

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

Index

S.no	Content	Page no.
1	Brochure-Course Curriculum	3
2	Assessment Procedure	4
3	Participants cum Attendance list	6-13
4	Report with course outcome	14-15
5	Sample Certificate	16

Director

Maharaja Agrasen Institute
of Managemet Studies
Sec. 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

Cash Prizes for Top Performers

For any queries: 8368247175, 981141860

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

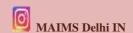
www.maims.ac.in

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.













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:**13h August 2018

Contents of the Course

T L NI -	m'
<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 8th 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 & Screen	shot of payment to be up	oloaded for completing t	he 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. 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

Director

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



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

					- 6				Value A	dded Cou	rse on: B	asics of Ex	ccel									
							BATC	H-1								-						
No	Name	Eardrent No	13/8/2018	15% 2018	12/0/2018	20/8/2018	22/8/201K	24/8/2018	27/8/2018	29/8/2018	59/2018	7/9/2018	14/9/2016	17/9/2018	1/10/2018	2-10/201E	1/10/241X	W16-2914	~	12/10-20-1	29:10:2011	10 10 10 m A
	AASTHA BHATNAGAR	114701718	200	AGS	MARY.	pag	AND	AM	AQQ	PBS	ARR	PAGE	neo	POP .		A P	PMS		AAD	PHIL	hu	DIL
2	CHOODHARY	214701718	Abb	Oba	Abb	Alob	Abb	Abb	Dah	7	ABb-	Me	Abb	Alle	Dlab	0	1	*	ALL OF	0	100	***
3	ABBIENAV DAHIYA	314701788	***	0	0	0	(D)	AV.	(A)	0	0	0	(0)	0	(W	(A)	4	(#Y	7	0	0	0
4	ABHINAV GUPEA	414705718	Qc.	Or	agen	(Dr.	OK-	an	(Gr	(Gr	(Gra		(W	Om		(Gha	Cohen	Com	Un	Opn	U Copie	(G)
5	ABRISHER KUMAR	114701718	Hum	Horm	Kem	kin		Jenn		Hum	Kun	Kin		1 2	Kan	Jen .	Run	Kun	em	Ren	Sun	Run Sm
6	ADITYA SOMASENDAR	614701718	Su	Sir	Son	Sun	9w	Su	2	Dr.	1	2~	2	Son	Sin	Du	Sur	L	1	A	A	A
7	AKSHAT EUYAL	71470171R		de	An	A	19	190	14	W	M	14	A	All lane	600	MA	W.	A CO	12	AR	AR.	AB
В	AKSHAY GANGWANE	814701718	ABL	(D)	6kg	(AK)	1	MA	AHA	PH	AN	(AK)	(AH)	AH	(AL)	2	1	2/	X	2	N	X
9	AKSHITA SHARMA	914701718	120	D	R	以	100	K7	X	280	AMAN	MANA	RMAN	×	PAMAN	PMAN	MANYOR	AMAH	AMPH	PARH	PUNH	eman.
10	AMAN MANGHA	101470171	AMAN	AMAN	Ammi	AMAN	AMAN	AMMH	Λ	pmin		A	1	Α.	Λ.	A	A	A	A	A	A	
11	ANANT ADDROUGH	111426471	, A	A	A	A	A	A	P	97	A CONTRACTOR	TY	8	PY	PY	A	8	9	6	6	m	0
12	ANKUR MISIRA	121470171	A	B	0		0	(D)	(A)	(A)	(DV	200	(h)	00	1	(1)	OH	(1)	0	Dire	ctor).	0
13	DAGA	221479171	مو.	Dr	Du	D~	Di	1000	1)~	1)-1	Da	D~	1/-	In	1000	A Dim	de Din	1	Maisa 9t M	rape Agr	ent Stu	Hulle
14	DIMPLE	231476571	ompe	4	Dimpl	e Ding	singe	Dimpl	Direct	6 Dinally	ic Di vah	ld birms	1	tinh	e pimp	A MILLI	d ord	al Di m	Alb eruo	41/1/4	THE R. LINE	(HACO)12

