



MAIMS

Department of Business  
Administration

Under the Aegis of IQAC

In Association with  
PCJ School of Management  
Maharaja Agrasen University,  
Baddi, HP

Skill Enhancement  
Certificate Course on  
Business Applications of  
MS Excel 4.0-Advanced

MAY – JUNE 2022

3:30 PM - 5:00PM

Date of Commencement: 4<sup>th</sup> May 2022



# MS OFFICE EXCEL

Cash Prizes for Top Performers

[Click to Register](#)

## Maharaja Agrasen Institute of Management Studies

(A Unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University, Delhi

Recognized U/s 2(f) of UGC & Bar Council of India

ISO 9001:2015 Certified Institution

Campus: Maharaja Agrasen Chowk, Sector-22,

Rohini, Delhi-110086 India (Est. 2003)

Office Phone: 8448186950

[www.maims.ac.in](http://www.maims.ac.in)

Courses offered: BBA, B Com(H), BA(H) Economics, BAJMC,  
BALLB, BBALLB

## Highlights

- 30 hours online training on various advanced Excel Functions via Gmeet.
- Applying pivot table to analyze large volumes of data.
- Producing high quality dynamic charts for data presentations.
- Various Statistical Analysis functions.



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## Course Description

- **Course Name:** “Business Applications of MS-Excel 4.0-Advanced”
- **Course Objectives:** This MS Excel certificate 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 utilize 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.
- **Commencement Date:** Wednesday, 4<sup>th</sup> May 2022

## Contents of the Course

<b>Lecture No.</b>	<b>Topics</b>
1	Ranges and Dates
2	Page Formatting, Basic Excel Formulas and functions
3	Auto fill and custom lists
4	Appending 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	Introduction to Dynamic Arrays
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	Recording Macros
20	Class Solvers
<b>Total No. of hours: 30</b>	

## Participants

This Skill Enhancement Certificate Course would be beneficial for students/any individuals for enhancing their data analysis skills.

## Registration & Certifications

- **Number of Seats:** Limited seats are available on first cum first served basis.
- **Registration Fees – Non-Refundable (per person):**

Dates	For External Participants	For Internal Participants
Upto 18 <sup>th</sup> April 2022	₹2000/-	₹200/-
After 18 <sup>th</sup> April 2022	₹2500/-	₹250/-

- **Cash Prizes of ₹500/-** each shall be given to top 3 performers.
- **Certificate of Merit** will be issued to top 5 Performers.
- **Certificate of Completion** will be issued to the participants who successfully complete the course.

## Payment Details

Through Paytm	
Account Holder's Name	Dr. Deepak Dagar
Mobile No.	9311433901

## Registration Form Link

- **After making payment, please fill the registration form using below link:**  
<https://forms.gle/M3SsyzLmK38zLXT49>

## Requirements for Issue of Certificate

- Regular and high attendance.
- Submission of solutions/ answers of all assignments.
- Submission of all weekly feedbacks
- Good performance in all MCQ based tests.

## Organizing Committee

### Mentors

**Prof. (Dr.) Ravi Kumar Gupta**  
Director, Maharaja Agrasen  
Institute of Management Studies

**Prof. A. K. Vasishtha**  
Director, PCJ School of Management,  
Maharaja Agrasen University, Baddi, HP

### Chief Coordinator

**Prof. (Dr.) Vijay Kr. Khurana**  
HOD, Business Administration

### Conveners

**Ms. Neetu Agarwal**  
M: 9999727887  
Assistant Professor  
Department of Business Administration

**Ms. Sarita Bansal Garg**  
M: 9811418667  
Associate Professor  
Department of Business Administration

### Resource Persons

- Ms. Neetu Agarwal, Convener (Assistant Professor, 9999727887)
- Ms. Sarita Bansal Garg, Co-convener (Associate Professor, 9811418667)
- Dr. Deepak Dagar (Assistant Professor, 9311433901)
- Dr. Sushila Gupta (Assistant Professor, 8510028666)
- Ms. Rashi Aggarwal (Assistant Professor, 7838511161)
- Ms. Shruti Sharma (Assistant Professor, 9958057111)
- Ms. Meenakshi Gupta (Assistant Professor, 9312403594)

***“An investment in knowledge pays the best interest” – Benjamin Franklin***