MAIMS

Skill Enhancement Certificate Course

on

Advanced Excel

March – May, 2019
3:00PM-4:30PM
Date of Commencement: 11 March 2019

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

Lecture No.	Topics
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 6th March 2019	**₹2000/-**	₹200/-
After 6th March 2019	**₹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

Convenor

Ms. Sarita Garg (Assistant Professor)

Co-Convenor

Dr. Sangeeta Rawal (Assistant Professor)

Resource Persons

Ms. Sarita Garg (Assistant Professor)

Dr. Sangeeta Rawal (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)