



**SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES  
(AUTONOMOUS)**

(Approved by AICTE, New Delhi & Affiliated to JNTU Anantapur)  
Dr.D.K.Audikesavulu Marg, Murukambattu Post, Chittoor – 517127

**DEPARTMENT OF MANAGEMENT STUDIES (MBA)**

**COURSE: DATA ANALYTICS USING EXCEL AND TALLY**

**COURSE CODE: 18MBA218**

Data Analytics Using Excel and Tally is a laboratory course conducted for the MBA students during their third Semester.

The major objectives of the course are that the students should be able:

- To understand basics in excel and entering data in a worksheet
- To know basic statistical analysis using excel
- To understand basics of tally package
- To acquire application knowledge in recording data in tally package
- To obtain application knowledge in financial analysis using tally

**The lab course covers the following areas:**

- **INTRODUCTION to MS- EXCEL**
- **APPLICATIONS OF EXCEL IN DIFFERENT AREAS**
- **INTRODUCTION TO TALLY:**
- **ACCOUNTING USING TALLY:**
- **APPLICATIONS OF TALLY:**



**The course is conducted in the specific computer laboratory allotted for MBA. The software used are Tally and Excel. The students gain knowledge on the practical usage of the software. The learning enables the students to get jobs in finance field. A total of 14 experiments in both tally and excel are taught to the students during the allotted period of 3 hours per week.**