5	FIZA SINGH	2414701718	FER	FIZE	(F12)3	F1212)	HIZA	Frui	PIZM	Tra		FIZE	PIZE	FIZA	FIZE		F(2A)	FIZE	FIZE	F130	FIZA	FIZ
6	GEETIKA BAJAJ	2514701718	61	61	G1.	CI	61	CI		61	Ca	61	Č1	02	GL	GL	CL	~	01	G	OL	0
7	PARAS GOYAL	76014701718		0-	0	0	0	0	02	(P)	S) 27 M/G	(P)~	(P)	Ph	(P)_	æ	(E)	(Qu	Pa.	el.	@	(E)
8	PAVITRA MITTAL	36114701718	Pals	Pais	Pals	Pals	Pall	Paus	Pass	639	Pour	Paus	Pays	Paul		Paus	Pay	Par	Pay	()	Pay	Par
9	PRIVANSHU GOEL	36214701718	Ru	p	Ru	Ru	R_	P_	R	R	Rn	Pra	2n	Pn.	Pr		Rn		Pn	pn	Rn	P
3	SAGAR KHETWANI	36314701718	9	S	A.	9	D.	9.	Q		Q	8	Q	8	SL	9		2	3	2	(ع)	S
	SHUBHAM GOEL	36414781718	9	Q.	D.	P-	A	Q.	&	8	Pa	3~	\$	8	Q	De		Dr	Or		Qu	
	GALRAV KALRA	42214701718	G_	b	ln	12	(2	5	Un		Cu	Con	1r-	100	LV	V.	5~	Un	6	(m	Cm	E
	KASHISH GARG	42314701718	kai	Kan		Ker	Ken	Ken	Ken	Ka	Ken	Kan	Ken	1	Kan	Iven	Ka	Kan	Ken	Ke	Ken	K
4	MEHAK DHAMUA	42414701718	1	M	M	M	Ph	M.	(A)	M	M	0	B	M	B	21	Pa	M	M	M		0
5.	ROHIT KHANDELWAL	46114701718	Robut	Rohid	Rohit	Robit	reciut		Rohit	Rohit	porit	Robit	Rohit	Rohit	Rohit	Rohit	Rohit	Rchit.		Rohit	Robut	Roh
6	VRISHTS GLIPTA	46214701718	0	Q^	Ø	Qu	D	8	Q1	Dr		8	01	0	8	Or.	Ø	Q1	Ø,		DV	9
7	SIDDHANY GULATI	46314701718		Com	Su	Sn	Çw	Su	Sm	5-	Su	Su		Son	Si	Sin	Su	Sm	Sro	8	سي	S
8	MOKSH SEHGAL	46414701718	M	M	1	M	13	M	14		12	N	M	1	M	M		1	M	M	M	M
9	GAUTAM OBEROI	46514701718	(a)a	Cile	Cilc	- Ga		(G)c.	-	Cur	- Gl	(GVa	Ob-	60		Ga	- (Cabo	- Cra	Colo	- Gu	-Ga	6
0	AMAN KUMAR SINGH	961101718	Away	Mark	Danay	Among	(250)	1	1.0		Friend	Jary	Xarest	Angle	Any		Aury	And I	Track	June !	Aways/	Jung.
1	AMAN RUSTAGI		Ares.	EN DAY		GMANW)	EMPOR	ONON	HANDIN	(MAD)	PALLON	BALAN		BAN NOTO	AMAM			Pro-	MAIN	Phon	(man)	Pr
2	AMAN VERMA	(1611617)8	NOW.	250%	2 toy	A. N.	P-10-4	2507	The Land		201	4300	210	ANCON	Mone		PAREMAL	ANCW	* 16cm	200	Dion	N. No.
3	AMARJEET KUMAR	1261101718	Aject.	Ajed	Fred	4 yest	4 Jed	A 1994	4101	A. Yet		Fice	Ajcel	Aget	Aject	Deet	Ajest	100	dente	AND	on Intitu	A)c

