



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

Basics of Excel

August-October 2018

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





MAIMS

Skill
Enhancement
Certificate Course on
Basics of Excel

August-October 2018

3:00PM - 4:30PM

Date of Commencement: 13 August 2018



MS OFFICE EXCEL

For any queries:
8368247175, 981141866

Cash Prizes for Top Performers

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 Basic level Excel Functions
- Applying pivot table to analyze large volumes of data.
- Producing high quality dynamic charts for data presentations.
- Various Statistical Analysis functions.



MAIMS Delhi IN



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Course Description

- **Course Name: “Basics of 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:** 13^h August 2018

Contents of the Course

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

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 8 th August 2017	₹2000/-	₹100/-
After 8 th August 2017	₹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.


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 of Management Studies
 Sector - 22, Rohini, Delhi-86



Chief Coordinator
Prof. (Dr.) Vijay Kr. Khurana

Resource Persons

- Ms. Neetu Agarwal, Convener (Assistant Professor)
- 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)

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


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Tel. Office: 8448186947, 8448186950 www.maims.ac.in

Value Added Course on: Basics of Excel

		BATCH-1																					
S No	Name	Enrollment No	13/8/2018	15/8/2018	17/8/2018	20/8/2018	22/8/2018	24/8/2018	27/8/2018	29/8/2018	31/8/2018	3/9/2018	7/9/2018	14/9/2018	17/9/2018	1/10/2018	3/10/2018	5/10/2018	8/10/2018	10/10/2018	12/10/2018	29/10/2018	16/11/2018
1	AASTHA BHATNAGAR	514701718	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
2	ABHET CHOUDHARY	214701718	Abh	Abh	Abh	Abh	Abh	Abh	Abh		Abh	Abh	Abh	Abh	Abh	Abh	Abh	Abh	Abh	Abh	Abh	Abh	Abh
3	ABHINAV DAHIYA	314701718		D	D	D	D	D	D	D		D	D	D	D	D	D	D	D	D	D	D	D
4	ABHINAV GUPTA	414701718	G	G	G	G	G	G	G	G	G		G	G	G	G	G	G	G	G	G	G	G
5	ABHISHEK KUMAR	514701718	K	K	K	K		K		K	K	K	K	K	K	K	K	K	K	K	K	K	K
6	ADITYA SOMASUNDAR	614701718	S	S	S	S	S	S	S	S		S	S	S	S	S	S		S	S	S	S	S
7	AKSHAT JYAL	714701718		A	A	A	A	A	A	A	A	A	A	A	A		A	A	A	A	A	A	A
8	AKSHAY GANGWANE	814701718	AK	AK	AK	AK		AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK		AK	AK	AK
9	AKSHITA SHARMA	914701718	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
10	AMAN MANGHA	1014701718	AMAN	AMAN	AMAN	AMAN	AMAN		AMAN	AMAN	AMAN	AMAN	AMAN	AMAN	AMAN	AMAN	AMAN	AMAN	AMAN	AMAN	AMAN	AMAN	AMAN
11	ANANT ABHISHEK	1114701718	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
12	ANUR MISHRA	1214701718	A	A	A		A	A	A	A		A	A	A	A	A	A	A	A	A	A	A	A
13	DIKSHANTI DAGA	2214701718	D	D	D	D	D		D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
14	DIMPLE	2314701718	Dimple	Dimple	Dimple	Dimple	Dimple	Dimple	Dimple	Dimple	Dimple	Dimple	Dimple	Dimple	Dimple	Dimple	Dimple	Dimple	Dimple	Dimple	Dimple	Dimple	Dimple

