Maharaja Agrasen Institute of Management Studies

(Established by Maharaja Agrasen Technical Education Society)
Affiliated to GGSIP University, Delhi
Recognized U/s 2(f) of UGC & Bar Council of India
ISO 9001:2015Certified Institution
www.maims.ac.in
Campus: Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi-110086 India (Est. 2003);
Office Phone: 8448186947
Courses offered: BBA, B.Com (H), B.A. Eco. (H), BA (JMC), BALLB & BBALLB

Department of Commerce

Under the Aegis of IQAC and In Association with
PCJ School of Management,

Maharaja Agrasen University, Baddi, HP
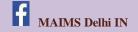
Student Training Programme on

"MS Excel and IT Applications"

Key Highlights:

- Hands on training
- Training on Google Tools and other open source application
- Able to work with large volumes of data of different areas such as Finance, Marketing, Sales, etc.
- Certification of Completion
- Cash prize for top three Students

REGISTER NOW!!

Last date for registration: Sept 6th, 2021

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Maharaja Agrasen Technical Education Society (MATES), New Delhi

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Founder & Chief Advisor, MATES
Chancellor, Maharaja Agrasen University, Baddi, HP

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Maharaja Agrasen Institute of Management Studies	Maharaja Agrasen Institute of Technology	Maharaja Agrasen University	Maharaj aAgrasen Global School
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Prof. (Dr.) Ravi Kumar Gupta- Director	Prof. (Dr.) S. S.Deswal- Dean (Academics)	Sh. Suresh Gupta- Project Director	Sh. J R Mani Tripathi- CAO(Accounts)

About MAIMS

MAIMS was established in 2003 by Maharaja Agrasen Technical Education Society. The Institute has attained a distinct position in running BBA, B. Com (H), BA Eco (H), BA (JMC), BALLB (Integrated) and BBALLB (integrated) programmes affiliated with Guru Gobind Singh Indraprastha University, Delhi. The Institute was granted ISO certification 9001:2015 after meeting the updated requirements of ISO certification. MAIMS has over the years grown into a premier Centre of excellence and has made its niche in the areas of teaching, research, consultancy and corporate development.

About the course

This course is aimed at exposing participants to various IT Applications which are widely used by individuals and corporates to keep a track of their valuable information. The programme will focus on three major areas i.e., Google tools, Open Education Resources and MS-Excel. Google plays an important role in education by enhancing efficiency, productivity of students. Its apps and services foster higher degree of collaboration, empower students and level the playing field for all. OER has been shown to increase student learning while breaking down barriers of affordability and accessibility. Researchers found that students in courses that used OER more frequently had better grades.

MS Excel offers a great assistance to companies who desperately need to update their financial and employee's data to analyze their productivity and revenues. The ability to organize, calculate and evaluate quantitative data is an important skill needed today in many fields. Moreover, they are commonly used in business and managerial decision-making, which means it act as a critical tool.

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Course Objectives

The main objective of the course is:

- To explore and work with various Google tools.
- To learn the basics of R programming.
- To acquire knowledge about various Open Education Resources available.
- To learn the art the making online animated videos and mind mapping charts.
- To explore the magic of analyzing data using Advanced Excel
- Become well-versed with the excel quick access tool bar and cell styling tools
- Master various intermediate and advanced Excel functions

Course Outcomes

At the end of the course, participants should be able to:

- Using Google sites for creating their own blogs or website.
- Use of other Google tools for effectively managing their academic activities
- Utilizing the features of R Programming for carrying out Research work.
- Creating Mind Mapping Charts for decision making.
- Apply advanced formulas in Excel to lay data in readiness for analysis
- Use advanced techniques in Excel for report visualizations
- Leverage on various methodologies in Excel of summarizing data

Patrons

- Prof. (Dr.) S.K Garg, Director General, MAIMS
- Prof. (Dr.) G.P Govil, Advisor, MATES
- Prof. (Dr.) Ravi K. Gupta, Director, MAIMS

Program Head

- Prof. (Dr.) Manju Gupta , HOD & Professor, Department of Commerce, MAIMS

Program Details

- Commencement date: 8th Sept 2021.
- There will be minimum 20 Sessions of 1 hour 30 minutes each.
- There will be 3 Sessions per week on every Monday, Wednesday and Friday.
- Class timings will be 3:00 pm – 4:30 pm.
- At the end of every week, a feedback will be collected.
- Minimum 80% attendance is required to obtain the certificate.
- For every Module, at least one practical assignment will be given to students, which they will have to solve and submit/upload within 2 days.
- 2 Mid-term comprehensive MCQ based Skill Assessment Test of one-hour duration will be conducted.
- A final comprehensive MCQ assessment Skill Assessment Test of one-hour duration will be held at the end of the course.

