Shaheed Sukhdev College of Business Studies

(University of Delhi)

“Business Data Processing and Reporting”

(July-August, 2019)

List of Resource persons

Mr. H.N.Tiwari (SRCC, Assistant Professor)

Mr. Narain (FMS, Assistant Professor)

Mr. Devesh Shankar (Senior Investment Manager, Brilliant Etoile Pvt. Ltd.)

Ms. Divya Metha (DSC, Assistant Professor)

Ms. Asha Rani (SRCC, Assistant Professor)

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| 29th July, 2019 | Contents to be covered (Timing 3:00 p.m. to 6:00 P.m.) |
| Introducing Excel* Cell formulae Vs Array formulae,
* Cell Referencing and Naming of cells and cell ranges,
* Matrix Operations and solving system of linear equations

Logical Functions* If, Nested If, and, or, and other common Worksheet Functions
* Power functions: sumif, countif, sumifs, countifs, etc

Summarizing Data* Tabulation-Frequency,
* Graphical Representation – charting,
* Advanced Charting tools
* Mathematical and Statistical functions
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| 31st July, 2019 | Sort, Filter and conditional formatting* Sorting, multilayer sorting
* Filter and advanced filter
* Conditional Formatting

Lookups and references and text functions* Vlookup, Hlookup, Index and Match etc.
* Text functions

Working with Reports* Formatting as Table
* Analyzing Data Using Pivot Table and pivot charts

Interactive charting and dash board* Simple Vs Dynamic Charts
* Using dashboard for data interactivity
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| 2 August, 2019 | Financial Function part1* Time value: PV, FV, NPV, rate, etc
* EMI Computation and loan repayment schedule
* Cost-Volume-Profit Modeling,
* What-if analysis:- Goal seek, data table and scenario analysis
* Financial Statement Analysis and Forecasting.
* Bond Valuation
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| 5th August, 2019 | Financial Function part2* Capital Budgeting Techniques (NPV, IRR, MIRR, etc)
* Breakeven analysis and Sensitivity analysis
* Portfolio Management

Data analysis and Constraint optimization (excel-ad-ins)* Summarizing data using Data Analysis toolpak: Descriptive statistics, Moving averages, correlation/covariance tables, regression analysis, etc.
* Use of solver for solving linear programming problems – optimal product mix, transportation problems, assignment problems.
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| 7th August, 2019 | Working with error functions* IfError
* IsError
* Aggregate
* Circular Reference
* Formula Auditing
* Floating Point Errors

Worksheet Automation using Macros* Recording Macros
* Absolute and relative macros
* Editing macros
* Use of spinner buttons and command buttons
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| 10th August, 20199:00a.m. - 12:00 p.m. | Worksheet Automation using Macros* Sub Procedure
* Function Procedure (creating New Functions)
* Working With loops
	+ Do\_while
	+ For\_Next
* Creating User Forms
	+ Msg Box
	+ Input Box
* If\_Then\_Else
* Select Case
* With-end with, etc.
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| 10th August, 201912:30 pm to 3:30 p.m. | Analysing Data with SPSS* Preparing SPSS data set
* Importing data from excel to SPSS
* Summarizing and data description
* Pictorial Representation
	+ - Scatter plot, box plot, etc.
* Tabulation and cross tabulation of data
* Computing a new variable
* Variable re-coding
* Case Operations
	+ - Sort Cases
		- Select cases, weigh cases and split file
* Checking Normality of Data
* Hypothesis Testing
	+ - T-Test: 1-Sample, 2-Sample
		- Anova
		- Regression Analysis
* Saving the output and Exporting to Excel and Word files
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| 13th August, 2019 | Analysing Data with EViews* Preparing EViews workfile
* Importing data from excel to EViews
* Summarizing and data description
* Pictorial Representation
	+ - Scatter plot, line graph, etc.
* Computing a new variable
* Sample Operations
	+ - Select sample
* Checking Normality of Data
* Hypothesis Testing
	+ - T-Test: 1-Sample, 2-Sample
		- ANOVA
		- Regression Analysis

Saving the output and Exporting to Excel and Word files |
| 16th August, 2019 | Using Word for Report Preparation* Cover page
* Content List
* Inserting Tables, Graphs, Pictures, Water Marks, Header-Footer, Page Number, Text Boxes and word art
* Page Setting: Margins, orientation, Columns etc.
* Adding References: endnotes, footnotes, Citation and Bibliography Styles
* Mass Mailing Using Mail-Merge utility
	+ Linking the document with database in Excel and Access Formats
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| 19th August, 2019 | Using Power Point for power presentations (1 Hour)* Designing Master Slide
* Inserting Date, Header, Footer, Tables, graphs, pictures, etc.
* Animation, Transitions, Hyperlinks,

Setting-Up Slide Show |
| 2 hours Test after the workshop |

Timing of 10th August are 9.00 AM to 12.00 Noon (Session 1) and 12.30 pM to 3.30 PM (Session 2).