



**Maharaja Agrasen Institute of Management Studies**  
Department of Business Administration

**Under the Aegis of IQAC**

**Skill Enhancement Certificate Course**  
**Business Applications of MS Excel- 1.0**  
**31<sup>st</sup>December 2020**

**Report**

Excel is the most powerful tool to manage and analyze various types of data. Its growing application in different functional areas of management is widely acknowledged. This dynamic program offers various ways to not only make the job easier but also increase the sophistication of data reporting and analyzing. Its multiple benefits prompted the IT faculty of MAIMS to design a certificate course on MS Excel for the benefit of our students.

This Certification Course was the initiative taken under the aegis of IQAC for second year students of MAIMS. The prime objective of the course was to introduce students to basic commands, useful functions, and capabilities of Microsoft Excel used in business. Specifically, the course covered in-depth lessons for Excel learning and how to use various Excel formulas, tables and charts for managing small to large scale business process. Each Microsoft Excel training session focused on saving-you-time techniques, exploring those previously “programmer only” features and more. Along with this practical and usable training, students also learnt how to integrate their work within the Office “family” for achieving greater results.

Two batches of students were formed to provide them more attention for each session. The course was divided into 3 sessions and each session was taken by different faculty members. Each session comprised of 10 classes and 3 feedback forms were filled by students. At the end of each session there was a quiz to assess the understanding level of the students. And, after completion of all sessions a combined final quiz was conducted from all sessions.

It was a great learning experience for the students as well as for the faculty. In Group One, Session 1 was taken by Ms. KamnaVaid, Session 2 by Ms. Neetu Agarwal and Session 3 by Dr. Sushila Gupta. Similarly, in Group Two, Session 1 was taken by Dr. Sangeeta Rawal, Session 2 by Ms. Shruti Sharma and Session 3 by Dr. Geetanjali Gupta. Certificates were given only to such students who successfully qualified all the four parameters, namely, attendance, feedback



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forms, assignments and Quizzes. It is worth mentioning that many students qualified all the above stated parameters.

Such programs always give an edge to the students when it comes to working in the corporate world. Knowledge of excel has become the essential part of every business and job. So, a comprehensive and an in-depth knowledge of excel is essential to compete effectively in the jobs. The credit for this ambitious initiative goes to Prof. Vijay Kr. Khurana (HOD, Business Administration) and Dr Manju Gupta (HOD, Commerce) who worked under the able guidance of the Prof. Ravi Kumar Gupta, Director, MAIMS. Their constant support and encouragement helped in successful accomplishment of this program.

**\*Convenor - Ms. Neetu Agarwal, Assistant Professor**

### **About the Course**

MS Excel is most widely used software by individuals and corporate industry to keep track of their valuable information. MS Excel offer a great assistance to companies who desperately need to update their financial and employee data in order to analyze their productivity and revenue. The ability to organize, calculate and evaluate quantitative data is an important skill needed today in many fields. Moreover, it acts as a critical tool due to extensive application in business and managerial decision-making process.

This course was designed to enable students to understand and utilize the various functions of MS Excel, so that they become more efficient in their respective workplaces. Knowledge of MS Excel is a pre-requisite for many jobs. It has both business and research applications. Certification details can be mentioned in resume which can provide some edge at the time of seeking placement. As a part of this program, it helps students in experiential learning. Corona pandemic has pushed digital change to newer heights. Learning this tool, will help individuals to navigate smoothly through this fast-changing world.

Therefore, MS Excel has been considered as the first step in the journey of software learning. It was designed to be more practical & interactive oriented, where students had hands-on experience on working with spreadsheets. In this Program, we brought the important features of



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MS Excel, along with an overview of how to use the program, its benefits and other important elements. Computer Awareness is an integral part of the syllabus for major competitive exams and questions from MS Excel are usually asked in competitive exams.

### **Objectives of the Course:**

- Grasp keyboard shortcuts to improve speed and efficiency.
- Become well-versed with the excel quick access toolbar and cell styling tools.
- Master various intermediate and advanced Excel functions.
- Produce high quality & dynamic charts for data presentations.
- Learn and apply Pivot Table to analyze large volumes of data.

### **Benefits of Advanced MS Excel:**

- Data analysis using excel is considered top priority for organizations these days as it can help to achieve a higher return on investment.
- Learning Excel will help in performing complex computations and reporting effortlessly.
- It is utilized in almost every office in the world, thus offers a great scope.
- It is highly used in decision making and analysis tool that represents valuable data into the graphical form.
- It helps in predicting the decision, budget and revenues while establishing business that could save an abundance of money.

