Quantum University

Quantum School of Technology

Course / Topic wise Schedule of Teaching

Name of The Faculty :	Year / Sem : **3**
Name of The Programme : **Diploma**	Paper Code : **CS1343**
Name of The Paper : **Excel Lab**	Session : **2022-23**
	Section :

Unit	Topic	No. Lecture taken	Teaching Methodology	CO / Bloom	Start Date	Complete Date	Reading References
Experiment 1	Create, open and view a workbook.	0	N/A	CO1 / AP			Excel 2019 Bible by Michael Alexander 1sh edition Wiley publisher
Experiment 3	Enter and edit data.	0	N/A	CO1 / AP			Excel 2019 All-in-One for Dummies by Greg Harvey 1st edition for Dummies publisher
Experiment 4	Modify a worksheet and workbook.	0	N/A	CO2 / AP			Slaying Excel Dragons by Slaying Excel Dragons 1st edition Holy Macro! Books
Experiment 5	Worksheet operations	0	N/A	CO2 / AP			Slaying Excel Dragons by Slaying Excel Dragons 1st edition Holy Macro! Books
Experiment 6	Learn to use functions and formulas.	0	N/A	CO2 / AP			Slaying Excel Dragons by Slaying Excel Dragons 1st edition Holy Macro! Books
Experiment 7	Create and edit charts and graphics.	0	N/A	CO3 / AP			Ctrl+Shift+Enter Mastering Excel Array Formulas by Slaying Excel Dragons 1st edition Holy Macro! Books
Experiment 8	Filter and sort table data.	0	N/A	CO3 / AP			Ctrl+Shift+Enter Mastering Excel Array Formulas by Slaying Excel Dragons 1st edition Holy Macro! Books