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

Index

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

MAIMS

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

Cash Prizes for Top Performers

MS OFFICE EXCEL

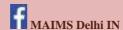## Maharaja Agrasen Institute of Management Studies

(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,
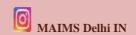**Rohini, Delhi-110086 India (Est. 2003)**
Office Phone: 8448186947
www.maims.ac.in

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.

f MAIMS Delhi IN   **t** MAIMS Delhi IN   **○** MAIMS Delhi IN   **▶** MAIMS Delhi IN   **in** MAIMS Delhi IN

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

Lect. No.	Topics
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
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 3rd December 2018	₹2000/-	₹100/-
After 3rd 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 & 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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"तेन त्यक्तेन भुञ्जीथा"

Value Added Course on: Intermediate Level Excel

BATCH-1

S.No	Name	Enrolment No.	10/12/2018	12/12/2018	14/12/2018	24/12/2018	26/12/2018	28/12/2018	7/1/2019	9/1/2019	11/1/2019	21/1/2019	23/1/2019	25/1/2019	28/1/2019	30/1/2019	4/2/2019	6/2/2019	8/2/2019	11/2/2019	13/2/2019	18/2/2019
1	ADITYA AIRAN	414701717																				
2	AKANCHKA	514701717																				
3	AMAN JOSHUA LAL	614701717																				
4	ARNAV SHARMA	1014701717																				
5	BHAVYA NAHATA	1214701717																				
6	BHUMIKA DHINGRA	1314701717																				
7	BISHWAJEET SINGH	1414701717																				
8	DEEP BANSAL	1614701717																				
9	DEEPAK SINGH	1714701717																				
10	DEEPALI DODEJA	1814701717																				
11	DIVYA KOTWAL	2014701717																				
12	NIKHIL NIMBEKAR	4814701717																				
13	PRATYAKSH PANCHAL	4914701717																				
14	PRAYAAS KOCHHAR	5014701717																				
15	PRIYANSHI JAIN	5114701717																				
16	R GAUTHAM	5314701717																				

