



Maharaja Agrasen Institute of Management Studies
Affiliated to Guru Gobind Singh Indraprastha University, Delhi INDIA
Sector-22, Rohini, Delhi-110086 INDIA; www.maims.ac.in

Phone Office: 8448186947, 8448186950 Email: director@maims.ac.in

CERTIFICATE COURSE

BUSINESS APPLICATIONS OF MS-EXCEL

1. COURSE DESCRIPTION

Course Name: Business Applications of MS-Excel

Course Objectives: This MS Excel course has been designed to introduce Students to the basic commands, functions, and capabilities of Microsoft Excel used in business. This course will help Students to understand and utilise the various functions of MS Excel and enable the Students to become more efficient in the workplace. This excel course is very practical and interactive. During the session, each Student will work through exercises and practice using the various Excel features covered during the course.

2. TEACHING, LEARNING AND ASSESSMENT

Total Teaching Hours: 30

Learning Outcomes:

On completion of this course, the participant will be able to:

- Use Microsoft Excel to create business spreadsheets as per professional and industry standards.
- Use critical thinking skills to design and create spreadsheets.
- Communicate in a business setting by using spreadsheet vocabulary.
- Understand and apply basic principles of layout used in Excel for decision making.
- Leverage on various methodologies of summarizing data.

Components of Assessment:

The students will be assessed through Quizzes, Assignments, Games, and Viva Voce. The students will be given regular feedback throughout the course on the discussion boards. The written assignments will cover not only specific topics but also generic skills, such as academic writing, critical thinking, which will be useful for future outcomes.

Resource Persons:

- Ms. Neetu Agarwal, Assistant Professor, Department of Business Administration
- Dr. Sushila Gupta, Assistant Professor, Department of Business Administration
- Ms. Kamna Vaid, Assistant Professor, Department of Commerce

3. ELIGIBILITY:

2nd year Students of BBA and B. Com (H) programs at MAIMS.

4. CERTIFICATION:

Course type	Online course
Delivery period	30 Hours
Mode of study	Google Meet
Marking scheme	Assessment on the basis of Quizzes, Assignments, Games, and Viva Voce
Issue of Certificate	Certificates will be provided to each student after the completion of the course

5. COURSE DESCRIPTION:

This course is organised into 30 sessions of one hour each as per details below:

Session 1: Introduction

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

Session 2: Entering, Editing and Formatting Data

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

Session 3: Formatting Numbers

- Introduction
- Currency Format
- Format Painter
- Formatting Dates
- 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

- Introduction
- Inserting and Deleting Columns and Rows
- Inserting & Deleting Cells
- Inserting Multiple Columns & Rows
- Modifying Cell Width and Height
- Hiding and Unhiding Rows and Columns

Session 6: Understanding Formulas

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

Session 7: Quiz

Session 8: Changing Views

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

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

Session 11: Tables

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

Session 12: Data Tools

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

Session 13: Referencing Formulas

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

Session 14: Quiz

Session 15: Ranges and Dates

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

Session 16: Lookups

- Introduction
- VLOOKUP
- HLOOKUP

Session 17: Conditional Logic

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

Session 18: Text Formulas

- Introduction
- Case Formulas
- Fix Number Fields
- Trim Spaces
- Substitute Text

Session 19: Introduction to Charts

- Introduction
- Chart Types
- Instant Chart
- Update Chart

- Column Chart
- Picture Fill
- Adjust Chart Size
- Line Chart
- Scatter Chart

Session 20: Formatting Charts

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

Session 21: Adding Graphics to Spreadsheets

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

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
- PivotCharts

Session 24: Quiz

Session 25: Protecting Data

- Introduction
- Workbook Passwords
- Protecting Workbooks

- Unlocking Cells

Session 26: Collaboration

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

Session 27: Printing

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

Session 28: Saving a Workbook

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

Session 29: Macros

- Introduction and Macro Security
- 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

Session30:Quiz

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