



MAIMS

Skill
Enhancement
Certificate Course
on
Advanced Excel

FEBRUARY – APRIL, 2018
4:00PM-5:30PM
Date of Commencement: 21 Feb 2018



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)

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.



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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 18 th Feb 2018	₹2000/-	₹200/-
After 18 th Feb 2018	₹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.

Convenor

Ms. Neetu Agarwal (Assistant Professor)
Contact: 99997 27887

Co-Convenor

Ms. Sarita Garg (Assistant Professor)

Resource Persons

Ms. Neetu Agarwal (Assistant Professor)

Ms. Sarita Garg (Assistant Professor)

Dr. Deepak Dagar (Assistant Professor)

Dr. Sushila Gupta (Assistant Professor)

Dr. Sangeeta Rawal (Assistant Professor)

Ms. Rashi Aggarwal (Assistant Professor)

Ms. Shruti Sharma (Assistant Professor)