Director
Maharaja Agrasen Intitute
of Management Studies

	RACHIT JAIN	5414700717	Rachit	Rachit	Rachit	Rachit	Rachit	Rachit	Rachit	Rachit	Rachit	Rachit	Rachit		Rachit	Rachit	Rachit	Rachit	Rachit	Rachit	Rachit	
18	RAGHAV MAHESHWARI	5514701717	Ragy	Rag	Ragha	Ragh	Ragha	Ragh	Raghv	Raghav	Raghav	Raghav	Rahav	Rakav	Ragav	Raghav	Raghav	Raghav			Raghav	Raghav
19	RAHUL GUPTA	5614701717	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul		
20	RAHUL KUMAR	5714701717	Rahul	Rahul	Rahul	Rahul	Pahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul			Rahul	Rahul	Rahul	Rahul	Rahul
21	RISHAB JAIN	5814701717	Rishab	Rishab	Rishab	Rishab	Rishab	Rishab	Rishab	Rishab	Rishab		Rishab	Rishab	Rishab	Rishab	Rishab	Rishab	Rishab	Rishab		Rishab
22	SARANSH GUPTA	45014700717	Saransh	Saransh	Saransh	Saransh	Saransh	Saransh		Saransh		Saransh	Saransh	Saransh	Saransh	Saransh	Saransh	Saransh	Saransh	Saransh	Saransh	Saransh
23	RAHUL JAISWAL	45114701717	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul			Rahul	Rahul
24	VINEET KHURANA	45214701717	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
25	PRATHAM SHARMA	45314701717	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS
26	SONALI BAJAJ	45414701717	Sonali	Sonal		Sonali	Sol	Sol	Sonl	Sonali		Sonali	Sonali	Sonali	Sonali	Sonali	Sonali	Sonali	Sonali	Sonali	Sonali	Sonali
27	SAMYAK RUNWAL	45514701717	Sa	Sa	Sa	Sa	Sa	Sa	Sa	Sa	Sa	Sa	SA	Sa	Sa	Sa	Sa	Sa	Sa	Sa		
28	MAYANK GUPTA	45614701717	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M		
29	HARSH OHRI	45714701717	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh		Harsh	Harsh
30	SAMYAK JAIN	42461101717	Sam			Sam	Sam	Sam	Sam	Sim	Sam	Sam	Sam	Sa	Sam	Sam	Sam	Sa	Sa	Sam	Sa	Sa
31	AVISHI GUPTA	42561101717	Avi	Avi			Avi	Avi	Avi	Avi	AVI	AVI	AVI	AVI	AVI	AV.I	AVI	AVI	AVI	AVI	A	A
32	MAYANK JAIN	42661101717	M	M	M	M	M	M	M	M	M		M		M	M	M	M	M	M	M	M
33	RIMSHA KHAN	42861101717	Ri	Rim	Rim	Rim	Rim		Rim		Rim	Rim		Rim	Rim	Rim	Rim	Rim	Rim	Rim	Rim	Rim
34	ABHAY KALIA	42961101717	A.K	A.K	A.K	A.K	A.K	AK	A.K	AK	AK	A.K	A.K	A.K	A.K		AK	A.K	AK	A.K	A.L	A.K
35	NANDNI MITTAL	43061101717	Nan	Nan	Nan	Nan	Nan	Nan	Nan	Nan	Nan	Nan	Nan	Na			Na	Na	Na	Na	Na	
36	TAVISHI SUNEJA	43161101717	Tav	Tav	Tav	Tav	Tav	Tav	Tav	Tav	Tav	Tav	Tav	Tav	Tav	Tav	Tav	Tav	Tav	Tav	Tav	Tav
37	VAISHNAVI	43261101717	Va	Va	Va	Va	Va	Va	Va	Va	Vu	Vay	Va	Vay	Va	VO	Va	Va	VC	Va		
38	RADHIKA GUPTA	43361100717	Radhika	Radhik			Radhika	Radhik	Radhik	Radhik	Radhik	Radhik	Radhika	Radhika	Radhika	Radhika	Radhika	Radhika	Radhik	Radhik	Radhik	Radhik

Director
Maharaja Agrasen Intitute

No.	Name	Roll No.	Signatures
	HARSH SHARMA	43461101717	Harsh Harsh Harsh ...
40	RISHABH PARDESI	43561101717	R.P R.P R.P R.P R.P R.P R.P R.P R.P R.P R.P R.P R.P R.P R.P R.P R.P R.P R.P
41	OMNI BILLA	43661101717	om om om om om om om om om om om om om om om om om
42	SRISHTI CHHABRA	43761101717	Srishti ...
43	AYUSH JAIN	43861101717	Ayush ...
44	SAKSHI BHARTI	43961101717	S ...
45	SMARTH KATHURIA	44061101717	S.K S.K S.K S.K S.K S.K S.K S.K S.K S.K S.K S.K S.K S.K S.K S.K S.K S.K S
46	MAYANK KAIN	914788817	May ...
47	MOHIT GUPTA	1014788817	M.G ...
48	MOKSH ARYA	1114788817	M.Arya ...
49	PRIYANSHI JINDAL	1214788817	Jind ...
50	RAGHAV RAKESH	1314788817	R R R R R R R R R R R R R R R R R
51	RAHUL JINDAL	1414788817	Rah ...
52	RITVIK SETH	1514788817	RVS RVS RVS RVS RVS RVS RVS RVS RVS RVS RVS RVS RVS RVS RVS RVS RVS
53	RUHI SALHOTRA	1614788817	R.Sal ...
54	SAGAR RATHI	1714788817	Rathi ...
55	SAHIL BANSAL	1814788817	Sahil ...
56	SANDEEP KUMAR	1914788817	San ...
57	SIDDHANT KUMAR	2014788817	S.K S.K S.K S.K S.K S.K S.K S.K S.K S.K S.K S.K S.K S.K S.K S.K S.K
58	SPARSH GAUR	2114788817	Gau ...
59	NIKHIL LOCHAV	41914788817	Nikhil ...
60	KANAK MADAAN	42014788817	K.m K.m K.m K.m K.m K.m K.m K.m K.m K.m K.m K.m K.m K.m K.m