### **Course content:**

This course is organized into 30 sessions as per details below:



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### Session 1: Introduction

- Introduction
- Interface
- Tab and Ribbons
- Document Windows
- Navigation Tips
- Office Button and Save

### Session 2: Entering, Editing and Formatting Data

- Introduction
- Paste
- Paste Special
- Undo and Redo
- Moving, Finding, and Replacing a Value
- Cell Styles Entering Data
- Fonts, Fills and Alignment
- Cut, Copy, and
- Comments

### Session 3: Formatting Numbers

- Introduction
- Currency Format
- Format Painter
- Formatting Dates/ Dates functions
- Custom and Special Formats

### Session 4: Managing Worksheets

- Introduction
- Naming and Moving Worksheets
- Copying Worksheets
- Adding, Deleting and Hiding Worksheets
- Grouping Worksheets
- Moving, Copying, Deleting and

### Hiding Grouped Worksheets

### Session 5: Modifying Rows and Columns and Understanding Formulas

- Introduction
- Using Operations
- Creating Formulas
- AutoSum Common Formulas
- Searching for Formulas Copying Formulas Using Relative and Absolute References

### Session 6: Ranges and Dates

- Introduction
- Cell Names
- Named Ranges
- Formulas with Cell Names
- Date Formulas

### Session 7: Referencing Formulas

- Introduction
- Multiple Sheet References
- Consolidating Data - With or Without Links
- Trace the Precedents and Dependents
- Using the Watch Window

### Session 8: Changing Views

- Introduction
- Workbook Views
- Show/Hide
- Zoom Features
- Freeze Panes
- Split Windows
- Viewing Multiple Windows
- Minimize The Ribbon
- Worksheet Backgrounds



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- Watermarks

### Session 9: AutoFill and Custom Lists

- Introduction
- AutoFill a Series
- AutoFill Non-Adjacent Cells
- AutoFill on Multiple Sheets
- Creating Custom Lists
- Series Formatting

### Session 10: Quiz

### Session 11: Conditional Formatting

- Introduction
- Highlight Cells Rules
- Top/Bottom Rules
- Data Bars
- Color Scales
- Custom Formatting Rule

### Session 12: Tables

- Introduction
- Insert a Table and Style Options
- Add Rows and Columns
- Perform a Function in a Table

### Session 13: Data Tools

- Introduction
- Data Validation
- Drop-Down Lists
- Removing Duplicates
- Text To Columns
- Goal Seek
- Scenario Manager

### Session 14: Lookups

- Introduction
- VLOOKUP

- HLOOKUP

### Session 15: Conditional Logic

- Introduction
- If Statement, Nested If
- And, Or, Not

### Session 16: Statistical Functions

- Introduction
- Average, Averageif, Averageifs
- Count functions
- Stdev, Rank
- Mean, median, mode etc.

### Session 17: Text functions

- Introduction
- Upper, Lower, Middle
- Left, Mid, Right
- Trim, Len, Exact
- Concatenate
- Find, Substitute

### Session 18: Mathematical functions

- Introduction
- Sum, Sum if, Sumifs, Sum product
- Fact, exp, GCD, Power
- Rand, Floor, Ceiling etc.

### Session 19: Formatting Charts

- Introduction
- Chart Styles
- Chart Layouts
- Add Labels
- Axis Options
- Chart Title
- Legends



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- Data Labels

### Session 20: Quiz

### Session 21: Adding Graphics to Spreadsheets

- Introduction
- Insert Pictures
- Modifying Pictures
- Insert Shapes
- Insert SmartArt
- Apply Themes

### Session 22: Outline, Sort, Filter, and Subtotal

- Introduction
- Group and Ungroup
- Sort Data
- Sort Multiple Levels
- Filter Data
- Advanced Filter
- Conditional Sorting and Filtering
- Sorting with Custom Lists
- Subtotal

### Session 23: PivotTables

- Introduction
- Creating PivotTables
- Choosing Fields
- PivotTable Layout
- Filtering PivotTables
- Modifying PivotTable Data
- Pivot Charts

### Session 24: Protecting Data

- Introduction
- Workbook Passwords

- Protecting Workbooks
- Unlocking Cells

### Session 25: Collaboration

- Introduction
- Document Properties
- Inserting Hyperlinks
- Sharing a Workbook
- Track Changes
- Accept/Reject Changes
- Mark as Final

