MAIMS

Skill Enhancement Certificate Course on

Intermediate Level Excel

November-January 2020
3:00PM - 4:30PM
Date of Commencement: 11 November 2019

Cash Prizes for Top Performers

For any queries:
8368247175, 9811418667

MS OFFICE EXCEL

- 30 hours training
- on various Intermediate level 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

(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

MAIMS Delhi IN   MAIMS Delhi IN   MAIMS Delhi IN   MAIMS Delhi IN   MAIMS Delhi IN

Course Description

- **Course Name:** "Intermediate Level Excel"
- **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, 11th November 2019

Contents of the Course

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

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 5th November 2019	₹2000/-	₹100/-
After 5th November 2019	₹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	
Account Holder's Name	Maharaja Agrasen Institute of Management Studies	**Account Holder's Name**	Maharaja Agrasen Institute of Management Studies/ Anil Kumar
Bank Name	Union Bank of India	**Mob. No.**	8448186940
Bank Account	394502010059876		
Account Type	Savings Account		
IFSC / NEFT	UBIN0560421		
* UTR/Ref. No & Screenshot of payment to be uploaded for completing the registration form			

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. M.K Bhat
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

Resource Persons

- Ms. Sarita Bansal Garg, Convener (Assistant 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)

- Dr. Sangeeta Rawal (Assistant Professor, Business Administration)

- Dr. Geetanjali Gupta (Assistant Professor, Department of Commerce)

"Excellence is not an exception; it is a prevailing attitude." — Colin Powell