ADD ON COURSE

On

Spatial Data Analysis with Microsoft Excel

(Session: 2022- 2023)

Offered by

Department of Geography

In Collaboration with IQAC

Prasanta Chandra Mahalanobis Mahavidyalaya

111/3, B.T. Road, Kolkata – 700108

(Affiliated to West Bengal State University)

Eligibility: UG Students of all semesters

Registration: 22.08.2022 to 29.08.2022

Course Starting Date: 30.08.2022

Course Duration: 32 Hours

Course Coordinator(s): Dr Alpana Ray (Associate Professor)

Dr Rekha Biswas (Assistant Professor)

Department of Geography

Assistant Course Coordinator(s): Ms Sudeshna Chowdhury

Mr Sudip Roy

SACT, Department of Geography

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Spatial Data Analysis with Microsoft Excel

Duration: 32 Hours

(Theory & Practical: 30 hours, Evaluation and Certificate distribution: 2 hours)

Syllabus

1. **Introduction to Microsoft Excel for Spatial Data Analysis (5 hours)**
- Overview of the Excel interface and ribbon.
- Basic navigation, selection, and editing of cells.
- Introduction to rows, columns, and cells.
- Creating and saving a new workbook.

2. **Data Entry and Formatting (5 hours)**
- Entering data efficiently.
- Basic formatting options (font, color, borders).
- Cell merging and text alignment.
- Introduction to conditional formatting.

3. **Formulas and Functions (8 hours)**
- Understanding basic mathematical and statistical functions.
- Using SUM, AVERAGE, COUNT, IF THEN and other common functions.
- Formula auditing and error checking.

4. **Data Visualization (12 hours)**
- Creating and formatting charts (bar, pie, line, doughnut).
- Time Series analysis.
- Adding data labels and titles to charts.
- Data series and axis manipulation.