

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

CURRICULUM AND SCHEME OF EXAMINATIONS OF TWO YEAR MASTER DEGREE PROGRAMME

Master of Business Administration

Session 2026-27

Master of Business Administration Semester I										
Course Code	Course Title	Course Type	Hours per week	Credit		Marks			Examination Time (in Hours)	
			L-T-P	L-T-P	Total	Total	Ext.			CA
							L	P		
MBAM-1126	Automated Spreadsheet Management	C	2-0-4	2-0-2	4	100	40	30	30	3+3

Master of Business Administration Semester I
Session: 2026-27
AUTOMATED SPREADSHEET MANAGEMENT
Course Code: MBAM- 1126

Time: 3 Hours

L-T-P
2-0-2

Max. Marks: 100
Theory Marks: 40
Practical Marks: 30
CA: 30

Instructions for the Paper Setter:

Eight questions of equal marks (8 Marks) are to be set, two in each of the four sections (A-D). Questions of sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be sub divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

Unit-I

Creating Worksheet/Spreadsheets: Navigate in Worksheets and Workbooks, Customise Options and Views for Worksheets and Workbooks, Computations in a Worksheet, Printing the Worksheet, Creating of Tables and Graphs, Filter and Sort a Table, Auditing Worksheets, Apply Advanced Conditional Formatting.

Unit-II

Analyzing Data using Pivot Tables: Creating, formatting and modifying a pivot table, sorting, filtering and grouping items, creating calculated field and calculated item, creating pivot table charts, producing a report with pivot tables.

Charts and slicers, Various Charts i.e. Bar Charts / Pie Charts / Line Charts, Using SLICERS, Filter data with Slicers

Analyzing and Organizing Data: Creating Scenarios, creating a Scenario Report, Working with Data Tables.

Unit-III

Summaries Data by using Functions and Formulas: Logical operations by using the IF, SUMIF and AVERAGEIF functions, Perform statistical operations by using the COUNTIF function, Format and Modify Text by using Functions, Apply Advanced Date and Time Functions, Troubleshoot Formulas, Look up data by using Functions, Math & Trig Functions, Statistical Functions, Text Functions, Logical Functions.

Data Validation: Number Date and Time Validation, Text and List Validation, Custom Validations based on formulae for cell.

Unit-IV

Hyper Linking Data: within Sheet / Workbook Linking & Updating links between workbooks & application.

AI Based Learning: AI-Powered Data Visualization in Excel, Automated Data Cleaning with AI, AI-Powered Pivot Tables, Smart Formula Suggestions Using AI, Real-World Applications of AI in Business Analytics with Excel

Suggested Readings:

1. McFedries. Paul, Microsoft Excel Formulas and Functions (Office 2021 and Microsoft 365), **Pearson Education India.**
2. Singh Hardeep, Sharma Anshuman, Fundamentals of Information Technology, **Lakhanpal Publishers**
3. Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel by **Naveen Mishra, Penman Books**
4. "Artificial Intelligence Fundamentals for Business Leaders" by **I Almeida, AI Academy**

Note: Latest edition of books to be used.