

# Maharaja Agrasen Institute of Management Studies

(A unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University; Recognized u/s 2(f) of UGC

Recognized by Bar Council of India; ISO 9001:2015 Certified Institution

Sector- 22, Rohini, Delhi- 110086, India



## 1.2 ACADEMIC FLEXIBILITY



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 Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi – 110086, INDIA [www.maims.ac.in](http://www.maims.ac.in)

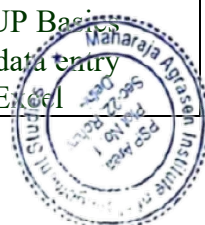
## Value added Courses in Academic Year 2017-18

All the Value Added Courses conducted in the Academic Year have different course curriculum.

### Comparison Table of Course Curriculum of all the Value Added Courses in AY 2017-18

Basics of Excel	Intermediate Level Excel	Advanced Excel
<ul style="list-style-type: none"> <li>Examine spreadsheet concepts</li> <li>Create, open and view a workbook.</li> <li>Enter and edit data.</li> <li>Modify a worksheet and workbook.</li> <li>Work with cell references.</li> <li>Ranges and Dates</li> <li>Page Formatting, Basic Excel Formulas and functions</li> <li>Auto fill and custom lists</li> <li>Introduction to Tables</li> <li>Conditional Logic</li> <li>Conditional aggregation</li> <li>Conditional Formatting</li> <li>Group, Sort, Filter and AutoFilter Worksheet Data</li> <li>Formatting Charts</li> <li>Text Functions; Statistical Functions</li> </ul>	<ul style="list-style-type: none"> <li>Examine spreadsheet concepts</li> <li>Create, open and view a workbook.</li> <li>Ranges and Dates</li> <li>Work with cell references.</li> <li>Page Formatting, Basic Excel Formulas and functions</li> <li>Auto fill and custom lists</li> <li>Introduction to Tables</li> <li>Conditional Logic</li> <li>Conditional aggregation</li> <li>Conditional Formatting</li> <li>Group, Sort, Filter and AutoFilter Worksheet Data</li> <li>Formatting Charts</li> <li>Text Functions; Statistical Functions</li> <li>Mathematical Functions and Date Functions</li> <li>Financial functions</li> <li>Data Consolidation and Data Validation</li> <li>VLOOKUP and HLOOKUP Basic</li> <li>Creating data entry forms in Excel</li> </ul>	<ul style="list-style-type: none"> <li>Ranges and Dates</li> <li>Page Formatting, Basic Excel Formulas and functions</li> <li>Auto fill and custom lists</li> <li>Appending Tables</li> <li>Conditional Logic</li> <li>Conditional aggregation: Count, count if, count ifs, sum if, sum ifs, count blank, sum product, average if</li> <li>Conditional Formatting</li> <li>Group, Sort, Filter and AutoFilter Worksheet Data</li> <li>Introduction to Dynamic Arrays</li> <li>Text Functions; Statistical Functions</li> <li>Mathematical Functions and Date Functions</li> <li>Financial functions and their applications related to Excel (Present and future values)</li> <li>Data Consolidation and Data Validation</li> </ul>

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<ul style="list-style-type: none"> <li>• Mathematical Functions and Date Functions</li> <li>• Financial functions</li> <li>• Data Consolidation and Data Validation</li> <li>• VLOOKUP and HLOOKUP Basics</li> <li>• Creating data entry forms in Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Pivot tables</li> <li>• Introduction to Macros</li> </ul>	<ul style="list-style-type: none"> <li>• VLOOKUP, Match, Index and Indirect</li> <li>• Creating data entry forms in Excel</li> <li>• Linking data between worksheets, views</li> <li>• Pivot Tables</li> <li>• What if analysis and summarizing scenarios</li> <li>• Recording Macros</li> <li>• Class Solvers</li> </ul>
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