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15	FIZA SINGH	2414701718	FIZA	FIZA	FIZA	FIZA	FIZA	FIZA	FIZA		FIZA	FIZA	FIZA	FIZA		FIZA	FIZA	FIZA	FIZA	FIZA	FIZA
16	GEETIKA BAJAJ	2514701718	G1	G1	G1	G1	G1	G1		G1	G1	G1	G1	G1	G1	G1		G1	G1	G1	G1
17	PARAS GOYAL	2614701718	P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P
18	PAVITRA MITTAL	26114701718	Pav	Pav	Pav	Pav	Pav	Pav	Pav	Pav	Pav	Pav	Pav		Pav	Pav	Pav	Pav		Pav	Pav
19	PRIVANSHU GOEL	26214701718	Rn	Rn	Rn	Rn	Rn	Rn	Rn	Rn	Rn	Rn	Rn		Rn		Rn	Rn	Rn	Rn	Rn
20	SAGAR KHETWANI	26314701718	Q	Q	Q	Q	Q	Q		Q	Q	Q	Q	Q	Q		Q	Q	Q	Q	Q
21	SHUBHAM GOEL	26414701718	S	S	S	S	S	S	S		S	S	S	S	S		S	S		S	
22	GALRAY KALRA	42214701718	Un	Un	Un	Un	Un	Un		Un	Un	Un	Un	Un		Un	Un	Un	Un	Un	Un
23	KASHISH GARG	42314701718	Kar	Kar		Kar	Kar	Kar	Kar	Kar	Kar	Kar		Kar	Kar	Kar	Kar	Kar	Kar	Kar	Kar
24	MEHAK DHAMJA	42414701718	Mh	Mh	Mh	Mh	Mh	Mh	Mh	Mh	Mh	Mh	Mh		Mh	Mh	Mh	Mh		Mh	Mh
25	ROHIT KHANDELWAL	46114701718	Rohit	Rohit	Rohit	Rohit	Rohit		Rohit	Rohit	Rohit	Rohit	Rohit	Rohit	Rohit	Rohit	Rohit		Rohit	Rohit	Rohit
26	VRISHTI GUPTA	46214701718	Q	Q	Q	Q	Q	Q	Q		Q	Q	Q	Q	Q	Q	Q	Q		Q	Q
27	SIDDHANT GILLATI	46314701718	Su	Su	Su	Su	Su	Su	Su	Su		Su	Su	Su	Su	Su	Su	Su	Su	Su	Su
28	MOKSH SEHGAL	46414701718	M	M	M	M	M	M		M	M	M	M	M	M		M	M	M	M	M
29	GAUTAM OBEROI	46514701718	Ga	Ga	Ga	Ga		Ga	Ga	Ga	Ga	Ga	Ga		Ga	Ga	Ga	Ga	Ga	Ga	Ga
30	AMAN KUMAR SINGH	961101718	Amay	Amay	Amay	Amay	Amay	Amay		Amay	Amay	Amay	Amay	Amay		Amay	Amay	Amay	Amay	Amay	Amay
31	AMAN RUSTAGI	1061101718	Amay	Amay		Amay	Amay	Amay	Amay	Amay	Amay	Amay	Amay	Amay	Amay	Amay	Amay	Amay	Amay	Amay	Amay
32	AMAN VERMA	1161101718	Ayem	Ayem	Ayem	Ayem	Ayem	Ayem	Ayem		Ayem	Ayem	Ayem	Ayem		Ayem	Ayem	Ayem	Ayem	Ayem	Ayem
33	AMARJEET KUMAR	1261101718	Ajeet	Ajeet	Ajeet	Ajeet	Ajeet	Ajeet	Ajeet	Ajeet		Ajeet	Ajeet	Ajeet	Ajeet	Ajeet		Ajeet	Ajeet	Ajeet	Ajeet

