



## **MAIMS**

Skill Enhancement **Certificate Course on Basics of Excel** 

August-October 2018 3:00PM - 4:30PM Date of Commencement: 13 August 2018



# MS OFFICE EXCEL

Cash Prizes for Top Performers

For any queries: 8368247175, 981141860

# 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

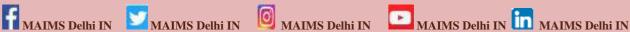
Courses offered: BBA, B Com(H), BA(H) Economics, BAJMC, BALLB

- 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.











# **Course Description**

- Course Name: "Basics of 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: 13h August 2018

## 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
<b>Upto</b> 8 <sup>th</sup> August 2017	₹2000/-	₹100/-
After 8th 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			
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.

## **Chief Coordinator**

Prof. (Dr.) Vijay Kr. Khurana

#### **Resource Persons**

- Ms. Neetu Agarwal, Convener (Assistant Professor)
- Ms. Sarita Bansal Garg, Convener (Assistant Professor)
- Dr. Deepak Dagar (Assistant Professor)
- Dr. Sushila Gupta (Assistant Professor)
- Ms. Rashi Aggarwal (Assistant Professor)
- Ms. Shruti Sharma (Assistant Professor)
- Dr. Sangeeta Rawal (Assistant Professor)

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