

St. Xavier's College (Autonomous), Ahmedabad

FACULTY OF ARTS

DEPARTMENT OF ECONOMICS (SF)

BA. Hons. (Economics) SF

SEMESTER-2

SEC: Analysis using Excel

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course Title & Code	Credit Distribution of The Course			Eligibility Criteria	Pre-requisite(s) of the Course (if any)
	Lectures	Tutorial	Practical / Practice		
Analysis using Excel (ECH-2650)	0	0	2	10 + 2 from a recognized board in any stream	None

Learning Outcomes (LO)

LO1: Understand and apply core Excel formulas—including logical, statistical, lookup, text, and date functions—for efficient data handling and analysis.

LO2: Demonstrate proficiency in advanced formula techniques such as array formulas, formula-based formatting, and special functions to solve complex data problems.

Course Outcomes (CO)

CO1: Students will be able to independently perform data analysis tasks using a wide range of Excel functions and select the appropriate formula for a given analytical need.

CO2: Students will be able to create dynamic, automated, and error-free spreadsheets using advanced Excel tools, improving accuracy, efficiency, and decision-making capability.

UNIT 1: Core Excel Functions and Data Handling

Excel formulas basics: syntax, reference types, common errors, auditing tools, keyboard shortcuts

Conditionals & logical operators: IF, AND, OR, NOT, ISERROR, ISNUMBER, etc.

Basic statistical functions: MAX/MIN, RANK, RAND(), SUMIFS, COUNTIFS, SUMPRODUCT

Lookup & reference functions: VLOOKUP, HLOOKUP, INDEX/MATCH, OFFSET

Text functions: TEXT, VALUE, LEFT, MID, RIGHT, SEARCH, TRIM, LEN

Date & time functions: DATEVALUE, TODAY, NOW, DATEDIF, YEARFRAC, EOMONTH

UNIT 2: Advanced Excel Formula Techniques

Formula-based formatting: creating and managing conditional formatting with formulas

Array formulas: vertical/horizontal arrays, double-unary technique, TRANSPOSE

Additional/bonus functions: HYPERLINK, INDIRECT, WEBSERVICE, FILTERXML

Suggestive Reading

- Material & Links will be provided in the class.