Level 2.0 : Computer Literacy Course

Advance (MS Word, PowerPoint, Excel), Resume Creation, Data Analysis using Power Query in Excel

Batch Overview

Complete Computer Literacy Course -Batch I

Pre-requisites: Level 1.0 computer Literacy Course

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Topics

	CATEGORY	CHAPTER	Learning Outcomes
Module 1: SECTION ONE			
Week 1	MS Word	Table of Contents. Update the Table of Contents. Mark Entry for Table of Contents Footnotes Citations and Bibliography. Using Captions Create an Index. Merge Mail. Track Changes, Comments.	Learn to create an automated Table of Contents General Learn how to update the Table of Contents when changes are made to a document. To create an advanced-level Table of Contents using "Mark Entry". To place footnotes and endnotes which link to the document text. To cite your sources for a college paper or report.
	MS Word	Mail Merge	To learn how to work with mail merge
	MS Custom Styles	Create and Apply a Style Rename, Modify, and Remove Styles.	To format text and save the style inside the Style Gallery for future use. mastering styles, keep the Style Gallery tidy by editing or removing styles. To use this tool when working with graphics and styles.
	Resume Creation	Resume Creation using MS word(Table, Shapes, Colors, Font Style and size)	To learn how to create Resum/Cv Using Microsoft word, Europass

		Platform:	
		MS Word	
		[Create your Europass CV | Europass](#)	
		https://coolfreecv.com	
	Brochure	Brochure in MS word	To learn how to create Brochure on MS word
**Task: Student To Be Creative And Experiment With Different Fonts, Colors, And Layouts To Make The Brochure Visually Appealing.**		
	MS PowerPoint	Advanced Features: Master Slides, Custom Show, etc.	To become familiar with Master slide, custom, show and complete activity related to designing profession presentation.
	Module 2		
	Presentations on Different Topics.		
Week 2	MS Excel	Cell References, Relative, Absolute	Understanding Cell References Relative, Absolute, and Mixed
		Working with Rows and Columns	Hiding and Unhiding Rows and Columns Freezing and Unfreezing Panes.
		Formulas and Functions Text Functions	• Using Date & Time Functions: TODAY, NOW, DAY, MONTH, YEAR, LEFT, RIGHT, MID, CONCATENATE, Count, CountIF, Counta, Rand, • AND, OR,IF, MODE, Concat, TRIM, PDMAS Rule
		Practice Sheet: Count, Count If, Count a	

Week 3 & 4		Scenario 1: Voting Eligibility scenario 2: Product Availability	
		scenario 3: Employee Evaluation Scenario 4: Grading system. Scenario 5: Membership Fee.	
		scenario 6:Clean up Messy Data: product code, Email, Name	
		Data Management in Excel	Understanding Removing Duplicates, Filtering Data with AutoFilter
		Data Analysis	
		Excel's Data Analysis Tools Using Goal Seek and Solver • Using the Analysis Tool Pak • Introduction to Power Query and Power Pivot . • How to download data from https://www.Kaggle.com • Comprehensive Guide About Data Analysis	To become familiar with Data Analysis and its tools in MS Excel and provide article o read about Power Query.
	Module 3: Data Analysis using Excel		

Week 5 & 6	Microsoft Excel	Steps for Data Analysis • Data Collection • Data Cleaning • Data Analysis(techniques and methods • Data Summarization • Data Visualization	To become Familiar with Data Analysis using Excel

Assignment of Data Analysis

Accessories Product dataset: Provided dataset and Assignment Proposal on WhatsApp group

1. **Data importing and Data Cleaning**

2. **Basic Data Analysis Techniques:**

    Sort, filter, Conditional formatting.

3. **Advanced Data Analysis Methods**

    Use aggregate Functions.

4. **Data Summarization.**

    Pivot table

5. **Data Visualization**

    Charts.

Mega Quiz

Project on Data Analysis

Week 7 & 8	Step 1:	Requirement specification	
	Step 2:	Data Collection	
	Step 3	Load Dataset, clean and Pre-processing	
	Step 4:	Methodology	
	Step 5	Data Summarization	
	Step 6:	Data Visualization	
	Step 7:	Submit Project Report (Project format shared with students in classroom)	
Project Evaluation and Viva			
Mega Test			

Grading Policy

Marks Distribution	Percentage %
Attendance	20%
Quiz/ Assessments	30%
Mega Test	50%