4	ANANT JAIN	1361101718	An	An	An	An		An	An	An	An	An		An	An	An	An	An	An	An	An	An
35	ANANYA SINGH CHANDEL	3461101718	Ana	Ana	Ana	Ana	Ana	Ana	Ana	Ana	Ana	Ana	Ana		Ana	Ana	Ana	Ana	Ana	Ana	Ana	Ana
36	JATIN VERMA	3761101718	Ja	Ja	Ja	Ja	Ja		Ja	Ja	Ja	Ja	Ja		Ja	Ja	Ja	Ja	Ja	Ja	Ja	Ja
37	JAY DUTT KAUSHIK	3861101718	Jun	Jun	Jun	Jun	Jun	Jun	Jun	Jun	Jun	Jun	Jun	Jun	Jun	Jun	Jun	Jun	Jun	Jun	Jun	Jun
38	JETHIN JOY	3961101718	Joy	Joy	Joy	Joy		Joy	Joy	Joy	Joy	Joy	Joy	Joy	Joy	Joy	Joy	Joy	Joy	Joy	Joy	Joy
39	KAHAN DANESH ZAVERI	4061101718	Kah		Kah	Kah	Kah	Kah	Kah	Kah	Kah	Kah	Kah	Kah	Kah	Kah	Kah	Kah	Kah	Kah	Kah	Kah
40	KARTIK VERMA	4161101718	Kr	Kr	Kr	Kr		Kr	Kr	Kr	Kr	Kr	Kr	Kr	Kr	Kr	Kr	Kr	Kr	Kr	Kr	Kr
41	KARTIKAY JAIN	4261101718	Kr	Kr	Kr	Kr	Kr		Kr	Kr	Kr	Kr	Kr	Kr		Kr	Kr	Kr	Kr	Kr	Kr	Kr
42	RAHIL CHAWLA	3561101718	Kc	Kc	Kc	Kc	Kc	Kc	Kc	Kc	Kc		Kc	Kc	Kc	Kc		Kc	Kc	Kc	Kc	Kc
43	RAJAVUT SINGH	7601101718	Rajin	Rajin	Rajin	Rajin	Rajin	Rajin	Rajin	Rajin	Rajin	Rajin	Rajin	Rajin	Rajin	Rajin	Rajin	Rajin	Rajin	Rajin	Rajin	Rajin
44	RIA AHUJA	7761101718	Ria	Ria	Ria	Ria	Ria	Ria	Ria	Ria	Ria	Ria	Ria	Ria	Ria	Ria	Ria	Ria	Ria	Ria	Ria	Ria
45	RISHABH VOHRA	7861101718	Rv	Rv	Rv	Rv	Rv	Rv	Rv	Rv	Rv	Rv	Rv	Rv	Rv	Rv	Rv	Rv	Rv	Rv	Rv	Rv
46	RHYTHM JINDAL	42361101718	Rh	Rh	Rh	Rh	Rh	Rh	Rh	Rh	Rh	Rh	Rh	Rh		Rh	Rh	Rh	Rh	Rh	Rh	Rh
47	DIVAKAR SROHI	42461101718	Dn	Dn	Dn	Dn	Dn	Dn	Dn		Dn	Dn	Dn	Dn	Dn	Dn	Dn	Dn	Dn	Dn	Dn	Dn
48	TANISH GADODIA	42661101718	Tan	Tan	Tan	Tan	Tan	Tan		Tan	Tan	Tan	Tan		Tan	Tan	Tan	Tan	Tan	Tan	Tan	Tan
49	ISHANT BANSAL	42761101718	Ish	Ish	Ish	Ish	Ish	Ish	Ish		Ish	Ish	Ish	Ish		Ish	Ish	Ish	Ish	Ish	Ish	Ish
50	PRIYANSHU BHANDARI	42861101718	Pan	Pan	Pan	Pan	Pan	Pan	Pan	Pan		Pan	Pan	Pan	Pan	Pan		Pan	Pan	Pan	Pan	Pan
51	PRATEEK KUMAR DUDHORIA	43061101718	PK	PK		PK	PK	PK	PK	PK	PK	PK	PK		PK	PK	PK	PK	PK	PK	PK	PK
52	GAGANDEEP CHOPRA	43161101718	Gn	Gn	Gn	Gn	Gn		Gn	Gn	Gn	Gn	Gn	Gn	Gn	Gn	Gn	Gn	Gn	Gn	Gn	Gn

33	VABHIAV JAHLRI	44761101718	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V
54	JASPREET SINGH	44961101718	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
55	DIVESH RAWAT	44961101718	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
56	AYUSHI GARG	50162101718	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
57	DEVESH BHATTI	1014788818	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
58	DHEERAJ KUMAR TUSAMER	1114788818	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
59	DIVYA KUKREJA	1214788818	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
60	GAURAV CHAWLA	1414788818	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G


