Maharaja Agrasen Institute of Management Studies

Business Administration

Under the Aegis of IQAC

Business Applications of MS-Excel 2.0

22nd June 2021

Report

Excel is the most effective tool for managing and analyzing data of all kinds. Its increasing use in several management functional areas is generally recognized. This dynamic tool provides several options for not only making the task easier, but also for improving the sophistication of data reporting and analysis. Its numerous advantages motivated MAIMS IT faculty to create a certificate course on MS Excel for our students benefit.

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. The course focused on in-depth Excel courses, including how to use various Excel formulas, tables, and charts to manage small to large-scale corporate processes. Each Microsoft Excel training session emphasized time-saving tactics, as well as discovering previously "programmer-only" capabilities. Along with this practical and usable training, students also learnt how to integrate their work within the Office “family” for achieving greater results.

A batch of students were formed to provide them more attention for each session. The course was divided into 7 sessions and each session was taken by different faculty members. Each session comprised of 3 classes and 7 feedback forms were filled by students. At the end of each session there was an assignment to assess the understanding level of the students. And there were two quizzes conducted one in the middle of the course and secondly, after completion of all sessions a final quiz was conducted.

It was a great learning experience for the students as well as for the faculty. In Group One, Session 1 was taken by Dr. Sangeeta Rawal, Session 2 by Ms. Neetu Agarwal and Session 3 by Ms. Rashi Aggarwal, Session 4 was taken by Dr. Sushila Gupta, Session 5 by Ms. Shruti Sharma, Session 6 by Ms. Sarita Garg and session 7 by Dr. Deepak Dagar. Certificates were given only to such students who successfully qualified all the four parameters namely, Attendance, feedback 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. The credit for this ambitious initiative goes to Prof. Vijay Kr. Khurana (HOD, Business Administration) and his team 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.

Faculty Convenors

- **Ms. Neetu Agarwal, Assistant Professor**
- **Ms. Sarita Bansal Garg, Associate 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 offers 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 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.

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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 helps in predicting the decision, budget and revenues while establishing business.

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.

Course Summary

The certification course of Business Applications of MS- Excel, was conducted from 17 February 2021 to 12 June 2021 via the online platform of Google Meet. The duration of the course was 30 hours along with the two Exams. Each class consists of a one and half hour session along with the videos, a practice exercise, a quiz, and a reference guide.

Classes were scheduled for twice a week for one and half hour each. 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.

Course Contents:

Lecture No.	Topics
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

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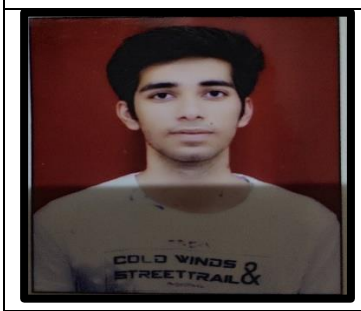
Top Performers of the Certificate Course

	Mr. Yatin Grover Bachelor of Business Administration Enrollment No: 11161101719 Aggregate Score: 91.3 % **(Cash Prize Rs. 500)**
	Ms. Somya Jain B.A. (H) Eco. Enrollment No: 35214721619 Aggregate Score: 90.6% **(Cash Prize Rs. 500)**
	**Mr. Sarthak Sodhi** Bachelor of Business Administration Enrollment No: 05814701719 Aggregate Score :90.6 % **(Cash Prize Rs. 500)**
	Mr. Shobhit Bansal B.A. (H) Eco. Enrollment No: 02014721619 Aggregate Score: 86.6%

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	Ms. Dishika Aggarwal Bachelor of Business Administration Enrollment No: 14214701719 Aggregate Score: 85.8%
	Ms. Esha Gulati Bachelor of Business Administration Enrollment No: 11461101719 Aggregate Score: 85 %
	Ms. Anu B.A. (H) Eco. Enrollment No: 02614721619 Aggregate Score: 84.3%
	Ms. Vaishali Garg Bachelor of Business Administration Enrollment No: 08414701719 Aggregate Score: 84.3%
	Mr. Ishan Jain Bachelor of Business Administration Enrollment No: 35961101719 Aggregate Score: 84.3 %

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	Mr. Hardik Madaan Bachelor of Business Administration Enrollment No: 06261101719 Aggregate Score: 84.3 %
	Mr. Mayank Mehta Bachelor of Business Administration Enrollment No: 08314701719 Aggregate Score: 84.3 %

