

Lesson Plan					
	Name of the faculty :				
	Discipline:	BBA/GNL/306			
	Semester:	3rd			
	Subject :	Advance Excel			
	Lesson plan duration:	July-November			
	Work load lecture per week (in hours) :	4			
Week	Theory			Planned Date	Actual Date
	Lecture Day	Topic(including assignement/ test)			
1	1	Creating a basic worksheet, managing worksheets, Formatting cells	15-Jul-25	15-Jul-25	
	2	Viewing and printing worksheets	18-Jul-25	18-Jul-25	
2	3	Insert, delete - cells, rows, columns. Sorting (basic, custom	22-Jul-25	22-Jul-25	
	4	filtering, grouping, ungrouping data, ungrouping data.	29-Jul-25	29-Jul-25	
3	5	dealing with subtotals and grand totals,. Protecting cells.	1-Aug-25	1-Aug-25	
	6	Building basic formulas, Using a function in a formula.	5-Aug-25	5-Aug-25	
4	7	Math and statistical functions.	8-Aug-25	8-Aug-25	
	8	Sum, Max, Min, Average, Count, Today, Now	12-Aug-25	12-Aug-25	
5	9	Countif, CountA, CountBlank, Round, Roundup	19-Aug-25	19-Aug-25	
	10	Financial functions Manipulating dates.	22-Aug-25	22-Aug-25	
6	11	VLOOKUP and HLOOKUP, Conditions in formulas	29-Aug-25	29-Aug-25	
	12	Goal Seek function, descriptive statistics	2-Sep-25	2-Sep-25	
7	13	PivotTables, Find trends in data.	9-Sep-25	9-Sep-25	
	14	summarize data by using Sparklines, Data Validation.	12-Sep-25	12-Sep-25	
8	15	Create and modify macros.	16-Sep-25	16-Sep-25	
	16	Create hyperlinks, Creating and managing charts like Column.	19-Sep-25	19-Sep-25	
9	17	Line, Pie, Bar, Area, Scatter.	26-Sep-25	26-Sep-25	
	18	3D, Pivot charts, Creating dash Boards.	30-Sep-25	30-Sep-25	
	19	Working with multiple sheets, hyperlinks.	03-Oct-25	03-Oct-25	