### Session 26: Printing

- Introduction
- Page Orientation
- Page Breaks
- Print Area
- Margins
- Print Titles
- Headers and Footers
- Scaling
- Sheet Options
- Creating a Business invoice

### Session 27: Saving a Workbook

- Introduction
- Save As Previous Version
- AutoRecover Save Options
- Templates
- Save As PDF
- Save As Web Page
- Macro-Enabled Workbook

### Session 28: Macros

- Introduction and Macro Security



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- Recording a Macro
  - Assign a macro to a button or shape.
  - Run a Macro upon Opening a Workbook.
  - How to Inspect and Modify a Macro
- Session29: Quiz**  
**Session 30: Doubt class**

### Course Outcomes:

- After this Course Microsoft Excel skill of students will be moved to the next level. Students will learn shortcuts, tips and tricks of Microsoft Excel.
- Students will be able to analyze and work with large data sets and manage workbooks.
- Students will also be able to review strategies to manage list or database data using filtering, sorting, sub-totaling and validations, charts will be generated and formatted and then a chart template will be created to save time.
- With pivot tables students will be able to summarize list or database data and students will also be able to create simple macros to automate repetitive tasks.


The certification course of Business Applications of MS- Excel, was conducted from 14 September 2020 to 8 December 2020 via the online platform of Google Meet. The duration of the course was 30 hours along with the final examination. Each class consists of a one-hour session along with the videos, a practice exercise, a quiz, and a reference guide.

Classes were scheduled for thrice a week for one hour each. Due to the good response from students, two groups were formed. Following is the criteria based on which students are eligible for the certification:





- Attending regular classes using laptop.
- Submission of all Assignments.
- Participation in all Quizzes.
- Submission of the feedback form on timely basis.

### **Top Performers of the Course**

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	<p><b>Ms. Nikita Gupta</b> Bachelor of Business Administration Enrollment No: 07314701719 Aggregate Score: 92.7 %</p>
	<p><b>Mr. Shiva Sachdeva</b> Bachelor of Business Administration Enrollment No: 09214701719 Aggregate Score: 92.1 %</p>
	<p><b>Mr. Geetanshu Rana</b> Bachelor of Business Administration Enrollment No: 01814701719 Aggregate Score :91.6 %</p>
	<p><b>Mr. Aayush Kathuria</b> Bachelor of Business Administration Enrollment No: 00861101719 Aggregate Score: 91.4 %</p>