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Value Added Course on: Basics of Excel

		BATCH-2																				
S.No	Name	Enrollment No.	14/8/2018	16/8/2018	18/8/2018	21/8/2018	23/8/2018	25/8/2018	28/8/2018	30/8/2018	1/9/2018	4/9/2018	6/9/2018	8/9/2018	11/9/2018	13/9/2018	15/9/2018	18/9/2018	21/10/2018	4/10/2018	13/10/2018	30/10/2018
1	HARSHIL AGGARWAL	1514788818	Harshil	Harshita	Harshita	Harshita	Harshita	Harshita		Harshita		Harshita	Harshita	Harshita	Harshita	Harshita	Harshita	Harshita	Harshita	Harshita	Harshita	Harshita
2	HARSHITA SHARMA	1614788818	Harshita	Harshita	Harshita	Harshita	Harshita	Harshita		Harshita		Harshita	Harshita	Harshita	Harshita	Harshita	Harshita	Harshita	Harshita	Harshita	Harshita	Harshita
3	JAYESH AGGARWAL	1714788818	Jayesh	Jayesh	Jayesh	Jayesh	Jayesh		Jayesh		Jayesh	Jayesh	Jayesh	Jayesh	Jayesh	Jayesh	Jayesh	Jayesh	Jayesh	Jayesh	Jayesh	Jayesh
4	JYOTI GOYAL	1814788818	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti			Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti
5	KANGNA BATHEJA	1914788818	Kan	Kan	Kan	Kan	Kan	Kan	Kan	Kan	Kan	Kan	Kan		Kan	Kan		Kan	Kan	Kan	Kan	Kan
6	KSHITTI GOYAL	2014788818	KS	KS	KS	KS	KS	KS	KS		KS	KS	KS	KS	KS	KS	KS	KS	KS	KS	KS	KS
7	MOHIT SAROHA	2214788818	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit		Mohit	Mohit	Mohit		Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit
8	PULKIT MIDHA	3014788818	Pulkit	Pulkit	Pulkit	Pulkit	Pulkit	Pulkit	Pulkit	Pulkit	Pulkit	Pulkit	Pulkit	Pulkit	Pulkit	Pulkit	Pulkit	Pulkit	Pulkit	Pulkit	Pulkit	
9	RIYA CHAUDHARY	3114788818	Riya	Riya	Riya		Riya	Riya	Riya	Riya		Riya	Riya	Riya	Riya	Riya	Riya	Riya	Riya	Riya	Riya	Riya
10	SHIV TAYAL	3214788818	Shiv	Shiv	Shiv	Shiv	Shiv	Shiv	Shiv	Shiv	Shiv				Shiv	Shiv	Shiv	Shiv	Shiv	Shiv	Shiv	Shiv
11	SHIVAM GOEL	3314788818	Shivam	Shivam	Shivam	Shivam	Shivam	Shivam	Shivam	Shivam		Shivam	Shivam	Shivam	Shivam	Shivam	Shivam		Shivam	Shivam	Shivam	Shivam
12	SHUBHAM TAYAL	3414788818	Shubham	Shubham	Shubham				Shubham	Shubham	Shubham	Shubham	Shubham	Shubham	Shubham	Shubham	Shubham	Shubham	Shubham	Shubham	Shubham	Shubham
13	SNIGDHA DHIPAL	3514788818	Snigdha	Snigdha		Snigdha	Snigdha	Snigdha		Snigdha	Snigdha	Snigdha	Snigdha	Snigdha	Snigdha	Snigdha	Snigdha	Snigdha	Snigdha	Snigdha	Snigdha	Snigdha
14	TWINKLE MITTAL	3614788818	Twinkle	Twinkle	Twinkle	Twinkle	Twinkle	Twinkle			Twinkle	Twinkle	Twinkle	Twinkle	Twinkle	Twinkle	Twinkle	Twinkle	Twinkle	Twinkle	Twinkle	Twinkle
15	VINAYAK AGARWAL	3714788818	Vinayak	Vinayak	Vinayak	Vinayak	Vinayak	Vinayak	Vinayak	Vinayak	Vinayak		Vinayak		Vinayak	Vinayak	Vinayak	Vinayak	Vinayak	Vinayak	Vinayak	Vinayak