Director
Maharaja Agrasen Intitute

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Value Added Course on: Intermediate Level Excel

BATCH-2

S.No	Name	Enrolment No.	10/12/20	13/12/20	15/12/20	27/12/20	29/12/20	8/1/2019	10/1/20	12/1/20	22/1/20	24/1/20	29/1/20	31/1/20	2/2/2019	5/2/2019	7/2/2019	9/2/2019	12/2/20	14/2/20	16/2/20	18/2/20
1	SHASHANK KHANDURI	42114788817	Shu	Shn	Shn	Shn	Shn	Shn	Shn	Shn	Shn	Shn		Shn	Shn	Shn	Shn	Shn		Shn	Shn	Shn
2	ACHINT MEHROTRA	50114788817		Achint	Achint	Achint	Achint		Achint	Achint	Achint	Achint	Achint	Achint	Achint	Achint		Achint	Achint	Achint	Achint	Achint
3	SHUBHAM GOEL	50114788817	Shu	Shu	shu	Shu	Shy	chu	Shu	Shu		Shu	Shu	Shu	She	Shu	Shu	Shu	Shu	Shu		Shu
4	TABISH ALI	65114788817	Tab	Tab	Tab	Tab	Tab	Tab		Tab	Tab	Tab	Tab		Tab	Tab	Tab		Tab	Tab	Tab	Tab
5	MUKUL GOEL	65214788817	Muk	Muk	Muk		Muk	Muk	Muk	Muk	Muk		Muk	Muk		Muk	Muk	Muk		Muk	Muk	Muk
6	HARSH SINGH	56118881?	HARSH	HARSH	HARSH	HARSH	HARSH	HARSH		HARSH	HARSH	HARSH	HARSH	HARSH		HARSH	HARSH	HARSH	HARSH	HARSH	HARSH	HARSH
7	JYOTIKA BANGA	761188817	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti		Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti		Jyoti	Jyoti	Jyoti
8	KANIKA GUPTA	861188817	Kanika	Kanika	Kanika	Kanika	Kanika	Kanika		Kanika	Kanika	Kanika	Kanika	Kanika	Kanika		Kanika	Kanika	Kanika	Kanika	Kanika	Kanika
9	KHUSHI BHATIA	961100817	Khu	Khu	Khu	Khu	Khu	Khu	Khu	Khu	Khu	Khu	Khu		Khu	Khu	Khu	Khu		Khu	Khu	Khu
10	KUNAL GUPTA	1061188817	Kunal	Kunal	Kunal	Kunal	Kunal	Kunal	Kunal		Kunal		Kunal	Kunal	Kunal	Kunal	Kunal	Kunal	Kunal		Kunal	Kunal
11	LAKSHAY BANSAL	1161188817	Lakshay	Lakshay	Lakshay	Lakshay	Lakshay	Lakshay	Lakshay	Lakshay	Lakshay		Lakshay	Lakshay	Lakshay	Lakshay	Lakshay		Lakshay	Lakshay	Lakshay	Lakshay
12	LAKSHYA GUPTA	1261188817	Gupta	Gupta	Gupta	Gupta	Gupta		Gupta	Gupta	Gupta	Gupta	Gupta	Gupta	Gupta	Gupta	Gupta	Gupta	Gupta	Gupta		Gupta
13	MANAV BHARDWAJ	1361188817	Manav	Manav	Manav		Manav	Manav		Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav		Manav	Manav	Manav
14	MOHIT KUMAR	1461188817	Mohit	Mohit		Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit		Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit
15	MONTI DABAS	1561188817	Monti	Monti	Monti	Monti	Monti		Monti	Monti	Monti	Monti		Monti	Monti	Monti		Monti	Monti	Monti	Monti	Monti
16	MRINAL DHAMIJA	1661188817	Mrinal	Mrinal	Mrinal		Mrinal	Mrinal		Mrinal	Mrinal	Mrinal	Mrinal		Mrinal		Mrinal	Mrinal	Mrinal	Mrinal	Mrinal	Mrinal
17	NAVDEEP SINGH	1561188817	Singh	Singh	Singh	Singh	Singh	Singh		Singh	Singh	Singh	Singh	Singh		Singh	Singh	Singh				