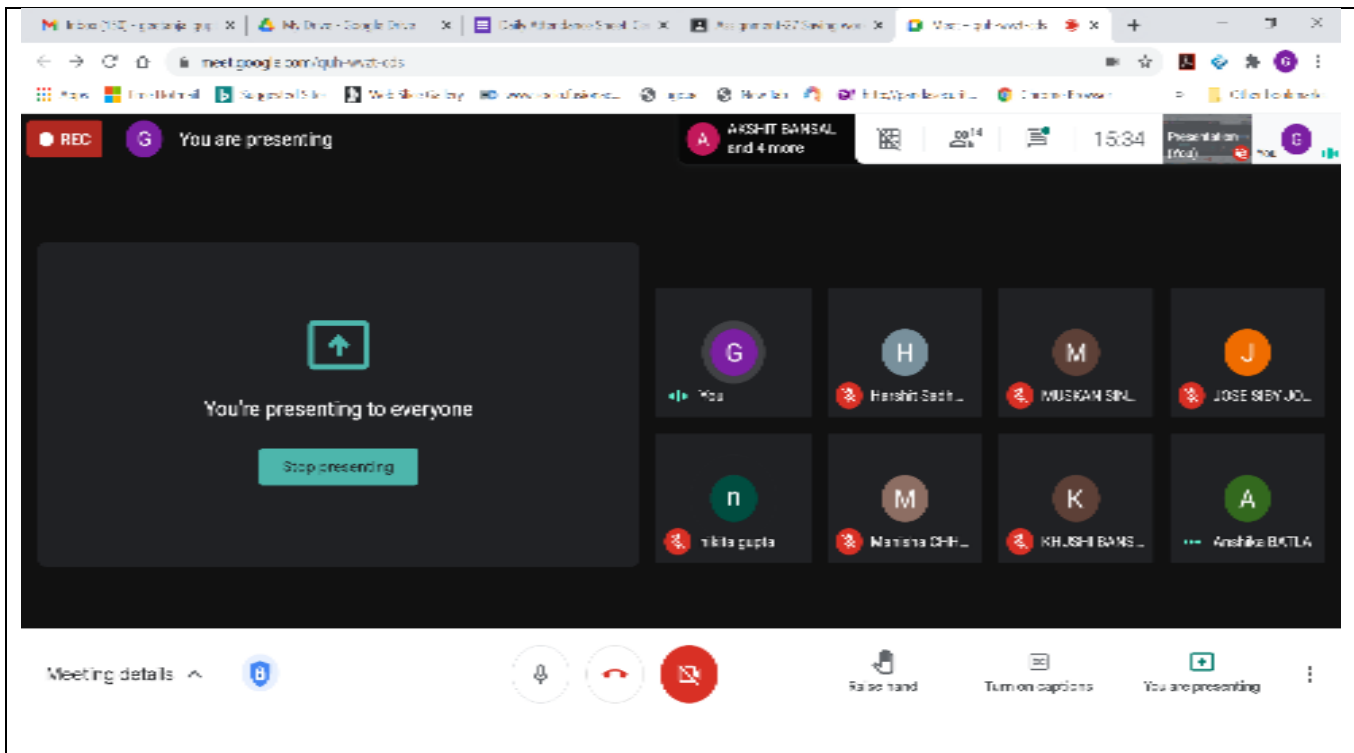


	<p><b>Mr. Jose Siby Joseph</b> Bachelor of Commerce (Hons.) Enrollment No: 00814701719 Aggregate Score: 91.2 %</p>
	<p><b>Ms. Tripti Garg</b> Bachelor of Commerce (Hons.) Enrollment No: 02814788819 Aggregate Score: 91.2 %</p>
	<p><b>Ms. GurveenKaur</b> Bachelor of Business Administration Enrollment No: 07614701719 Aggregate Score: 90.8 %</p>
	<p><b>Ms. Muskan Singhal</b> Bachelor of Commerce (Hons.) Enrollment No: 35214788819 Aggregate Score: 90 %</p>



