR

# Microsoft Office Specialist Expert-Microsoft Excel Expert

# CCEK - NATIONAL SKILL DEVELOPMENT TRAINING PROGRAM

**Microsoft Office Specialist Expert-Microsoft Excel Expert**

CCEK – NSDC course package covers the following Qualification Packs and leads to the following NSDC certifications. The students who successfully completed the course programs are entitled to get NSDC certification after undergoing the assessment process of NSDC as per the rules and regulations stipulated by NSDC from time to time.

| SL. NO. | QUALIFICATIONS PACK | QUALIFICATIONS PACK CODE | NSQF LEVEL |
|---|---|---|---|
| 1 | **Microsoft Office Specialist Expert-Microsoft Excel Expert**<br><br>**Brief Job Description**:<br><br>Microsoft Excel Expert certified as a Microsoft Office Specialist (MOS) Expert to support data-driven decision-making through advanced Excel capabilities. The ideal candidate will possess expert-level knowledge in Excel functions, data analysis, and automation to streamline business processes and enhance productivity. | **MSL/MO201** | **5** |

## COURSE DETAILS

**Microsoft Office Specialist Expert-Microsoft Excel Expert**

## EXAMINATION DETAILS

| COURSE NAME | COURSE CODE | ELIGIBILITY | DURATION |
|---|---|---|---|
| Microsoft Office Specialist Expert-Microsoft Excel Expert | G38 | SSLC | 60 |

| SL. NO. | EXAM | EXAM CODE | MAXIMUM MARK | INTERNAL | TOTAL MARK |
|---|---|---|---|---|---|
| **THEORY PAPERS** | | | | | |
| 1 | Microsoft Excel Expert | T001 | 100 | 50 | 150 |
| **PRACTICAL PAPERS** | | | | | |
| 1 | Data Analysis and Representation | L001 | 100 | 50 | 150 |
| **TOTAL MARKS** | | | | | |
| 1 | Total Examination Marks (Theory Online + Practical Examination) | | | | 200 |
| 2 | Total Internal Marks | | | | 100 |
| 3 | **Total Marks (Total Internal Marks + Total Examination Marks )** | | | | **300** |

**Microsoft Office Specialist Expert-Microsoft Excel Expert**

## INTERNAL MARK CRITERIA FOR EACH

| SL NO. | MODULE | MODULE CODE | MAXIMUM MARK | INTERNAL MARK | TOTAL MARK |
|--------|--------|-------------|--------------|---------------|------------|
| 1 | Microsoft Excel Expert | T001 | 100 | 50 | 150 |
| 2 | Data Analysis and Representation | L001 | 100 | 50 | 150 |
| | TOTAL | | 200 | 100 | 300 |

| ATTENDANCE | GENERAL PERFORMANCE | INTERNAL EXAMINATIONS/ PROJECTS/ ASSIGNMENTS | TOTAL MARKS |
|------------|---------------------|-----------------------------------------------|-------------|
| 5 | 5 | 40 | 50 |

# COURSE SYLLABUS

# FOR

# Microsoft Office Specialist Expert-Microsoft Excel Expert

| COURSE | Microsoft Office Specialist Expert-Microsoft Excel Expert | |
|---|---|---|
| TOTAL MARKS | Mark: 300 | Internal Mark: 100 |
| TOTAL HOURS | 60 Hrs | |

**DEFENITION OF CREDIT**

| 1 Credit | 15Hrs Theory/ 30Hrs Practical |
|---|---|
| Skill Components | 60 – 70 % of Total Credit |

**MODULES INCLUDED IN THIS SUBJECT**

| SL NO | MODULE NAME | CREDIT BREAKUP |
|---|---|---|
| 1 | Module 1: Manage workbook options and settings | .5 |
| 2 | Module 2: Manage and format data | .5 |
| 3 | Module 3: Create advanced formulas and macros | .5 |
| 4 | Module 4: Manage advanced charts and tables | .5 |
| | Total | 2 |

## Training Outcomes

- By mastering advanced Excel capabilities, students optimize the ways they organize ideas and information and gain valuable insights into the ways they can filter and present data.
- They create spreadsheets that deliver their targeted data and computations to their intended audiences in clearer and effective ways.

# MODULES

## Module 1: Manage workbook options and settings

### THEORY & PRACTICAL

- Manage workbooks
  - copy macros between workbooks
  - reference data in other workbooks
  - enable macros in a workbook
  - manage workbook versions

- Prepare workbooks for collaboration
  - restrict editing
  - protect worksheets and cell ranges
  - protect workbook structure
  - configure formula calculation options
  - manage comments
- Use and configure language options
  - configure editing and display languages
  - use language-specific features

## Module 2: Manage and format data

### THEORY & PRACTICAL

- Fill cells based on existing data
  - fill cells by using Flash Fill
  - fill cells by using advanced
- Fill Series options Format and validate data
  - create custom number formats
  - configure data validation
  - group and ungroup data
  - calculate data by inserting subtotals and totals
  - remove duplicate records
- Apply advanced conditional formatting and filtering
  - create custom conditional formatting rules
  - create conditional formatting rules that use formulas
  - manage conditional formatting rules

## Module 3: Create advanced formulas and macros

**THEORY & PRACTICAL**

- Perform logical operations in formulas
  - perform logical operations by using nested functions including the IF(), IFS(), SWITCH(), SUMIF(), AVERAGEIF(), COUNTIF(), SUMIFS(), AVERAGEIFS(), COUNTIFS(), MAXIFS(), MINIFS(), AND(), OR(), and NOT() functions Look up data by using functions
  - look up data by using the VLOOKUP(), HLOOKUP(), MATCH(), and INDEX() functions Use advanced date and time functions
  - reference date and time by using the NOW() and TODAY() functions
  - calculate dates by using the WEEKDAY() and WORKDAY() functions
- Perform data analysis
  - summarize data from multiple ranges by using the Consolidate feature
  - perform what-if analysis by using Goal Seek and Scenario Manager
  - forecast data by using the AND(), IF(), and NPER() functions
  - calculate financial data by using the PMT() function
- Troubleshoot formulas
  - trace precedence and dependence
  - monitor cells and formulas by using the Watch Window
  - validate formulas by using error checking rules
  - evaluate formulas
- Create and modify simple macros
  - record simple macros
  - name simple macros
  - edit simple macros

## Module 4: Manage advanced charts and tables

**THEORY & PRACTICAL**

- Create and modify advanced charts
  - create and modify dual axis charts
  - create and modify charts including Box & Whisker, Combo, Funnel, Histogram, Map, Sunburst, and Waterfall charts
- Create and modify PivotTables
  - create PivotTables
  - modify field selections and options
  - create slicers
  - group PivotTable data
  - add calculated fields
  - format data
- Create and modify PivotCharts
  - create PivotCharts
  - manipulate options in existing PivotCharts
  - apply styles to PivotCharts
  - drill down into PivotChart details