Director
Maharaja Agrasen Intitu
of Management Studie
Sector-22, Rohini, Delhi

#	Name	Roll No.
18	BHAVYA AGARWAL	614712417
19	BHUMIKA KOHLI	714712417
20	CHIRANJEEVI KARNAIL	814712417
21	DEVANSH GAUR	914712417
22	EKANSHU	1014712417
23	GAURAV	1114712417
24	HARDIK AGGARWAL	1214712417
25	ISHAN KUMAR	1314712417
26	KABIR MAHENDRU	1414712417
27	KANIKA SHARMA	1514712417
28	KASHMIRA SACHDEVA	1614712417
29	AKSHITA GUPTA	4014712417
30	JAYASH KAKRIA	3511470 2417
31	MOKSHA GARG	3521470 2417
32	RAGHAV GUPTA	3531470 2417
33	SALONI ARORA	121472 1617
34	SIDDHANT SOLANKI	141472 1617
35	UTKARSH	381472 1617
36	GURLEEN KAUR GILL	401472 1617
37	SANDEEP SHARMA	411472 1617
38	SHAIFALI BAGGA	421472 1617
39	SANCHIT VIJAY	431472 1617

No.	Name	ID	Signatures
40	SANCHIT KHOSLA	4414721617	(signatures)
41	MAYANK GUPTA	3514721617	(signatures)
42	PARUL JINDAL	3514721617	(signatures)
43	AAKANSHA GOEL	5014721617	(signatures)
44	RISHAB KATHPALIA	6214721617	(signatures)
45	MUKUND AGGARWAL	6314721617	(signatures)
46	AYUSHI GARG	6414721617	(signatures)
47	SHUBH SINGHAL	6514721617	(signatures)
48	LAKSHIT GUPTA	6614721617	(signatures)
49	ABUL HARIS	6714721617	(signatures)
50	TARANG KADYAN	6914721617	(signatures)
51	KUNAL CHUGH	7014721617	(signatures)
52	VASUNDHARA GAUTAM	7114721617	(signatures)
53	HARSHIT GARG	7214721617	(signatures)
54	ANKIT DABAS	961188816	(signatures)
55	ANIKET WADHWA	161188817	(signatures)
56	ANUJ KUMAR	261188817	(signatures)
57	CHIRAG GAKHAR	361188817	(signatures)
58	GARVIT BURMAN	461188817	(signatures)
59	ADITYA KUMAR RAWAL	41714788817	(signatures)
60	ADITYA MEHROTRA	41814788817	(signatures)

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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

Director
Maharaja Agrasen Institute
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Ser 22, Rohini, Delhi-86

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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

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

Sample Certificate:

Skill Enhancement Course on "Intermediate level Excel"

December 2018- February 2019

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(A unit of Maharaja Agrasen Technical Education Society)
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Sector 22, Rohini, Delhi -110086, India; www.maims.ac.in

Certificate of Completion
is presented to

DEEPALI DODEJA

For successfully completing Skill Enhancement Course
on "Intermediate Level Excel" oragnised by
MAIMS, Delhi from December 2018 to February 2019

PROF. M.K Bhat
DIRECTOR

PROF.V.K KHURANA
Cheif Coordinator

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