4	ANANT JAIN	1361101718	B	An	Du	pr		An	Br	Fr	Er	Dr		Dr	B	Br	Ar	Dr	A	8	3	4
5	ANANYA SINGH CHANDEL	1461101718		AN SO	Me	My	Ans.	1820-	And	Ans	Any	19mg	AN .	_	one	Fres.	My.	Fine	tro	Her	AN	AL
6	JATIN VERMA	1761101718	Ba	O	0	D	0	*	3	8	To	0	(D)	1		D	3	(Ja	(Je	3	3	G
4	JAY DUTT KAUSHIK	3861101718	Jm	J-~	Ju	J~	J	J-	J-	Jan	1	17~	J	Jur	Ton	5~	J-44	54	Ju	Tu	Ju	
	JETHIN JOY	3961101718	型	Tog	Dec	Tof		25/	76g	Tol	Toy	38	Tey	Tol	201		TH	59	34	J	Set	3
	KAHAAN DAXESH ZAVERI	406(1017)8	Valn		Kah	Kal	Kalo	Kaly	Yab	Vals	Kah.	rah.	Kah	Kalis	Kah	huh	trut	Keb		Kak	lab	K
	KARTIK VERMA	4161101718	02~	On	10-	Br		Ron	Or	P-	Or	Br	On	On	0	(Dn	On	Qm		Rn	Pu	()
	KARTIKAY JAIN	4251101718	(Q)	B	10g	0	(R)S	RL		(C2	RE	Re	05	. Bu		De_	(O)	(Oz.	Re	(Rg	Rg.	R
1	RAHUL CHAWLA	7561101718	Rise	RS	RC	RA	ROD	ROP	RCS	Be	5	R	B	- Re	RE		Re	Re	Re	Re	RS	P
4	RAJAVUIT SINGH	7661 10171B	Payer	Ray	Royn	Rajn	Pajer	Paje	Rijer	Dogin	Pign	agica	Pager	Payr	Pigen	Roger	Por	Pop-	Rips	Page	Digen	
	RIA AHUJA	7761,101718	PID	2119	RIG	RIA	RO	AVA	BID	RIB	Rip	RIP	RIA	Rip	Rip.	RIP	RIA	RIP	RA	RING	AB	
	RISHABH VOHRA	7861 (01718	RYCH	RYONE	Rivana	Right	R. Prost	RYGRE	5554	Rational	6-tong	RADING	6. AOM.	RYGHE	Ryones	RNOWY	Ryana		Riving	RANGE	K-1903	K-V
	RHYTHM JINDAL	42361101718		Phi	Phy	Phy	Rh	ph	Phy	Rhu	Pln	Rh	Rh.	Rh	Rh		Ph	Rh	Rh	Ph	Rh	b
	DIVAKAR STROHI	42461101718	Dun	Din	Du	Du	Du	Du	Du	Da		Dr	Den	Dw	Av	2	Ba	Dun	Di	A.	Du	6
	TANISH GADODIA	42661101718	Tais	-Tot	-103	Tool	-land	Tout		Tay	Task	Tour	Tax		Tour	Faul	-Tand	Taux	Tan	Tang	Tasex	T
,	ISHANT BANSAL	42762101718		13/19	Ish	Iston	Islan	Isty	Ish	Isla		Isha	Islay	Ishy	Isto		Ishu	Islan	Isla	Islan	Isles	1
	PRIYANSHU BHANDARI	42861101718	Port	Row	Row	PSA	(en)	Cod	Res	Per	Con		Ego)	1000	Day	Co	Por		80	Red	200	1
1	PRATEEK KUMAR DUDHORIA	43061101718	PK	PK		P.K	6.K	P.K.	P.K	6:72	P.X	PX	FK	P.K		PK	8.K	PK	PK	PR	P.K	1
	GAGANDEEP CHOPRA	43161201718	Q.	02	(Julia	BL	Glu		Ola	(Sha	G.	Cyr	Ct.	Or	3	Br	GY	G	G.	rector	Colu	6

