



# Ganpat University

॥ विद्यया समाजोत्कर्षः ॥

Faculty of  
**Computer Applications**



<b>Programme</b>		B.Sc. IT Honours (Artificial Intelligence & Machine Learning)				<b>Branch</b>		Computer Applications																																																																											
<b>Semester</b>		I				<b>Version</b>		1.0.0.0																																																																											
<b>Effective from Academic Year</b>			2026-27			<b>Effective for the batch Admitted in</b>			June 2026																																																																										
<b>Subject code</b>		U81A2DA1		<b>Subject Name</b>		DATA ANALYSIS-I																																																																													
<b>Teaching scheme</b>						<b>Examination scheme(Marks)</b>																																																																													
<b>(Per week)</b>	<b>Lecture (DT)</b>		<b>Practical (Lab.)</b>		<b>Total</b>		<b>CCE</b>		<b>SEE</b>		<b>Total</b>																																																																								
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Credit	2	-	2	-	4	Theory	50		50		100																																																																								
Hours	2	-	4	-	6																																																																														
<b>Objective:</b>																																																																																			
Learners will be able to make effective presentations, document editing, spreadsheets, and databases that will be useful for various documentations, arithmetic calculations and project report writing.																																																																																			
<b>Pre-requisites:</b>																																																																																			
One should have basic knowledge of computers.																																																																																			
<b>Learning Outcome:</b>																																																																																			
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<b>Mapping of CO and PO:</b>																																																																																			
Cos	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12																																																																							
CO1	2	1	0	0	1	0	2	1	3	0	0	0																																																																							
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CO3	3	2	2	1	3	1	1	1	1	0	0	1																																																																							
CO4	2	1	1	1	2	0	1	2	1	1	1	2																																																																							
CO5	1	1	1	3	1	0	1	1	2	0	0	1																																																																							
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1	<b>Document Formatting Essentials:</b> Working with documents, formatting Text & Paragraph, Find and replace Text, Spell & Grammar check, Tabs and indentation, Enhancing a document, Different Views of document and its use, Bullets & Numbering, Page Setup, Columns, Insert Table, Chart Shapes, Table operations, Header, Footer and page number, Footnote and endnotes, Mail Merge, Hyperlink, references, Page layouts, Document protection.	06
2	<b>Excel Essentials: Sheets, Cells, Formulas:</b> Introduction to Worksheet and Work Book, Cell, Addressing modes, Formatting a Worksheet performing Calculation on Data – Naming Groups of Data, Creating Formulas to Calculate Value, Summarizing Data that Meets Specific Conditions, Finding and Correcting Errors in Calculations.	06
3	<b>Advanced Excel Techniques: Formatting, Filtering, and Summarizing:</b> Conditional Formatting, Additional Formatting Commands, Drawing toolbar, Freeze Panes, splitting the worksheet Focusing on Specific Data by Using Filters – Limiting Data That Appears on Screen, Selecting List Rows at Random, Summarizing Worksheets with Hidden and Filtered Rows, Finding Unique Values Within a Data Set, Defining Valid Sets of Ranges of Cells using Data Validation Reordering and Summarizing Data – Sorting Worksheet Data, Organizing Data into Levels.	06
4	<b>PowerPoint Essentials: Presentation Creation &amp; Enhancement:</b> Creating and formatting Presentation, Presentation views, Slideshow setup, Printing a presentation, Formatting slides transition & Custom animation, Inserting pictures, Chart & Tables.	06
5	<b>Database Basics: Creation, Design, and Operations:</b> Introduction to Database, creating Database, Data sheet, Data sheet operations, Filter and Advanced filter, Table Design & different Data, Types of the Database, Different element of the Access, Query design & wizards, Import, Export, database tools, SQL view, Report.	06
<b>Practical Content:</b>		
List of programs specify by subject teacher based on above mention topics.		
<b>Reference Books:</b>		
1	PC Software for windows made simple by R.K. Taxali -Tata McGraw-Hill Publishing Co. LTD	
2	Working with Personal Computer by RP Soni, Harshal Arolkar and Sonal Jain-Books India Publication	
3	The Complete Reference Office 2000 by Stephen L. Nelson. Tata McGraw-Hill Publishing Co.LTD	
<b>Web Reference:</b>		
1	<a href="https://www.excel-easy.com/data-analysis.html">https://www.excel-easy.com/data-analysis.html</a>	
<b>MOOC/Certificate Course:</b>		
1	<a href="https://www.coursera.org/specializations/excel">https://www.coursera.org/specializations/excel</a>	
2	<a href="https://www.edx.org/course/excel-for-everyone-data-analysis-fundamentals">https://www.edx.org/course/excel-for-everyone-data-analysis-fundamentals</a>	
3	<a href="https://www.youtube.com/watch?v=00Wak2aLEfk">https://www.youtube.com/watch?v=00Wak2aLEfk</a>	
<b>Question Paper Scheme:</b>		
<b>End Semester Examination Duration:</b> (2 Hours Theory Examination)		
<b>Note for Examiner: -</b>		
Q-1 Any Five out of Seven (25 Marks)		
Q-2 Any Two out of Three (06 Marks)		
Q-3 Mandatory question (05 Marks)		
Q-4 Any Two out of Three (08 Marks)		
Q-5 Any Two out of Three(06 Marks)		
*The question paper must comprehensively address all Course Outcomes (COs), align with Bloom's Taxonomy levels, and ensure complete syllabus coverage.		