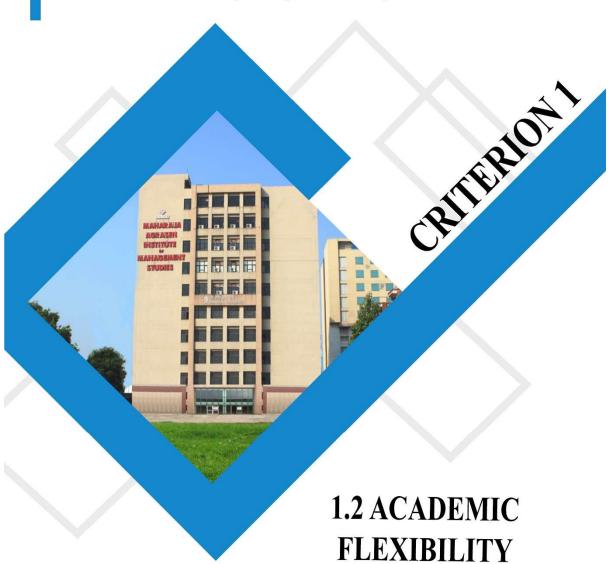
Maharaja Agrasen Institute of Management Studies

(A unit of Maharaja Agrasen Technical Education Society)
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Sector- 22, Rohini, Delhi- 110086, India





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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
• Examine	 Examine spreadsheet 	 Ranges and Dates
spreadsheet	concepts	 Page Formatting,
concepts	 Create, open and view a 	Basic Excel Formulas
 Create, open and 	workbook.	and functions
view a workbook.	 Ranges and Dates 	 Auto fill and custom
 Enter and edit data. 	 Work with cell 	lists
 Modify a 	references.	 Appending Tables
worksheet and	 Page Formatting, Basic 	 Conditional Logic
workbook.	Excel Formulas and	 Conditional
 Work with cell 	functions	aggregation: Count,
references.	 Auto fill and custom 	count if, count ifs,
 Ranges and Dates 	lists	sum if, sum ifs, count
 Page Formatting, 	 Introduction to Tables 	blank, sum product,
Basic Excel	 Conditional Logic 	average if
Formulas and	 Conditional 	 Conditional
functions	aggregation	Formatting
 Auto fill and 	 Conditional Formatting 	• Group, Sort, Filter and
custom lists	 Group, Sort, Filter and 	AutoFilter Worksheet
 Introduction to 	AutoFilter Worksheet	Data
Tables	Data	 Introduction to
 Conditional Logic 	 Formatting Charts 	Dynamic Arrays
 Conditional 	 Text Functions; 	 Text Functions;
aggregation	Statistical Functions	Statistical Functions
 Conditional 	 Mathematical 	 Mathematical
Formatting	Functions and Date	Functions and Date
 Group, Sort, Filter 	Functions	Functions
and AutoFilter	 Financial functions 	 Financial functions
Worksheet Data	 Data Consolidation and 	and their applications
 Formatting Charts 	Data Validation	related to Excel
 Text Functions; 	 VLOOKUP and 	(Present and future
Statistical	HLOOKUP Ba	values)
Functions	Creating data entry	Data Consolidation
	forms in E	and Data Validation

Director

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•	Mathematical	
	Functions and Date	
	Functions	

- Financial functions
- **Data Consolidation** and Data Validation
- VLOOKUP and **HLOOKUP Basics**
- Creating data entry forms in Excel

- Introduction to Pivot tables
- Introduction to Macros
- VLOOKUP, Match, Index and Indirect
- Creating data entry forms in Excel
- Linking data between worksheets, views
- Pivot Tables
- What if analysis and summarizing scenarios
- Recording Macros Class Solvers

Director Maharaja Agrasen Institute of Managemet Studies Sec. 22. Rohini, Delhi-86