Maharaja Agrasen Intitute of Management Studiës

33	VAJBRAV JAUHRI	44761101718	0	OH!	100	(B)-	Br	9 -	% -	0	9	8		0	Or	0-	0	6	0		0	· @-
54	JASPREET SINGH	44861301718	Cons	BM	6	Be	Je	Br	(J)	J.		(32	g2	(F)	(Te	Q.		\$	-	0_	De	_
55	DIVESH RAWAT	44961101715	pivesh	pivah	Oweh	Divok	Divey	nivesh	SAST C	Divish	Divish	10 west	Divent	Divest	Division		Divey	Oives	noweth	Divest	Dive	Diverh
56	AYUSHI GARG	50160101718		Ju.	A	In	A	A	A		Ac	y	A	An	Dr.	Fr	A	A	A	Ac	AL	A
57	DEVESH	1014788818	Dem	Dell		Deu	Den	Dey	Des	Den	<u>Oew</u>	Den		Dea	Deu	Dey	Den	067	Dels	Den	DEW	054
58	DHEERAJ KUMAR TUSAMER	1114788818	Oh	Dh	Dh	Dh	Ph	Ph	Dh	AL		Dh	Dh	Dh	Dh	Dh	Dr	Dh		Dh	Dh	Dh
59	DIVYA KUKREJA	1214788818	MANY	DANA	Dinya	Qivya	Dioya		Divya	Divya	Divya	Rivya	Wilya	Wiya		Divya	Quya	Divya	Onya	Olivja	Divya	Divya
60	GAURAV CHAWLA	1414788818	a.	(A)	a	a.	3	an	(A)	D.	D.	2		3	a.	9	B.	Bu		B	3	50-

Careton Contraction

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



(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

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

									Value /	Added Co	ourse on: Ba	asics of E	xcel	1	1	1		T	1		1	
							BAT	TCH-2					4	-			-		-			1000
No.	Nazye	Encolavent No.	14/8/2018	8 163(2018	18/8/2018	8 21/8/2918	8 23/8/2018	8 25/8/2018	8 28/8/2018	8 30/8/2018	1/9/2018	49/2013	69/2018	8 892018	8, 11/9/2018	15-9-2018	15% 7018	8 189/2018	8 2 10 2018	1/10/2018	8 13 IU 2018	s 30/10/29
T :-	HARSHIL AGGARWAL	1514788815	10	Lat-	1/9/		1100	il.	1701	A.	140	193	(4)	(H)		(No	llv.	(AL	11/11	15.99	the	h Hansiik
ec.	HARSHITA SHARMA	T614788818	200	- 60	-	Harshita	Harshin	Harshile.		Harshile		-	-	-	-	-0.	7	20.	0.	100	to Honshirtz	10