Director

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6	VIVEK BEMRA	3814700018	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek	Vivek
17	YASH JAIN	3914700018	Yash	Yash	Yash		Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash		Yash	Yash	Yash	Yash
18	ARYAN TANEJA	3914700018	Aryan	Aryan		Aryan	Aryan	Aryan		Aryan	Aryan	Aryan	Aryan	Aryan	Aryan	Aryan	Aryan	Aryan	Aryan	Aryan	Aryan
19	DWY GOEL	39214700018	Dn	Dn	Dn	Dn	Dn	Dn	Dn		Dn	Dn	Dn	Dn		Dn	Dn	Dn	Dn	Dn	Dn
20	NAMAN MITTAL	39314700018	Naman	Naman	Naman		Naman	Naman		Naman	Naman	Naman	Naman	Naman	Naman	Naman	Naman	Naman	Naman	Naman	Naman
21	NISHANT GOEL	39414700018	Nishant	Nishant	Nishant	Nishant	Nishant	Nishant	Nishant	Nishant	Nishant	Nishant	Nishant	Nishant	Nishant	Nishant		Nishant	Nishant	Nishant	Nishant
22	RICKY BHATIA	39514700018		Ricky		Ricky	Ricky	Ricky	Ricky	Ricky	Ricky	Ricky	Ricky	Ricky	Ricky	Ricky	Ricky	Ricky	Ricky	Ricky	Ricky
23	AMIT SHUKLA	3961000018	Amit	Amit	Amit	Amit	Amit	Amit		Amit	Amit	Amit	Amit		Amit	Amit	Amit	Amit	Amit	Amit	Amit
24	AMMAR MDIN	3961000018	Ammar	Ammar	Ammar		Ammar	Ammar		Ammar	Ammar	Ammar	Ammar	Ammar	Ammar	Ammar	Ammar	Ammar	Ammar	Ammar	Ammar
25	ANISH ARORA	3961000018	Anish		Anish	Anish	Anish	Anish	Anish	Anish		Anish	Anish	Anish	Anish	Anish	Anish	Anish	Anish	Anish	Anish
26	ANMOL FUTEJA	3961000018	ANMOL	ANMOL	ANMOL		ANMOL		ANMOL	ANMOL	ANMOL	ANMOL	ANMOL	ANMOL	ANMOL	ANMOL	ANMOL	ANMOL	ANMOL	ANMOL	ANMOL
27	ANSHUL AGGARWAL	3961000018	A	A	A	A	A	A	A		A	A	A		A	A	A	A	A	A	A
28	ASHWIN MATHEW STANLEY	3961000018	Ashwin	Ashwin	Ashwin		Ashwin	Ashwin	Ashwin		Ashwin	Ashwin	Ashwin	Ashwin	Ashwin	Ashwin	Ashwin	Ashwin	Ashwin	Ashwin	Ashwin
29	BIJANYA NODD	3961000018	Bhanya	Bhanya		Bhanya	Bhanya		Bhanya	Bhanya	Bhanya	Bhanya	Bhanya	Bhanya	Bhanya	Bhanya	Bhanya	Bhanya	Bhanya	Bhanya	Bhanya
30	CHETNA SATIJA	3961000018	Chetra	Chetra	Chetra	Chetra	Chetra	Chetra	Chetra	Chetra	Chetra		Chetra	Chetra	Chetra	Chetra	Chetra	Chetra	Chetra	Chetra	Chetra
31	GITANSH AHUJA	3961000018	Gitansh	Gitansh		Gitansh	Gitansh		Gitansh	Gitansh	Gitansh	Gitansh	Gitansh	Gitansh	Gitansh	Gitansh	Gitansh	Gitansh	Gitansh	Gitansh	Gitansh
32	HIMANSHU RINJI	3961000018	HP	HP	HP	HP	HP	HP		HP	HP	HP	HP		HP	HP	HP	HP	HP	HP	HP
33	IPSA MADHURI LAD	3961000018	Madhavi	Madhavi	Madhavi		Madhavi	Madhavi	Madhavi	Madhavi	Madhavi	Madhavi	Madhavi	Madhavi	Madhavi	Madhavi	Madhavi	Madhavi		Madhavi	Madhavi
34	JASPREET SINGH GAUTAM	3961000018	JS	JS	JS	JS	JS	JS		JS	JS	JS		JS	JS	JS	JS	JS	JS	JS	JS
35	JATIN DUBEY	3961000018	JATIN	JATIN		JATIN	JATIN		JATIN	JATIN	JATIN	JATIN	JATIN	JATIN	JATIN	JATIN	JATIN	JATIN	JATIN	JATIN	JATIN
36	JATIN MEHRA	3961000018	Jatin	Jatin	Jatin	Jatin	Jatin	Jatin		Jatin	Jatin	Jatin		Jatin	Jatin	Jatin	Jatin	Jatin	Jatin	Jatin	Jatin

