



MAIMS  
Department of Business  
Administration

Under the Aegis of IQAC

Skill  
Enhancement  
Certificate Course  
on  
Advanced Excel

FEBRUARY – APRIL, 2020

4:00PM-5:30PM

Date of Commencement: 10<sup>th</sup> February 2020



## 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.

## 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](http://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)**



MAIMS Delhi IN



MAIMS Delhi IN



MAIMS Delhi IN



MAIMS Delhi IN



MAIMS Delhi IN

# 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.

<u>Lecture No.</u>	<u>Contents of the Course</u> <u>Topics</u>
1	<b>Ranges and Dates</b>
2	<b>Page Formatting, Basic Excel Formulas and functions</b>
3	<b>Auto fill and custom lists</b>
4	<b>Appending Tables</b>
5	<b>Conditional Logic</b>
6	<b>Conditional aggregation: Count, count if, count ifs, sum if, sum ifs, count blank, sum product, average if</b>
7	<b>Conditional Formatting</b>
8	<b>Group, Sort, Filter and AutoFilter Worksheet Data</b>
9	<b>Introduction to Dynamic Arrays</b>
10	<b>Text Functions; Statistical Functions</b>
11	<b>Mathematical Functions and Date Functions</b>
12	<b>Financial functions and their applications related to Excel (Present and future values)</b>
13	<b>Data Consolidation and Data Validation</b>
14	<b>VLOOKUP, Match, Index and Indirect</b>
15	<b>Creating data entry forms in Excel</b>
16	<b>Linking data between worksheets, views</b>
17	<b>Pivot Tables</b>

18	<b>What if analysis and summarizing scenarios</b>
19	<b>Recording Macros</b>
20	<b>Class Solvers</b>

## 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 7 <sup>th</sup> Feb 2020	₹2000/-	₹200/-
After 7 <sup>th</sup> Feb 2020	₹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	Ms. Sarita Garg
Mobile No.	9811418667

### Patrons

- Prof. (Dr.) S.K Garg (Director General, MAIMS)  
Prof. (Dr.) G.P Govil (Advisor, MATES)  
Prof. (Dr.) M.K Bhat (Director, MAIMS)

## **Program Head**

Dr. Manoj Verma (HOD, Business Administration)

### **Convenor**

Ms. Sarita Garg (Assistant Professor, Business Administration)

### **Co-Convenor**

Dr. Sangeeta Rawal (Assistant Professor, Business Administration)

### **Resource Persons**

Ms. Sarita Garg (Assistant Professor, Business Administration)

Dr. Sangeeta Rawal (Assistant Professor, Business Administration)

Dr. Deepak Dagar (Assistant Professor, Business Administration)

Dr. Sushila Gupta (Assistant Professor, Business Administration)

Dr. Sangeeta Rawal (Assistant Professor, Business Administration)

Ms. Rashi Aggarwal (Assistant Professor, Business Administration)

Ms. Shruti Sharma (Assistant Professor, Business Administration)