

“Application of Microsoft Office”
(Optional Course with Credit Points for SGPGI Students)
DEPT OF BIOSTATISTICS & HEALTH INFORMATICS, SGPGIMS LUCKNOW
[Time: 15.30hrs to 17.30hrs, Monday to Friday]
Venue: Statistical Computing Lab, Dept of Biostatistics & HI, 5th Floor

Program for Classes (Brief discussion followed by Practical)

Day 1:

Introduction to Microsoft Office:

- Introductory session about various applications of Microsoft office [45 minutes]
- Microsoft Excel, data entry and data, management including size of the Rows, Column, Headings and its management, Generation of the Serial number etc., Text to Column application.
- Discussion on various predefined rules to set before and during the data entry and validation.
- Application of Addition, Subtraction, Multiplication and Division including some calculation like BMI.

Day 2:

- Data validation through Conditional Formatting
- Duplicate checking and Deletion
- Other important options of conditional formatting
- Data format applications including alignment, wrapping
- Various options in Paste Special
- Sort / Custom Sort
- Filter
- Freeze
- Password protection

Day 3:

- Calculation of Mean, Median, Mode, Standard deviation, Range, quartiles.
- T test
- Calculation of Chi Square test
- PIVOTE table & PIVOTE table
- Preparation of Graphs (Bar, Line, Box and Whisker plot, Scatter diagram etc)

Day 4:
<ul style="list-style-type: none"> ➤ Preparation of Graphs (Box and whisker, Scatter etc.) ➤ Page setting, layout, head and footer, management, printing in various ways. ➤ Protect worksheets, insert comments and link, Smart Art,
Day 5:
<ul style="list-style-type: none"> ➤ Mail merger includes letter formatting, bulk emailing and envelope/labels creation ➤ Managing Google Sheets, Analytical usage of it, Replace, Find etc.
Day 6:
<ul style="list-style-type: none"> ➤ Application of PowerPoint (slide preparation, options in Insert and designs) ➤ Application of PowerPoint (Transition, Animation, Slide show, Record, Review and View etc)
<ul style="list-style-type: none"> ➤ Day 7: Assessment test (Practical Exam for 100 Marks) [16.30hrs to 17.30hrs]

(Prof Uttam Singh)
Course Coordinator & Head,
Dept of Biostatistics & Health Informatics
SGPGIMS, Lucknow