

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 <u>www.maims.ac.in</u>

Skill Enhancement Certificate Course "Business Applications of MS Excel 3.0-Basics" 13th July-3th September 2021

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MAIMS **Department of Business** Administration

Under the Aegis of IQAC

In Association with **PCJ** School of Management Maharaja Agrasen University, Baddi, HP

Skill Enhancement Certificate Course on

Business Applications of MS Excel 3.0-Basics

JULY – SEPTEMBER, 2021 3:00PM - 4:30PM Date of Commencement: 13th July 2021



MS OFFICE EXCEL

Cash Prizes for Top Performers

Click to Register

For any queries: **3**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. BBALLB**

Highlights

- •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.

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Course Description

- Course Name: "Business Applications of MS-Excel 3.0-Basics"
- **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, 13th July 2021

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

Contents of the Course

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 July 2021	₹2000/-	₹100/-
After 8 th July 2021	₹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 / NEF	Г	Through Paytm / UP	I
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 & Scree	enshot of payment to be u	ploaded for completing	g the registration form

Registration Form Link

After making payment. please fill the registration form using below link
<u>https://forms.gle/ZejZeBLakoDnVSQNA</u>

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.

Patrons

Prof. (Dr.) S. K. Garg Director General, MAIMS Prof. (Dr.) G. P. Govil Advisor, MATES Prof. R. K. Gupta Vice-Chancellor, MAU

Prof. (Dr.) Ravi Kumar Gupta Director, Maharaja Agrasen Institute of Management Studies Prof. (Dr.) Vishal Kumar Dean Research & Director, PCJ School of Management, MAU

Chief Coordinator

Prof. (Dr.) Vijay Kr. Khurana (HOD, Business Administration)

Resource Persons

- Ms. Neetu Agarwal, Convener (Assistant Professor, Business Administration) (8368247175)
- Ms. Sarita Bansal Garg, Convener (Associate Professor, Business Administration) (9811418667)
- Dr. Deepak Dagar (Assistant Professor, Business Administration)
- Dr. Sushila Gupta (Assistant Professor, Business Administration)
- Ms. Rashi Aggarwal (Assistant Professor, Business Administration)
- Ms. Shruti Sharma (Assistant Professor, Business Administration)
- Ms. Meenakshi Gupta (Assistant Professor, Business Administration)

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

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RAUNIT MADAN	11061201720 .										, ,	P			P	A	p	P
					ŕ		-											2
7 RIDHIMA GUPTA	08714701719 P	- P P		•	P P			P			<u>p</u>			P	P	-		
	11161101720			P	P P	P	P							•	P	P	pi	P
RISHABILGUPTA	36461101720	P P	,			P	P	P			• •			,	Р	P	p	P
70 RISHABILJAIN	11261101720 P					•		•			• •	•			P	P	<u> </u>	,
71 RISHITA JAIN	07114701719 P			,		e	P	•	. ,		p P				P	•	pp	,
72 ROHAN MAGO	11361101729										P P				P	,	» »	
73 RONTE SINGH SETHALIYA	11461101720		•					P							P	•		
74 RIMALI MATREJA	04261101719							P	p		• •	β				P		
25 SAAFEL 5000	11561101720		P			P	•	•	-		<u> </u>	P			P	P	, ,	
76 SAATVEEK GAUR	11661101720		P	P	P P		P				P P				P	0	p p	,
17 SANKALP AOGARWAL	11761101720 •		P	P	P P	-		•	,	-	P P	P			P	r	<u>p</u> 0	•
78 SANYA DUALL	07361101719			•	p p			P		<u>e</u>	P9			p	0	P	P	p
9 SANYAM KAPOOR	36414701720 P		P	-		P		,	•		• •		0	•	P	•	P	2
BANYURTA	11861101720	P	P		P P	P	P	•	P	•	•	-		P	P	P	0	P
n SARANSII SHARMA	36561101720 A	• •		-	P P		P	P	-	•	P	P		P	P	1	2	P
2 SARTHAK MANGLA	36661101720 P		P	-	P P	P		P			P	P	•	P	P	P	P	P
SARTHAK NANDA	11961101720 P			P		P		•	P		-	P	•	•	-	1	P	F
	12061101720 P				P	P	-	P	P	P	P	P		P	P	P	P	P
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to				Date			Date	Date		Date			Date			Date		Date		Date	Date	Date
10		Enrolment No.	13-7-21	15-7-21	17-7-21	20-7-21	22-7-21	24-7-21	27-7-21	29-7-21	31-7-21	3-8-21	5-8-21	7-8-21	10-8-21	12-8-21	14-8-21	17-8-21	19-8-21	21-8-21	28-8-21	2.9.2
86	SHASHANK SHEKHAR	12261101720	P	P	P	P	P	P	P	A	Р	P	Р	P	Р	P	Р	P	P	P	P	P
87	SHASHWAT GOEL	36761101720	P	P	P	P	P	P	P	P	P	P	P	P	P	Р	р	P	P	P	P	P
8	SHAURYA DHINGRA	12361101720	P	P	P	P	P	P	P	Р	P	P	P	P	P	р	Р	A	P	P	P	P
8	9 SHAURYA SINGH M	A 12414701720	Р	Р	P	P	P	P	P	P	P	Р	р	P	A	Р	P	Р	Р	P	Р	P
\$	SHAURYY SRIVASTAVA	12461101720	P	Р	P	P	Р	Р	P	A	P	P	P	P	P	P	P	P	P	P	P	P
	1 SHIKHAR SOOD	12561101720	P	P	P	P	P	Р	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	SHIKHAR 92 UPADHYAY	12661101720	Р	P		P	P	P	P	P	P	Р	Р	P	P	P	P	A	P	P	P	P
	93 SHIVAM	12514701720	P	P	P	P	Р	P	A	P	P	P	P	P	P	P	Р	P	P	P	A	P
	94 SHIVAM GULATI	36861101720	P	Р	A	P	P	P	P	P	P	P	P	Р	P	P	P	P	P	P	P	P
	95 SHIVAM JAIN	12761101720	P	P	P	P	P	Ρ	-	P	P	P	Р	P	Р	P	Р	P	P	P	A	P
	SHIVAM 96 MAHENDRU	12861101720) P	P	P	A	Р	P	P	P	Р	Р	Р	P	Р	P	P	P	A	P	P	P
	97 SHIVANSH SAMAR	12614701720	0 P	P	Р	P	P	Р	P	P	P	P	Р	P	Р	P	P	P	P	P	P	P
	98 SHREYA GARG	12961101720	0 P	A	P	P	Р	P	P	•	P	P	P	P	P	P	P	P	A	P	P	P
	99 SHUBHAM	1306110172	0 P	Р	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	SHUBHANKAR	1316110172	0 P	A	P	P	P	Р	Р	P	Р	P	A	Р	P	P	P	P	P	P	P	9
	101 SIDAQPAL SINGH	1326110172	0 P	P	P	P	P	P	P	Р	P	P	P	P	P	RIP	Japl	5ªp	P	P	P	

