



MAIMS
Department of Business
Administration

Under the Aegis of IQAC

Skill Enhancement
Certificate Course
on

Business Applications of
MS Excel 2.0-Advanced

FEBRUARY– JUNE, 2021

4:00PM-5:30PM

Commencement Date: 17-February -2021



Maharaja Agrasen Institute of Management Studies

(Established by 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 www.maims.ac.in

Campus: Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi-110086 India (Est. 2003);

Office Phone: 8448186947

**Courses offered: BBA, B. Com(H), BA(Eco), BA(JMC),
BA(LLB), BBA(LLB)**

Highlights

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



MAIMS Delhi IN



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Maharaja Agrasen Technical Education Society (MATES), New Delhi



Dr. Nand Kishore Garg
Founder & Chief Advisor, MATES
Chancellor, Maharaja Agrasen University, Baddi, HP

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Prof. (Dr.) Ravi Kumar Gupta- Director	Prof. (Dr.) S. S. Deswal Dean (Academics)	Sh. Suresh Gupta- Project Director	Sh. J R Mani Tripathi CAO (Accounts)

Who Can attend?

- This Skill Enhancement Certificate Course would be beneficial for undergraduate students for enhancing their data analysis skills.
- Limited seats are available on first cum first served basis.
- There will be no fees.
- Top 5 Performers will get Certificate of Merit.
- A certificate will be provided to the participants who successfully complete the course.

Contents of the Course

<u>Lecture No.</u>	<u>Topics</u>
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

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.

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 8 th Feb 2021	₹2000/-	₹200/-
After 8 th Feb 2021	₹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

Patrons

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Prof. (Dr.) G.P Govil (Advisor, MATES)
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Ms. Neetu Agarwal (Assistant Professor, Business Administration)

Co-Convenor

Ms. Sarita Garg (Assistant Professor, Business Administration)

Resource Persons

Ms. Neetu Agarwal (Assistant Professor, Business Administration)

Ms. Sarita Garg (Assistant Professor, Business Administration)

Dr. Deepak Dagar (Assistant Professor, Business Administration)

Dr. Sushila Gupta (Assistant Professor, Business Administration)

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