37	KRITI KHURANA	1961188818	Kriti		Kriti	Kriti		Kriti	Kriti	Kriti	Kriti	Kriti	Kriti	Kriti	Kriti	Kriti	Kriti	Kriti	Kriti	Kriti	Kriti	Kriti
38	MANAV TOMAR	2061188818	Manav	Manav	Manav		Manav	Manav	Manav	Manav	Manav	Manav	Manav		Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav
39	MAYANK PRUTHI	2161188818	m	m	m		m	m	m	m	m		m	m	m	m	m	m	m	m	m	m
40	MUSKAN BANSAL	2261188818	Muskan	Muskan		Muskan	Muskan	Muskan		Muskan	Muskan	Muskan	Muskan	Muskan	Muskan	Muskan	Muskan	Muskan	Muskan	Muskan	Muskan	Muskan
41	NEERAJ AGGARWAL	2361188818	Neeraj	Neeraj	Neeraj	Neeraj	Neeraj	Neeraj	Neeraj	Neeraj	Neeraj	Neeraj	Neeraj		Neeraj	Neeraj	Neeraj		Neeraj	Neeraj	Neeraj	Neeraj
42	NIKITA GUPTA	2461188818	Nikita		Nikita		Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita
43	NIKITA KAMAL	2561188818	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita		Nikita	Nikita		Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita
44	NIPUN VASHIST	2661188818	Nipun	Nipun		Nipun		Nipun	Nipun	Nipun	Nipun	Nipun	Nipun	Nipun	Nipun	Nipun	Nipun	Nipun	Nipun	Nipun	Nipun	Nipun
45	NISHANT KUMAR	2761188818	N	N	N	N	N	N	N	N	N	N	N	N		N	N		N	N	N	N
46	NISHCHAY SROHI	2861188818	Nishchay	Nishchay	Nishchay	Nishchay		Nishchay	Nishchay		Nishchay	Nishchay	Nishchay	Nishchay	Nishchay	Nishchay	Nishchay	Nishchay	Nishchay	Nishchay	Nishchay	Nishchay
47	SAKSHI BANSAL	35461188818	Sakshi		Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi		Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi
48	SHIVANI LAKRA	35561188818	Shivani	Shivani	Shivani		Shivani	Shivani	Shivani		Shivani	Shivani	Shivani	Shivani	Shivani	Shivani	Shivani	Shivani	Shivani	Shivani	Shivani	Shivani
49	SRISHTI SINDHWANI	35661188818	Srishti	Srishti	Srishti	Srishti	Srishti		Srishti	Srishti	Srishti	Srishti	Srishti	Srishti		Srishti	Srishti	Srishti	Srishti	Srishti	Srishti	Srishti
50	MUSKAAN KHATRI	40161188818	Muskaan	Muskaan	Muskaan		Muskaan	Muskaan	Muskaan	Muskaan	Muskaan	Muskaan	Muskaan	Muskaan	Muskaan	Muskaan	Muskaan		Muskaan	Muskaan	Muskaan	Muskaan
51	AARNAV GUPTA	40261188818	Aarnav		Aarnav	Aarnav	Aarnav		Aarnav	Aarnav	Aarnav	Aarnav	Aarnav	Aarnav	Aarnav	Aarnav	Aarnav	Aarnav	Aarnav	Aarnav	Aarnav	Aarnav
52	SAMAKSH GARG	40361188818	B	B	B		B	B	B	B	B	B	B		B	B	B	B	B	B	B	B
53	YASHICA GARG	40461188818	Yashica	Yashica		Yashica	Yashica	Yashica	Yashica	Yashica	Yashica	Yashica	Yashica	Yashica	Yashica	Yashica	Yashica	Yashica	Yashica	Yashica	Yashica	Yashica
54	AYUSHI KHARE	801102418	Ayushi	Ayushi	Ayushi	Ayushi		Ayushi	Ayushi	Ayushi		Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi
55	AYUSHI	961102418	Ayushi		Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi		Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi
56	GEETIKA SHARMA	1961102418	Geetika	Geetika	Geetika	Geetika	Geetika	Geetika	Geetika		Geetika		Geetika	Geetika	Geetika	Geetika	Geetika	Geetika	Geetika	Geetika	Geetika	Geetika
57	HARDIK GARG	1161102418		Hardik	Hardik		Hardik	Hardik	Hardik	Hardik	Hardik	Hardik	Hardik	Hardik	Hardik	Hardik	Hardik	Hardik	Hardik	Hardik	Hardik	Hardik