	JAYESH		Tobah	Jakesh	Jayesh	Jacquesh .	54Grah		Jagesh	1	Thojesh	Jeyesh	despeti	Jours h	0	1	Jayesh	10		-		10
1			540H	10 1	100	Sych	Edon.	Just	Supti	Such			OFF !	byen	Systi	ziých	Sypti	Guota	Supti (Justi ((Tiot)	Tysti
4	KANGNA	1814 (886) 8	4	k-	K-	Ken	Kin	Kan	K	K	Ku	Ku	K	Annual Street	15	K		Km	Kan	-	1	k-
	канти	3914788815	KS.	45-	4.S-	45.	KS	KS	KS		16	46S	Kos	kes	KS	15	k s	KS	KS	Kas	, ~	
	GOYAL MOHIT	2014788818	Monit	1	1	100			-6		A			World	Month		Month	Morit	Pichit	Monit	World	Mohi
1	SAROHA	2214788818	13	X	10.1	123	1.50	Pullat	-		Palket	Pallat	Palia	RIGHT	Palka	Rukit	Pulled	Thrailight	+ halpet	Report		
8	PULKIT MIDHA	3014 (65516		1		4.304			1		Total I	do and	Riva		1 2 1	Kiya .	KI48	Kiya	Riva	Kiya	Kiya	RY
,	CHOUDHARY	2414785814	2.35	1100000	Riya	WHITE		The state of the s	-0.000 miles	RIYE	-	111	KIYO		,		_			-		1000
10	SHIV TAYAL	3214788818				-		1	1				1 8			100	100	132			3.50	1
ij	SHIVAM GOEL	3314788818	Show	n Sinon	Shire	Stivan	Stire	Stimer	Shinger	Shinery	-	Stoner	Shinger	Die	Prom	She	or Singer	1	D	P	P	Pr
12	SHUBHAM TAYAL	3414788818		19	A	do-		/	12	13-	10 11) Ju-	الله الله	ماد داه	سفر	17.00	- A	Volume 114	1	- A-	Jan-	10
13	SNIGDHA	3514788818	Brigdio	· Brigatio		Snigdla	Strigella	Siglia		Sugar	* Snigdle	1	-	o Digito	o Bright	a Drigillo	in griding	-	Druge	5	-	-
14	TWINKEE	3614788818	Twinkle	Tample	-	-		Twinkle			Twinkle	Twinkle	1 A	4	1 1 1 1	1 1 1	Y 6 Y	1 1		1 1	1 1 1	11
15	VINAYAK	3214781818	Virugal	Viroupt	Vineyok	Virespt	Virami	Virouph	* Virayak	Virospk	Virginiak		Viraiph		Verage	of propt	of Vinoph	by Named	ok Vinavel	irector		Vin