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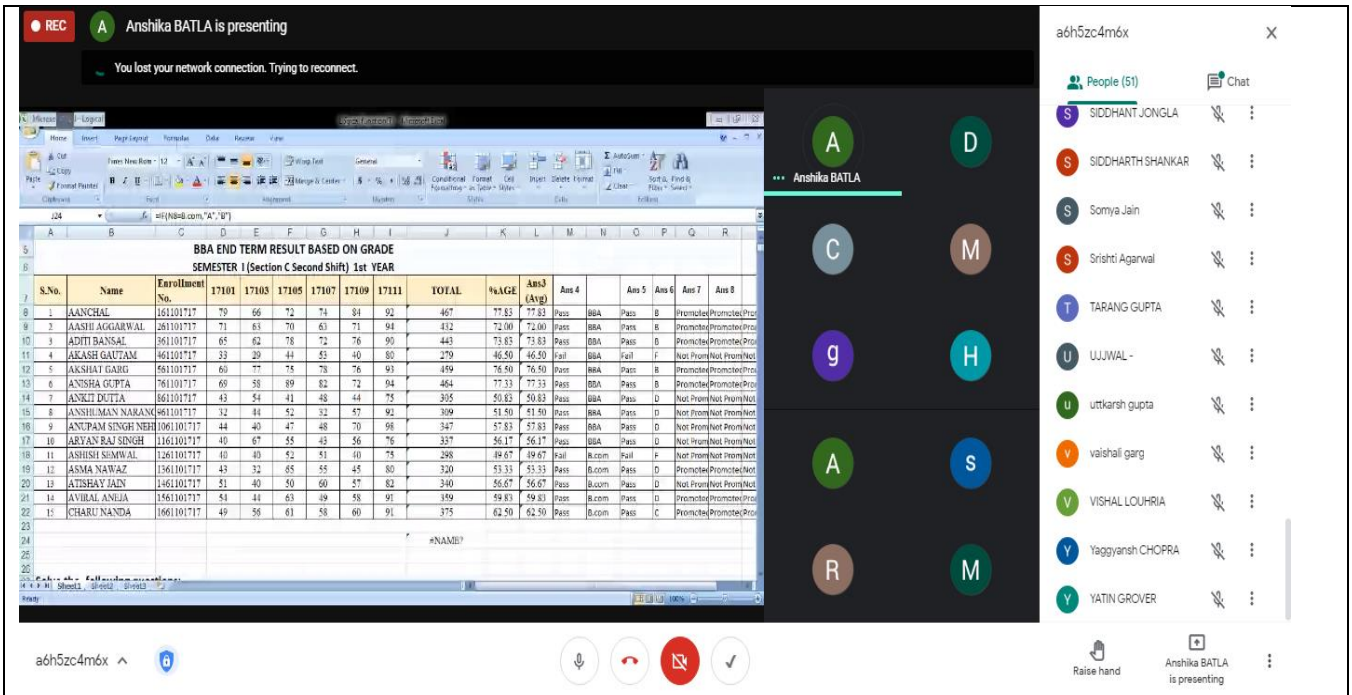
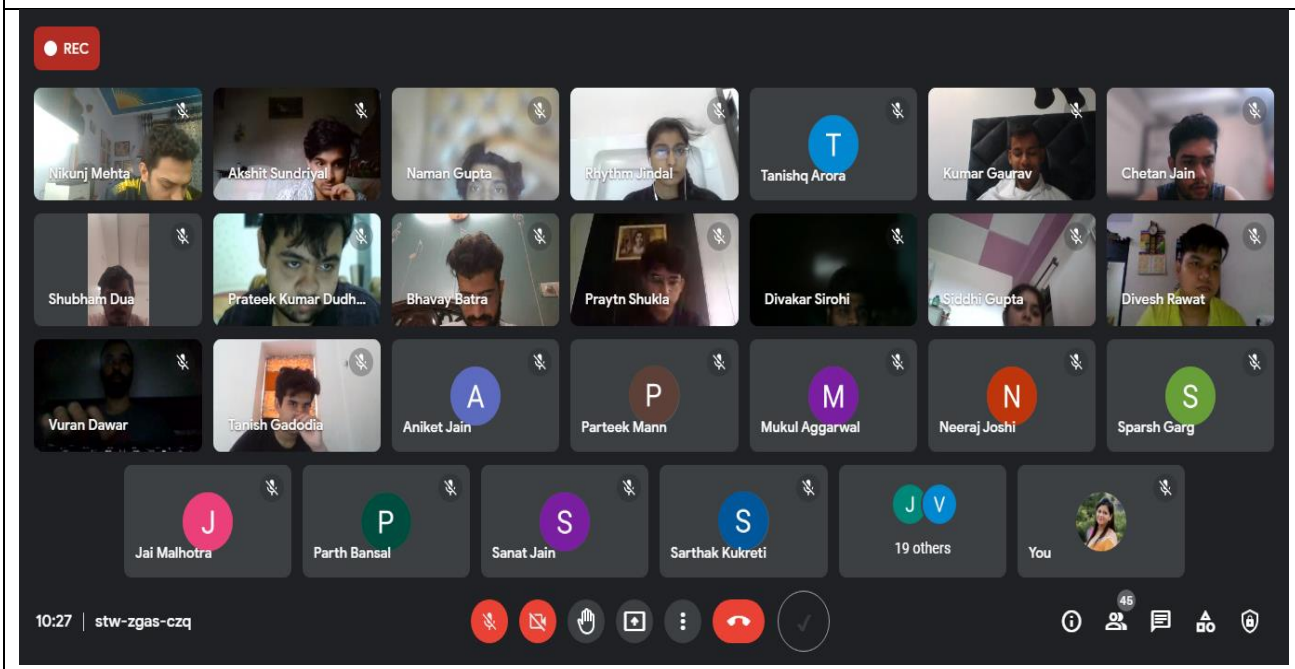
Glimpsesof the Event