102	SIDDHANT GAMBHIR	13361101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A
103	SIMRAN GAMBHIR	13461 101720	P	P		P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P
104	SIMRAN MEHTA	12714701720	P	P	P	Р	р	P	P	P	P	P	P	р	P	P	P	P	P	P	P	P
105	SNEHA ARYA	12814701720	P	P	A	P	P	P	P	P	P	Р	Р	A	P	Р	p	P	A	P	P	P
106	SNEHA SHARMA	13561101720	Р	P	P	P	р	Р	P	Р	P	P	P	P	P	P	P	P	р	P	P	P
107	SOMANSH ARORA	13661101720	P	P	P	p	A	P	P	Р	P	P	Р	P	P	р	Р	A	Р	P	P	P
108	SONU VERMA	13761101720	Р		P	P	P	P	P	P	P	P	р	P	P	Р	Р	Р	P	P	P	P
109	SPARSH JAIN	12914701720	P	P	P	P	Р	Р	P	Р	P	P	P	P	P	A	P	P	Р	P	P	P
110	SUBHAM KUMAR YADAV	13861101720	P	Р	Р	P	Р	P	P	P	P	P	P	P	P	Р	P	P	P	Р	P	P
111	SUJAT JAIN	36514701720	P	P	P	P	P	P	P	P	Р	P	P	P	Р	P	Р	P	P	р	P	P
112	SUMIR SINGAL	13961101720	P	Р	P	P	P	Р	Р	P	P	Р	P	P	Р	P	A	P	P	P	Р	P
113	SURAJ CHAND	07861101719	P	Р	Р		P	P	P	Р	P	A	P	P	P	P	P	P	P	P	P	P
114	SUVANSH MANIK	13014701720	Р	Р	Р	р	Р	P	Р	Р	P	Р	P	Р	Р	Р	P	Р	P	Р	Р	Р
11	5 TANISHKA TANWAR	13114701720	P	P	P	P	P	P	Р	р	Р	P	Р	Р	Р	P	A	P	P	P	P	P
110	6 TANMAY SHARMA	06814701719	р	Р	Р	Р	Р	P	P	P	Р	P	P	P	P	P	P	P	P	P	P	P
113	TANNU	13214701720	P	P	P	P	P	P	Р	P	P	P	P	Р	P	Р	P	P	P	P	P	P
118	TANNU GARG	13314701720	P	Р	Р	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
119	TANVI GUPTA	06714701719	P	P	P	Р	Р	P	P	P	Р	P	Р	Р	P	P	P	Р	Р	P	P	P
120	TARANG JINDAL	14061101720	P	Р	P	P	A	Р	P	P	P	P	Р	P	A	P	Р	P	P	P	P	P
121	TITHI SHARMA	13414701720	P	р	P	P	P	Р	Р	P	Р	Р	P	Р	Р	P	P	P	P	P	P	P
122	TUSHAR GARG	14161101720	P	P	P	P	Р	P	P	Р	Р	P	Р	P	P	A		C e	P	P	P	P