Maharaja Agrasen Intitute of Management Studies

6	VIVEK BUMBA	INTATAKKIN.	Vivel	Vivek	Vivek	Vivek	Vivek	Vive	Vivet	linek	Vivek	7	Violet	Vivek		Vivel	Vivet	Vivek	linet	Vivek	Vivek	Vivek
*	YASHTIAIN	3914788818		Pash	Yash		Post	Adsh	Adsh	Yosh	Hash	Pash	-	Mash	Hash	Absh	Absh	(96sh		Posh	Pash	Hast
	ARYAN		Aryan	Aryon		Anyon	Arypo	Aryan		Anyan		111	Anyon	Anyon	Ampin	Arer	kryon	Aryon	krygr	Krypn	Ampin	Krya
	TWV GOEL	35214786818	(D)-	(i)_	Do	Dal	2-	2)~	Du	2-	-	2)-	(I)_	D-	(I),		2	(In	0-	On	Dr.	00
ac l	NAMAN METTAL	100000000000000000000000000000000000000	ميلا	None	Nor		Harr	None		Name	Non	Namer	1/	N	Tom	Marian	Nome	Name	V	Nama	Noven	Mama
	SISHAST LIGHT.	THE RESERVE OF THE PARTY OF THE	of listert		Mister	M. Jant	n) ishent	Nisherd	Mechant	Mistore	Distant	Spoket	Pishard	Nichart	Nishani	Vishast	1) show			-	Nishant	Misha
	RICKY BHATIA	15514788818		Kicky		Ricky	Richa	Ricky	100000	-	Ricky	A Maria	-10-		1.00	0.000	Ricky.	Kelu.	Ricky			100
	AMIT SHUKLA	563.1888(18	11-	Amit	Arriet	The state of the s			I a	r.	Amit	2.31.17.11.1	Firm	Bmit		171		Amit			Amit	
	AMMAR MOIN		Amerik		Armak		Ammas	Ammak			A Control of the Cont	Asnerah	America	ACCOUNT OF THE PARTY		0.00		Acres and	7.00	and the same of th	Amna	100
	ANISH ARDRA	Weinence.	Arrish		Anish	Anish	Anish	Anish		Anish						-					Arish	Anie
	ANMOL FUTELA	NST I RESID	TOMME	ANMOL	Анног		PANIMOL		PIN MOL	ANNOL	ANNOL	MMOL	AMMOL	VANNOT	ANMOL	ANTHOL	PHANE	ANMOL	ANMOL	ANMOL	AWMOL	ANM
	ANSHIJL AGGARWAL	961THESIK	B	B	E.	B	BI	B	P	B.	1	B-	8	Dr.		8-	R	P.	D.	A-	D-	Pm
	ASRWIN MATHEW STANLEY	10611XBX1E	Alman	18 main		-	ASman	* Almin	AShurin		18 min		-		ASmin	Lemin	AS more	Almin	AS har	A Suran	Knoin	Mr.
r:	BUSVYA NOOD	1/4/100810	Brogo	Brovyo		Bronk	Branda		Brouge	Bhavyo	Brango	Browyo	Brough	Brango	Bhargo	Brank	Brango	Branja			ويصروا	Bra
6	CHETNA SATIZA	12611100038	Galoo	Chetra	Chetra	Cheleo	Chetro	Chetro	Chetro	Creekra	Chetra	Cheha		Chetra	Chetra	Chetra	Chetra	Cretra	Cretia	Cretra	Chetro	
	GETANSH AHUJA	1361188818	Gitansh	Gilansh		Gitansk	G: sansh		Gitmi	Gitans	Granish	Gitansk	Gitaresh	Greansk	Gitansk	Greamsh	gitansh	Gitarish	Gitash	Gitash	gitad	Gi tas
e e	HUMANSHU BUSHT	149118001E	00	P	H=	OF.	(H)	M-		P-	P	P-	(H)		B	(P)	P-	P	P	P-	A-	A.
ė	PSA MADHURI LAO	1561188818	Madro	Whadran	K Magmon		Marken	Masur	Whollow	Modhaoi	Modken	Martin	11 Julian	Modhan	Medias	M/pel)mon	Melinia	While	Meller		Media	Mo
	JASPREET MNGH GAUTAM	1661180018	(TS-	(E)	OF.	(35)	1 1			(33)	(05)	Som.		J8-	JE-	6-3	A	B.	73	1	02	5
i i	JATIN DUBEY	1761788818	JATIN	JATH		TATA	7/61 hear	1000	JATIN	SHILL	SHIP	JATIK	HITTE	TATIN	JATIN	JATI	NITAL		JATIN		JATIN	
	JATIN MORNA	(86) 1898 18	Jose	Jakir	Jodin	Jatin	Jatin	Jakin		Jahin	Jolin	Jodin		Jatin	Thin	Julin	Edin	Jodin	Jatin	Jediv	Jodin	Jasi