Who can attend?

- The Student training programme would enable the students to become more efficient in using different IT Applications and MS Excel for their academic and research work.
- Limited seats are available on first cum first served basis.

Certification

- Certificate of Completion will be issued to successful students.
- Top 3 performers of the program will be awarded Certificate of Excellence and Cash prize.

Registration

Last Date of Registration: Sept 6th, 2021

Registration Fee: Rs. 200/-(For External Participants)

Rs. 100/- (For Internal Participants)

Payment Modes:

1. **Through IMPS/NEFT**
   Account Holder's Name: Maharaja Agrasen Institute of Management Studies
   Bank Name: Union Bank of India
   Bank Account No.:   394502010059876
   Account Type: Savings Account
   IFSC/NEFT Code: UBIN0560421

REGISTER HERE

** UTR/Ref. No. & screenshot of payment to be uploaded for completing the registration**

2. **Through Paytm/UPI**
   .
   Account Holder's Name: Maharaja Agrasen Institute of Management Studies/Anil Kumar
   Mobile No.   8448186940

Resource Persons

1. Prof. (Dr.) Manju Gupta, HOD, Department of Commerce
2. Mr. Praveen Kr. Singh, Convener, Assistant Professor, Department of Commerce
3. Ms. Rachita Aggarwal, Co - Convener Assistant Professor, Department of Commerce
4. Dr. Rachna Jain, Associate Professor, Department of Commerce
5. Dr. Geetanjali Gupta, Assistant Professor, Department of Commerce
6. Ms. Taranpreet Kaur, Assistant Professor, Department of Commerce
7. Ms. Kajal Mittal, Assistant Professor, Department of Commerce
8. Ms. Divisha Gupta, Assistant Professor, Department of Commerce

Course Content

The course is organized in modules and each module covers a reasonable content to enable participants connect and progress successively in the next modules.

MODULE 1: Working with Google Forms
- Google Forms Creation
- Creating Sections
- Quiz Creation through forms
- Different types of questions in Google forms.
- Sharing Google forms
- Working with responses

MODULE 2: Google Docs
- Creating Google Docs
- Voice Typing
- Editing and Formatting in Google Docs
- Translation
- Sharing Google Docs

MODULE 3: Google Sites
- Creating your own site at Google
- Adding Content
- Modifying

MODULE 4: Managing Google Drive
- Creating and Managing Google Drive
- Exploring Different Functions
- Uploading and Sharing data through drive.

MODULE 5: Animated Video Creation
- Creating Animated Video through Rainforest.

MODULE 6: Mind Mapping Tools
- Creating Mind Mapping charts

MODULE 7: R Programming Basics
- Learning the basics of R Programming Software

MODULE 8: Open Educational Resources
- Exploring Different Open-Source Educational Resources.

MODULE 9: Introduction, Advanced Paste Special techniques
- An overview of the screen, navigation and basic spreadsheet concepts
- Various selection techniques

- Shortcut Keys
- Customizing the Ribbon
- Using and Customizing AutoCorrect
- Changing Excel's Default Options
- Paste Formulas
- Paste Validations
- Transpose Tables

MODULE 10: Cell References, Sorting and Filtering Data

- Relative and absolute addressing
- Using multiple-level sorting
- Custom sorting
- Filtering data for selected view (AutoFilter)
- Using advanced filter options

MODULE 11: Working with templates and Managing Worksheets

- Naming and Moving Worksheets
- Copying Worksheets
- Saving worksheets in different formats
- Adding, Deleting and Hiding Worksheets
- Grouping Worksheets
- Moving, Copying, Deleting and Hiding Grouped Worksheets
- Designing the structure of a template
- Using templates for standardization of worksheets

MODULE 12: Conditional Formatting and Data Validations

- Highlight Cells Rules
- Top/Bottom Rules
- Data Bars
- Color Scales
- Custom Formatting Rule
- Specifying a valid range of values for a cell
- Specifying a list of valid values for a cell
- Specifying custom validations based on formula for a cell

MODULE 13: Conditional Logic

- If Statement, Nested If
- And, Or, Not
- Sumif, Sumifs
- Averageif, Averageifs
- Countif & Countifs

MODULE 14: Look Up and Reference Functions

- VLOOKUP
- HLOOKUP
- Match and Index

MODULE 15: Mathematical and Date functions

MODULE 16: Text functions & Statistical Functions

MODULE 17: Working with Reports
- Creating subtotals
- Multiple-level subtotals
- Creating Pivot tables
- Filtering Pivot Tables
- Pivot charts