



**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 3.0-Basics**

**JULY – SEPTEMBER, 2021**

**3:00PM - 4:30PM**

**Date of Commencement: 13<sup>th</sup> July 2021**



# MS OFFICE EXCEL

Cash Prizes for Top Performers

[Click to Register](#)

For any queries:  
☎8368247175, 9811418667

**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: 8448186947**

**www.maims.ac.in**

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

## Highlights

- 30 hours training on various Basic level Excel Functions
- 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 3.0-Basics”**
- **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:** Monday, 13th July 2021

## Contents of the Course

<u>Lect. No.</u>	<u>Topics</u>
1	Examine spreadsheet concepts
2	<b>Create, open and view a workbook.</b>
3	<b>Enter and edit data.</b>
4	<b>Modify a worksheet and workbook.</b>
5	<b>Work with cell references.</b>
6	Ranges and Dates
7	Page Formatting, Basic Excel Formulas and functions
8	Auto fill and custom lists
9	Introduction to Tables
10	Conditional Logic
11	Conditional aggregation
12	Conditional Formatting
13	Group, Sort, Filter and AutoFilter Worksheet Data
14	Formatting Charts
15	Text Functions; Statistical Functions
16	Mathematical Functions and Date Functions
17	Financial functions
18	Data Consolidation and Data Validation
19	VLOOKUP and HLOOKUP Basics
20	Creating data entry forms in Excel

## Who Can attend?

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

## Registration & Certifications

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

Dates	For External Participants	For Internal Participants
Upto 8 <sup>th</sup> July 2021	₹2000/-	₹100/-
After 8 <sup>th</sup> July 2021	₹2500/-	₹200/-

- **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.

## Bank Account / Paytm Details for Payment

Through IMPS / NEFT		Through Paytm / UPI	
<b>Account Holder's Name</b>	Maharaja Agrasen Institute of Management Studies	<b>Account Holder's Name</b>	Maharaja Agrasen Institute of Management Studies/ Anil Kumar
<b>Bank Name</b>	Union Bank of India	<b>Mob. No.</b>	8448186940
<b>Bank Account</b>	394502010059876		
<b>Account Type</b>	Savings Account		
<b>IFSC / NEFT</b>	UBIN0560421		
<b>* UTR/Ref. No &amp; Screenshot of payment to be uploaded for completing the registration form</b>			

## Registration Form Link

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

## 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.

## Patrons

Prof. (Dr.) S. K. Garg  
Director General, MAIMS

Prof. (Dr.) G. P. Govil  
Advisor, MATES

Prof. R. K. Gupta  
Vice-Chancellor, MAU

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

Prof. (Dr.) Vishal Kumar  
Dean Research & Director,  
PCJ School of Management, MAU

## Chief Coordinator

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

## **Resource Persons**

- Ms. Neetu Agarwal, Convener (Assistant Professor, Business Administration) (8368247175)
- Ms. Sarita Bansal Garg, Convener (Associate Professor, Business Administration) (9811418667)
- Dr. Deepak Dagar (Assistant Professor, Business Administration)
- Dr. Sushila Gupta (Assistant Professor, Business Administration)
- Ms. Rashi Aggarwal (Assistant Professor, Business Administration)
- Ms. Shruti Sharma (Assistant Professor, Business Administration)
- Ms. Meenakshi Gupta (Assistant Professor, Business Administration)

***“Excellence is not an exception; it is a prevailing attitude.” — Colin Powell***