



MAIMS

Skill  
Enhancement  
Certificate Course on  
Basics of MS-Excel

August-October 2017  
3:00PM - 4:30PM

Date of Commencement: 14 Aug 2017

Cash Prizes for Top Performers



# MS OFFICE EXCEL

For any queries:  
8368247175, 9811418667

## 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](http://www.maims.ac.in)

Courses offered: BBA, B Com(H), BA(H) Economics, BAJMC,  
BALLB, BBALLB

- 30 hours training on various Basic level 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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## Course Description

- **Course Name:** “Basics of MS 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, 4<sup>th</sup> September 2017

## Contents of the Course

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

## 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 8 <sup>th</sup> August 2017	₹2000/-	₹100/-
After 8 <sup>th</sup> August 2017	₹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	
<b>Account Holder's Name</b>	Maharaja Agrasen Institute of Management Studies	<b>Account Holder's Name</b>	Maharaja Agrasen Institute of Management Studies/ Anil Kumar
<b>Bank Name</b>	Union Bank of India	<b>Mob. No.</b>	8448186940
<b>Bank Account</b>	394502010059876		
<b>Account Type</b>	Savings Account		
<b>IFSC / NEFT</b>	UBIN0560421		
<b>* UTR/Ref. No &amp; Screenshot of payment to be uploaded for completing the registration form</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.

**Chief Coordinator**  
Prof. (Dr.) Vijay Kr. Khurana

*“Excellence is not an exception; it is a prevailing attitude.”* — Colin Powell