123 TUSH	AR KRISHNATR	13514701720	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	р	Р	P	P	P
24 TUSH	AR MATLANI	13614701720	P	P	P	P	P	P	P	P	Р	P	P	P	P	Р	P	A	Р	A	P	P
125 TUSH	AR SHARMA	36614701720	Р	P	Ρ	P	P	P	P	P	P	P	P	P	P	P	Р	P	P	P	P	P
126 TUSH	IAR TUTEJA	13714701720	Р	P	Р	P	P		P	P	P	P	P	P	Р	P	P	P	P	P	P	P
127 UDIT	RAJ	13814701720	P	P		P	P	P	P	P	Р	P	P	P	A	P	P	P	P	P	P	P
128 UTTK	KARSH RAWAT	13914701720	P	P	P	P	P	P	P	P	P	P	Р	P	P	P	P	P	Р	P	Р	P
129 VAIE	BHAV BHATIA	14261101720	P	P	P	P	Р	P	P	P	P	P	P	P	P	P	P	P	P	P	Р	р
130 VAIS	SHALI GARG	08414701719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	Р	Р
131 VAN	SH GOYAL	14014701720	P	P	. P	P	Р	P	Р	P	P	P	P	P	P	P	P	P	P	Р	P	P
132 VAN	NSH JAIN	14361101720	P	P	Р	P	Р		P	P	P	Р	P	P	Р	P	P	P	P	P	P	P
133 VAN	NSHIKA GARG	14461101720	P	Р	A	P	P	P	Р	Р	Р	P	P	P	P	P	P	P	Р	P	P	P
134 VA	NSHIKA WALIA	14114701720	P	P	P	Р	Р	Р	P	P	P	P	P	P	A	P	P	P	P	Р	P	A
135 VA	RSHA KUCHERIA	36714701720	P	P	P	Р	P	Р	P	P	P	Р	р	P	P	P	P	P	P	P	P	Ρ
136 VA	RUN KUMAR	14214701720	P	Р	Р	P	P	P	P	Р	Р	Р	A	Р	P	P	P	P	A	P	P	P
137 VA	SU GARG	14561101720	P	P	Р	P	P	A	P	P	P	Р	P	P	P	Р	P	P	P	P	Р	ρ
138 VA	TS KHANNA	08114701719	P	Р	P	P	Р	р	Р	P	Р	P	P	P	P	Р	P	P	P	P	P	P
139 VE	DANT NEGI	14314701720	P	P	Р	P	Р	P	P	P	Р	Р	P	P	P	Р	Р	P	P	P	P	P
140 VIN	NAY KUMAR SHA	R 14414701720	P	Р	Р	Р	P	-	P	P	P	P	P	P	P	Р	P	A	P	P	P	P
141 VIF	PULARORA	14514701720	P	P	P	Р	P	P	P	Р	Р	Р	P	P	P	P	P	Р	P	Р	P	P
142 VIS	SHAKHA SINGH	14661101720	Р	P	P	P	P	Р	P	P	P	P	A	P	P	P	Р	P	P	P	P	F
143 VIS	SHAL SINGH	14761 101720	Р	P	P	P	Р	Р	P	P	P	A	P	P	P	P	P	Р	P	P	P	