**Mr. Amit Kumar Gupta**  
Bachelor of Business Administration  
Enrollment No:14061101719  
Aggregate Score: 90 %

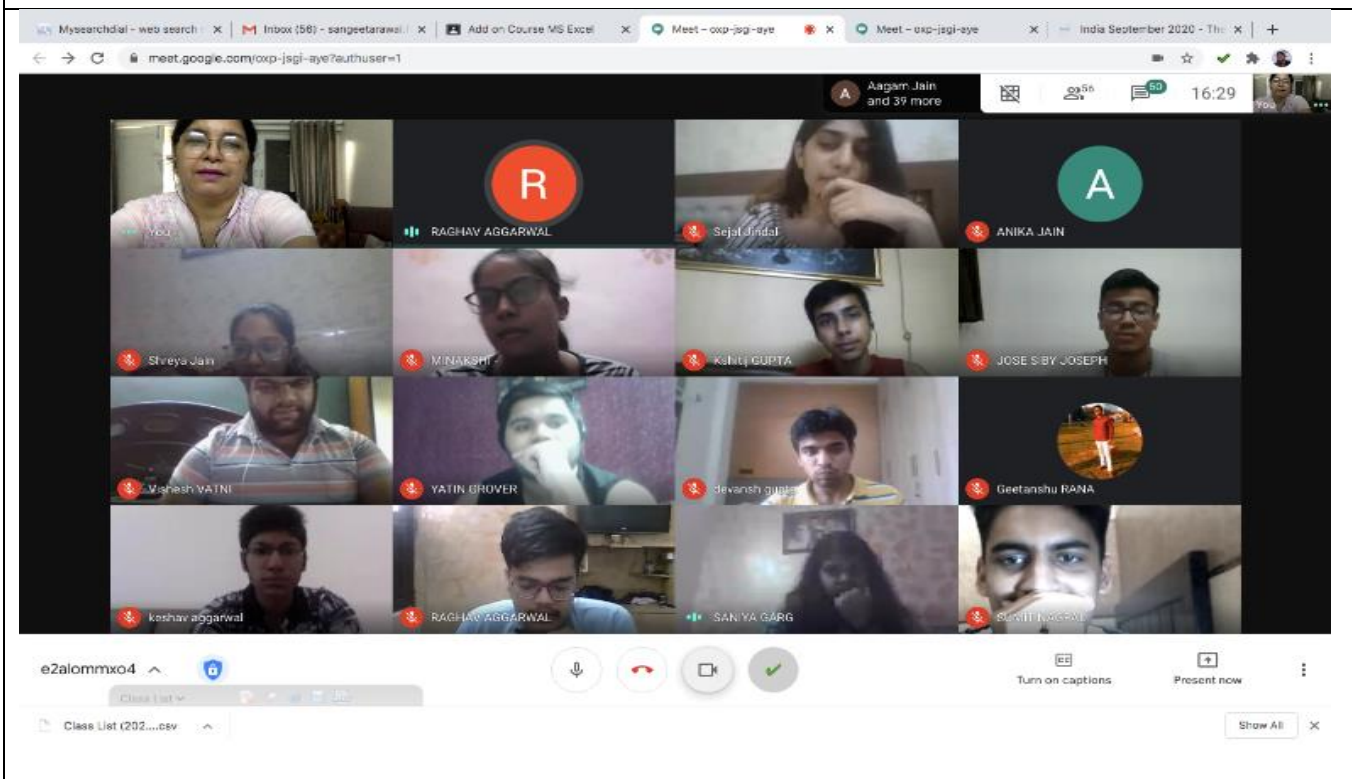
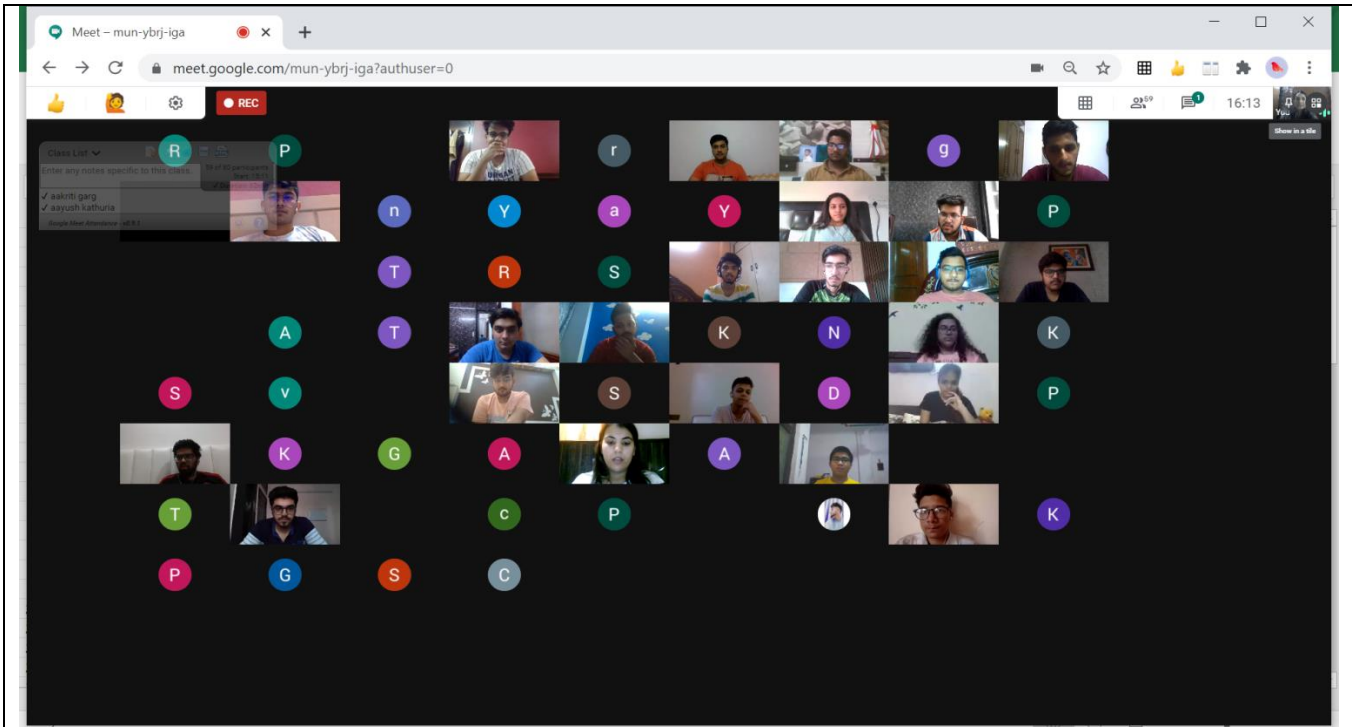
### Glimpses of the Event





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