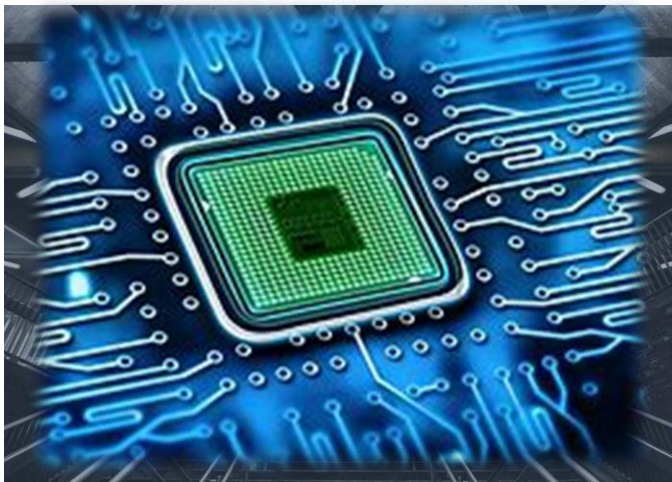


## Key Takeaways

- Grasp keyboard shortcuts to improve speed and efficiency
- Become well-versed with the excel quick access tool bar 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
- Perform various statistical analysis in excel



# BUSINESS APPLICATIONS OF MS EXCEL



**Maharaja Agrasen Institute of Management Studies**

*is organizing*

*Skill Enhancement Certificate Course  
for*

*Second year Undergraduate Students*

- ❖ No fees
- ❖ Online Sessions
- ❖ Certificate of Completion
- ❖ Top 5 Performers will get Certificate of Merit



## Who can attend?

- **2nd year students of Undergraduate Programs of MAIMS.**
- **Limited seats are available on first cum first served basis**

## Program schedule

- **Start date:**  
**Monday, February 15, 2021.**
- **Timings:**  
**04:00 PM – 05:30 PM.**
- **Duration:**  
**30 Hours**
- **Days:**  
**Wednesday and Saturday.**



## RESOURCE PERSONS

- **Ms. Neetu Agarwal, Convener & Assistant Professor**
- **Ms. Sarita Garg, Co-Convener & Assistant Professor**
- **Dr. Deepak Dagar, Assistant Professor**
- **Dr. Sushila Gupta, Assistant Professor**
- **Dr. Sangeeta Rawal, Assistant Professor**
- **Ms. Rashi Aggarwal, Assistant Professor**
- **Ms. Shruti Sharma, Assistant Professor**

## Requirements for Issue of Certificate

- **80% or more attendance**
- **Submission of solutions/ answers of all assignments**
- **Submission of all weekly feedbacks**
- **Good performance in all MCQ based tests**

# Course Content

- 1 Ranges and Dates
- 2 Page Formatting, Basic Excel Formulas and functions
- 3 Auto fill and custom lists
- 4 Introduction to Tables
- 5 Conditional Logic
- 6 Conditional aggregation: Count, count if, count ifs, sum if, sum ifs, count blank, sum product, average if
- 7 Conditional Formatting
- 8 Group, Sort, Filter and AutoFilter Worksheet Data
- 9 Formatting Charts
- 10 Text Functions & Statistical Functions
- 11 Mathematical Functions and Date Functions
- 12 Financial functions and their applications related to Excel (Present and future values)
- 13 Data Consolidation and Data Validation
- 14 VLOOKUP, Match, Index and Indirect
- 15 Creating data entry forms in Excel
- 16 Linking data between worksheets, views
- 17 Pivot Tables
- 18 What if analysis and summarizing scenarios
- 19 Macros
- 20 Class Solvers