

Maharaja Agrasen Institute of Management Studies

Affiliated to GGSIP University; Recognized u/s 2(f) of UGC Recognized by Bar Council of India; ISO 9001 : 2015 Certified Institution Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi – 110086, INDIA www.maims.ac.in

Skill Enhancement Course on Intermediate Level of MS-Excel November 2019-January 2020

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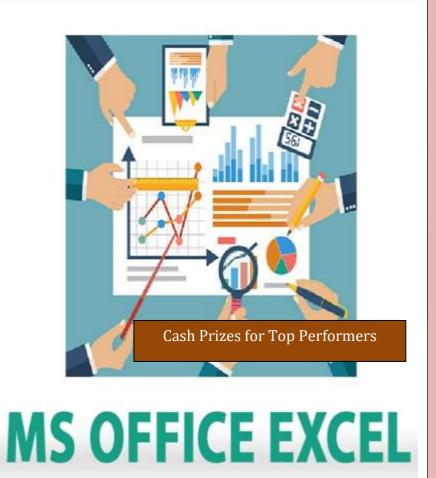
Skill

Enhancement **Certificate Course on**

Intermediate Level Excel

December-February 2019 3:00PM - 4:30PM Date of Commencement: 10 December 2018

> For any queries: 8368247175, 9811418667



Maharaja Agrasen Institute of Management Studies

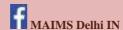
(A Unit of Maharaja Agrasen Technical Education Society) **Affiliated to GGSIP University, Delhi** Recognized U/s 2(f) of UGC & Bar Council of India ISO 9001:2015 Certified Institution

Campus: Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi-110086 India (Est. 2003)

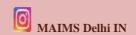
Office Phone: 8448186947 www.maims.ac.in

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

- 30 hours training on various Intermediate 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: "Intermediate Level 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, 10th December 2018

Contents of the Course

1 Examine spreadsheet concepts 2 Create, open and view a workbook. 3 Ranges and Dates 4 Work with cell references. 5 Page Formatting, Basic Excel Formulas and functions 6 Auto fill and custom lists 7 Introduction to Tables 8 Conditional Logic 9 Conditional Aggregation 10 Conditional Formatting 11 Group, Sort, Filter and AutoFilter Worksheet Data 12 Formatting Charts 13 Text Functions; Statistical Functions 14 Mathematical Functions and Date Functions 15 Financial functions 16 Data Consolidation and Data Validation 17 VLOOKUP and HLOOKUP Basics 18 Creating data entry forms in Excel 19 Introduction to Pivot tables	Lect. No.	<u>Topics</u>
3 Ranges and Dates 4 Work with cell references. 5 Page Formatting, Basic Excel Formulas and functions 6 Auto fill and custom lists 7 Introduction to Tables 8 Conditional Logic 9 Conditional aggregation 10 Conditional Formatting 11 Group, Sort, Filter and AutoFilter Worksheet Data 12 Formatting Charts 13 Text Functions; Statistical Functions 14 Mathematical Functions and Date Functions 15 Financial functions 16 Data Consolidation and Data Validation 17 VLOOKUP and HLOOKUP Basics 18 Creating data entry forms in Excel 19 Introduction to Pivot tables	1	Examine spreadsheet concepts
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17 VLOOKUP and HLOOKUP Basics 18 Creating data entry forms in Excel 19 Introduction to Pivot tables	15	Financial functions
18 Creating data entry forms in Excel 19 Introduction to Pivot tables	16	Data Consolidation and Data Validation
19 Introduction to Pivot tables	17	VLOOKUP and HLOOKUP Basics
	18	Creating data entry forms in Excel
20 Introduction to Magnes	19	Introduction to Pivot tables
20 Introduction to Macros	20	Introduction to Macros

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 3 rd December 2018	₹2000/-	₹100/-
After 3 rd December 2018	₹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 & Screen	* 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. 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)
- Dr. Geetanjali Gupta (Assistant Professor)
- Ms. Kamna Vaid (Assistant Professor)

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



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Director Maharaja Agrasen Intitute



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Director
Manaraja Agrasen Intituté
Of Management Studies



(A unit of Maharaja Agrasen Technical Education Society)

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Skill Enhancement Certificate Course "Intermediate Level MS Excel" 10 December 2018- 18 February 2019

REPORT

Excel is the most effective tool for managing and analyzing data of all kinds. Its increasing use in several management functional areas is generally recognized. This dynamic tool provides several options for not only making the task easier, but also for improving the sophistication of data reporting and analysis. Its numerous advantages motivate IT faculty at MAIMS to create a certificate course on Business Applications of MS Excel- Intermediate for our students' benefit.

This Certificate Course was the initiative for undergraduate students. The prime objective of the course was to introduce students to basic commands, useful functions, and capabilities of Microsoft Excel used in business. The course focused on in-depth Excel courses, including how to use various Excel formulas, tables, and charts to manage small to large-scale corporate processes. Each Microsoft Excel training session emphasized time-saving tactics, as well as discovering previously "programmer-only" capabilities. Along with this practical and usable training, students also learnt how to integrate their work within the Office "family" for achieving greater results.

Two batches of students were formed to provide them more attention for each session. The course was divided into 20 sessions and each session was taken by different faculty members. The registration for the course started from 3rd December 2018. The classes began from 10th December 2018 which ended on 18th February 2019. The classes of 1st Batch were conducted on Monday, Wednesday and Friday and the classes of 2nd Batch were conducted on Tuesday, Thursday and Saturday. All the classes were offline and the venue for the same was Lab 1. The timing of the classes was 3:00 pm to 4:30 pm. 120 students registered themselves with this course. Feedback forms were filled by students. At the end of each session there was an assignment to assess the understanding level of the students. And there were two quizzes conducted one in the middle of the course and secondly, after completion of all sessions a final quiz was conducted.

It was a great learning experience for the students as well as for the faculty. Session 1 was taken by Dr. Sangeeta Rawal, Session 2 by Ms. Neetu Agarwal and Session 3 by Ms. Rashi Aggarwal, Session 4 was taken by Dr. Sushila Gupta, Session 5 again by Ms. Shruti Sharma, Session 6 by Ms. Sarita Garg and session 7 by Dr. Deepak Dagar. Certificates were given only to such students who successfully qualified all the four parameters namely, Attendance, feedback forms, Assignments and Quizzes. Total 120 students across the country have registered for this course and have qualified all the above stated parameters.

Such programs always give an edge to the students when it comes to working in the corporate world. Knowledge of excel has become the essential part of every business and job. The credit for this ambitious initiative goes to Prof. M.K Bhat, Director, MAIMS and Dr. Vijay Khurana (Chief







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Coodinator) and his team. Their constant support and encouragement helped in successful accomplishment of this program.

List of Top Performers of the Certificate Course

Name	Institute
`SHAIFALI BAGGA	MAIMS
MOKSHA GARG	MAIMS
KANIKA GUPTA	MAIMS
RUHI SALHOTRA	MAIMS
PRIYANSHI JAIN	MAIMS





Sample Certificate:

Skill Enhancement Course on "Intermediate level Excel"

December 2018- February 2019





