

Module Name (Civil Engineering)	Total Hours
M.S. Excel for Quantity Surveying	32

Topic	Sub Topic	Hours	
		Theory	Practice
1. Basic functions of Excel	1.1 An Overview on Basic functions	02	06
2. Inserting and formatting table	2.1 Inserting a table 2.2 Table properties and formatting a table	02	02
3. Writing text in table in required format	3.1 Writing text in table 3.2 Editing text and arranging in required format	02	02
4. Creating new worksheets and linking the formula	4.1 Insert and rename new worksheet 4.2 Linking the formula to desired sheet	02	04
5. Practice for carrying out Rate Analysis and quantity for Various Projects	5.1 Rate Analysis of common building Items 5.2 Estimation of quantity for simple Irrigation structure 5.3 Estimation of quantity for earth work in excavation of road	02	08
Total Hours		32	