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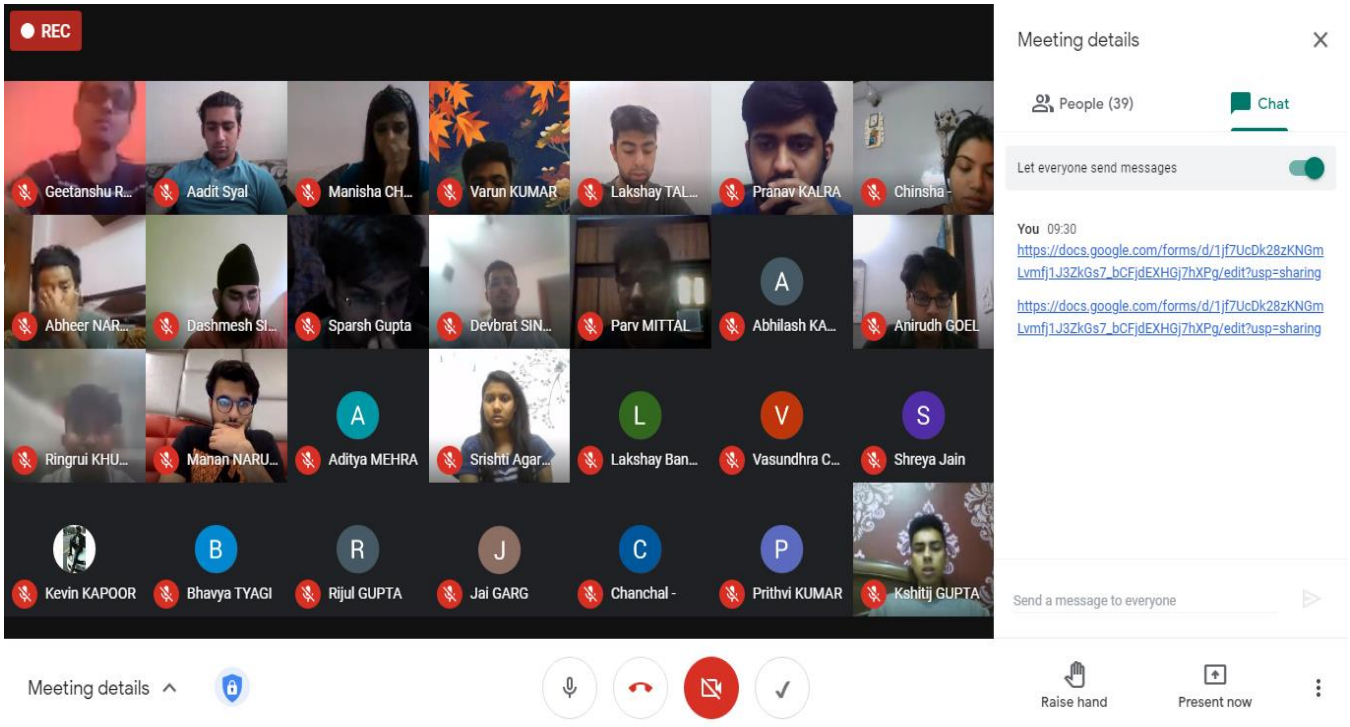
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