

APOPVAC03 - APPLICATIONS OF EXCEL FOR SOCIAL SCIENCE RESEARCH

Learning Objectives:

The students will be able

- To understand the operation systems of computer and preparing EXCEL data sheet suitable for social sciences
- To train to prepare simple and pivot tables and graphical representation
- To develop an understanding of management techniques of data and functions

Course Outcomes:

At the end of the course, students will be able to

- Enhance the knowledge on the fundamentals of EXCEL
- Develop the skill to prepare tables and graphs
- Familiarise the EXCEL formulae

UNIT-1 Introduction to Excel

Introduction to Personal Computer, Operating System - Windows, MS-Word, Introduction to MS-Excel Creating a spreadsheet, entering data, editing, preparing data sheet suitable in social sciences. Basic of data management in EXCEL Navigating file, Entering numbers or text in work sheet, insert and deleting the work sheets

UNIT-2 Preparation of Tables

Functions in Table preparation: Create Table, Table Name Managing Names in a Table. Table Headers replacing Column Letters Propagation of a Formula in a Table Resize, graphical representation Preparation of charts for the data

UNIT-3 Basic calculations in EXCEL for SSR

Calculations; The SUM function. The function will sum up cells that are supplied as multiple arguments. IF The IF functions. The AVERAGE function. mean median Mode, chi square test. COUNT. The COUNT function. COUNTA. Like the COUNT function, COUNTA.

Text Books

Adam Ramire (2020) Excel Formulas and Functions 2020: The Step by Step Excel Guide with Examples

Additional References

Excel Fundamentals (2013) St.George's University of London, Watsonia Publication

Tutorial points, (2016) Data Analysis with EXCEL Tutorial Print (I) pvt Ltd,