Manaraja Agrasen Intitute of Management Studies

1	KRITI KHURANA	1961788818	kriti		forth	kriti		feriti	Kriti	Kriti	q _{kriti}	Kriti	Kriti.	Kriti	Kritt	Kriti	Kriti	priti	Zenti	Periti	Kriti	Kra
	MANAV		Maran	11 arov	Maron		Maray	More	Marov	Marov	Morov	Mprov	Monov		Merov	Merov	Morov	Moun	Morov	Moro	11)arev	Man
	MAYANK PRUTHI	2101188818	(m)	m	m			(m)	60	m	M		(m)	(m)	60	3	(M)	m	(m)	(m)	m	m
	MUSKAN BANSAL	2261188818	Median	high	-	1100	- A	Mindow	Garage and	Mudan	17	4	100	1,000	-50	4	7	9	44.1	514450	Misker	Mush
	NEERAJ AGGARWAL	2361188818								7.0			Need	2.7			117	1.55			A .	Neen
	NIKITA GUPTA	2461188818	Nikita		Nikita		Vitita	Milda	Nikita	Milita	Nikita	Vijota	外社	Nofita			Nijiha		_			Mit
	NIKITA KAIMAL	2561)88818	Nint	Nivies			Charles and the second	North	Niha		Nikin			34.45					+5ifite	-		Nik
	NIPUN VASHIST	2661188818	1/20	17: Jour		176) Dem		11 Den	Ni Bun	Ni Dan	A bun	16/20	1) Jour	1/1: Journ	P)xin	1/1 pun	1/1 pun	Nipun	No sun	Ni Jan	1) pen	10)
	NISHANT- KUMAR	276(1888)8	N	(N)	a	N		02	(1)	0	P	001	10/	(A)	_ 2	(N)	N	0	0	de	D	PO
	NISHCHAY STROHI	2861188818	Misherd	~		15/		Misheholy	\sim		Nistalo			_	-	-	-	-	000000000	Nishthay		Nis
	SAKSHI BANSAL	35461188818			Sakeli	1	Sale	1	Artist Control	No.		Sakshi		Capali	Caldi	100	1	1	-	1	1	5
	SHIVANI LAKRA	35561188818	Mineri	Shivani	Phina	1	Divari	Shirani	Shiran		Dhivan	Shimo	Shiven	Shirms	History	1111111111	-	100	105 Decem	153 0.72	25 170	
	SRISHTI SINDHWANI	35661188818		Srishh	_	-	Srishdi	A. A.	Srishin	Snishhi		Srishti		Srichtli North		ا لهاری یکی ا	Sricht	Srishdi				
	MUSKAAN KHATRI	4016118881	Michan	Mustam	Nucleo	1000	Mustan	-		-	1		1	1		1	-	(C)	Midan			yous
	AARNAV GUPTA	4026118881	anner	-	autora	7000	-	-	Claveres	Darro	Claren	Carren	60		Obreov	Jamas	Oar rod	darra	abres	Darres	Oceron	Clo.
9	SAMAKSH GAUR	4036118881		100		11000000	6	100	85	150	8	150	-		50	8	50	5	5	5-	5-	6
	YASHICA GARG	4046118881	Yashio	a Yashio	a E.		Yeshica				1.1	Mashua A le	4	La maria	1	10	A. Contract	1	Ayanhi Ayanhi	1	1	
į.	AYUSHI KHARE	861102418		Ayash	Ayust	Ayush		Ayosh O		Deputs		Aquahi in Dist		-	100	1		1	120	1	100	1
5	AYUSHI	961102418		-	Buch	-		-	-	1 20000		Repush			-	-	-	-	Rush	100	100	-
5	GEETIKA SHARMA	106110241	. Geetika				Geelifa	Geek ja	Gretika As silv	gedika	المدينة	Section 41		Gretik	geether garding	geobla	Geetiph Hardu	Gecha	gechha s sandi	Kalanth	gartile	geo
,	HARDIK GARG	116110241	i .	Hardk	. Hordin	7	Haveny	Massall	Joseph	Mordif	Junean	Mount	Yardik	Harchi	The	Tanco.	Ligaco	Jigran	79,00	Direct	-	- C

18	HARSH RANA	1261102418	Harsh		Harsh	Harsh	Marsh	Harsh	Harsh	Harsh		Harsh	Horsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh		Harsh	
59	ARUSHI SINGHAL	761102418	fleyshi.	Arushi	April	Arushi	Arushi		Arushi	Arushi	Aushi	Arushi	Aruski		Acusti	Arushi	Acushi	Arush	Arushi	Arraski	Arushi	Acusto
60	AYUSHI KHARE	861102418	Ayrishi		Ayshi	Ayush	· Ayushi	Ayushi	Ayushi	Augustio	Ayush	Ayushi	Ayush	Dyushi	Agrish	Ayushi	Dush	Austi	Ayshi		Ayshi	Ayust

Director

Valuable Agrasen (parule)

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



(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 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 creditation of this ambitious initiative goes to Prof. M.K Bhat, Director, MAIMS and Dr. Vijak Kraditation of the corporate world.

Director

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



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

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





Sample Certificate:

Skill Enhancement Course on "Basics of Excel"

August 2018- October 2018



Ant met.

Director

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