Director

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58	HARSH RANA	1261102418	Harsh		Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh		Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh
59	ARUSHI SINGHAL	761102418	Arushi	Arushi	Arushi	Arushi	Arushi		Arushi	Arushi	Arushi	Arushi	Arushi		Arushi	Arushi	Arushi	Arushi	Arushi	Arushi	Arushi	Arushi	Arushi
60	AYUSHI KHARE	861102418	Ayushi		Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi		Ayushi	Ayushi	Ayushi

Director
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Sector-22, Rohini, Delhi-86



MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

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

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Tel. Office: 8448186947, 8448186950 www.maims.ac.in

Skill Enhancement Certificate Course

“Basics of MS Excel”

13 August-30 October 2018

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 the IT faculty at MAIMS to create a certificate course on Business Applications of MS Excel -Basics for our students' benefit.

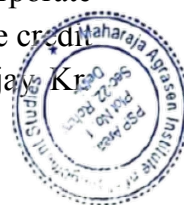
This Certificate Course was the initiative for undergraduate students. The prime objective of the course was to introduce students to basic commands, useful functions, and capabilities of Microsoft Excel used in business. The course focused on in-depth Excel courses, including how to use various Excel 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 6th August 2018. The classes began from 13th August 2018 which ended on 30th October 2018. 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. At the end of each session there was a quiz to assess the understanding level of the students. And, after completion of all sessions a combined final quiz was conducted from all sessions.

It was a great learning experience for the students as well as for the faculty. Sessions were taken by Ms. Sarita Garg, Ms. Neetu Agarwal, Dr. Sushila Gupta, Dr. Sangeeta Rawal, Ms. Shruti Sharma and 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 40 students across the country have registered for this course and it is worth mentioning that all 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 Kr.

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





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Khurana (Chief Coordinator) and his team. Their constant support and encouragement helped in the successful accomplishment of this program.

Faculty Conveners:

- Ms. Neetu Agarwal, Assistant Professor - Business Administration

List of Top Performers of the Certificate Course

Name	Institute
ABHINAV GUPTA	MAIMS
GAURAV CHAWLA	MAIMS
SHUBHAM TAYAL	MAIMS
ASHWIN MATHEW STANLEY	MAIMS
AYUSHI KHARE	MAIMS


Director
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Sample Certificate:

Skill Enhancement Course on "Basics of Excel"

August 2018- October 2018



[Signature]
Director
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