

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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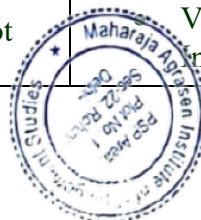
Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi – 110086, INDIA www.maims.ac.in

Value added Courses in Academic Year 2018-19

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 2018-19

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



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