14 VI	SHAL TOMAR	14614701720 P		P	P	P	A	Р	P	Р	Р	Р	P	P	P	Р	P	Р	P	P	P	A
45 V	SHESH TIWARI	14714701720 P		P	Р	P	P	P	P	Р	р	P	P	P	P	P	Р	р	Р	P	Р	P
46 V	ISUWANATH OBER	14814701720	,	P	P	P	P	P	Р	Р	P	P	Р	р	P	Р	Р	P	A	Р	P	P
147	/IVEK RANA	14861101720	P	P	P	P	P		P	Р	P	P	Р	P	р	P	Р	P	P	P	Р	P
148	YAGYATA ARORA	14961101720	P	P	P	P	P	P	P	P		P	A	Р	р	P	P	P	P	Р	р	P
149	YASH BHAGERIA	36814701720	P	P	P	P	P	P	P	р	Р	P	P	Р	Р	Р	P	Р	P	P	P	P
150	YASH GARG	14914701720	P	P	Р	P	P	A	Р	P	P	P	P	P	Р	P	Р	P	P	P	P	P
151	YASH GARG	35314788819	P	Р	P	P	P	P	P	P	P	P	P	Р	P	A	Р	P	Р	P	A	P
157	YASH KUMAR	15061101720	P	Р	Р	^	Р	P	Р	P	Р	P	P	P	P	P	P	P	P	P	P	P
15	3 YASH SINGH	15161101720	P	P	P	P	Р	P	P	P	Р	P	P	P	P	P	P	P	P	P	P	Р
15	4 YASH TANWAR	15014701720	P	P	P	P	Р	P	P	P	P	P	P	P	P	P	P	P	Р	P	P	P
15	S YASHASVI SINGH	15114701720	P	P	Р	A	P	P	P	Р	P	P	Р	P	P	P	P	Р	P	P	P	P
15	6 YASHI HARIT	08514701719	P	Р	P	Р	р	P	Р	P	P	P	P	P	P	P	P	P	P	P	P	P
15	7 YASHIKA BEDI	15261101720	P	P	P	P	P	Р	P	Р	P	P	P	P	P	P	P	A	P	P	P	P
15	YATHARTH 8 AWASTHI	15361 101720	P	P	P	P	A	P	P	P	Р	P	P	P	A	P	9	P	P	P	P	P
15	9 YATHARTH SHARN	1A 15214701720	р	P	P	P	р	P	Р	P	P	P	P	P	P	P	P	P	P	P	P	P
16	O YOGESH GUPTA	08614701719	P	P	P	P	Р	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	UNTI BANSAL	06414701719	P	P	Р	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
16	2 YUKTI SINGH RAN	A 07014701719	P	P	Р	P	P	P	Р	P	P	P	P	P		P	P	P	P	P	P	P
16	3 YUSRA USMANI	15461101720	P	Р	P	P	Р	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
16	A YUVRAJ SAWHNEY	15314701720	P	P	P	Р	P	P	P	Р	P	A	P	Р	P	1 ye	P	P	P	P	1	P



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Skill Enhancement Certificate Course "Business Applications of MS Excel 3.0-Basics" 13th July-3th September 2021

Topic: Business Applications of MS Excel 3.0-Basics

Date: 13th July 2021-3rd September 2021 Time: 3:00 PM to 4:30 PM Venue: GMeet Beneficiaries with number: 164 Number of Batches: 2 (85+79)

The Department of Business Administration, MAIMS, under the aegis of IQAC and in association with PCJ School of Management, Maharaja Agrasen University, Baddi, HP, organized the Certificate course on "Business Applications of MS Excel 3.0-Basics". 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 MS Excel for our students benefit.

This Certificate Course was the initiative taken under the aegis of IQAC 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.

A batch of students were formed to provide them more attention for each session. It was the 30 hours training program. The course was divided into 7 sessions and each session was taken by different faculty members. Each session comprised of 3 classes and 7 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. In Group One, Session 1 was taken by Ms. Meenakshi Gupta, Session 2 by Ms. Neetu Agarwal and Session 3 by Ms. Rashi Aggarwal, Session 4 was taken by Dr. Sushila Gupta, Session 5 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 94 students across the country have registered for this course and it is worth mentioning that 68 students 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. Ravi Kumar Gupta. Director, MAIMS and Prof. Vijay Kr. Khurana (HOD, Business Administration) and his team. Their constant support and encouragement helped in successful accomplishment of this program.

Faculty Conveners:

- Ms. Neetu Agarwal, Assistant Professor Business Administration
- Ms. Sarita Garg Associate Professor Business Administration

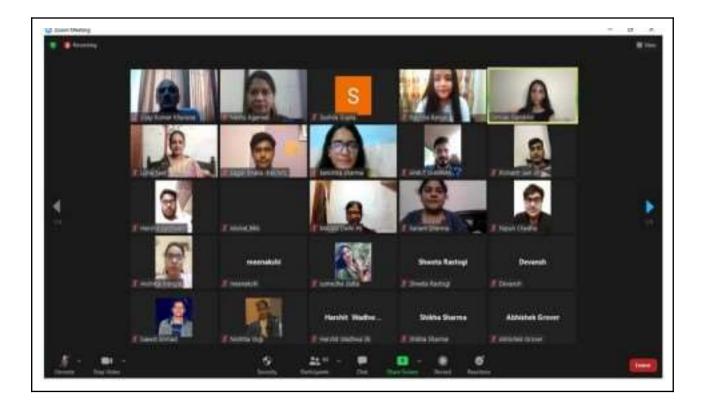
Souvenir of the Certificate Course



Three toppers of the Course:

1. Sujat Jain	36514701720
2. Anshul Gupta	35414701720
3. Laksh Bhatia	36014701720
Glimpses	





tora. JM



Sample Certificate:

Business Application of Ms Excel-3.0 13th July, 2021- 3rd September, 2021

Business Application of Ms Excel- 3.0



