



**Maharaja Agrasen Institute of Management Studies**  
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**BROCHURE**  
**SKILL ENHANCEMENT CERTIFICATE COURSE**

**BUSINESS ANALYSIS USING MS-EXCEL**

**Duration: September 2019 – October 2019**

**1. COURSE DESCRIPTION**

**Course Name: Business Analysis using MS-Excel**

**Course Objectives:** This course has been designed to introduce the basic commands, functions, and capabilities of Microsoft Excel used in business. This course will help Students to understand and utilize the various functions of MS Excel and enable them to become more efficient in the workplace. It is very practical and interactive course. During the session, Student will have hands on experience on working with spreadsheets.

**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 current 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 course will be assessed through Quizzes, Assignments, Games, and Viva Voce.

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 & Organizers:**

Ms. Neetu Agarwal, Assistant Professor, Department of Business Administration  
Dr. Sushila Gupta, Assistant Professor, Department of Business Administration  
Dr. Sangeeta Rawal, Assistant Professor, Department of Business Administration

## **2. ELIGIBILITY:**

Students of <sup>3RD</sup> year of BA(H) Economics

## **3. CLASSIFICATION:**

Delivery period*	30 Hours
Marking scheme*	Grade and Marks (Certificates will be provided to each student after the completion of the course).

## **4. COURSE DESCRIPTION:**

This course is organized into 30 hours 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**