



# 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](http://www.maims.ac.in)

## Skill Enhancement Certificate Course “Business Applications of MS Excel 4.0-Advanced” 4th May 2022-29th June 2022

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





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 4.0-Advanced

MAY – JUNE 2022

3:30 PM - 5:00PM

Date of Commencement: 4<sup>th</sup> May 2022



# MS OFFICE EXCEL

Cash Prizes for Top Performers

[Click to Register](#)

## 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: 8448186950

[www.maims.ac.in](http://www.maims.ac.in)

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

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## Highlights

- 30 hours online training on various advanced Excel Functions via Gmeet.
- 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 4.0-Advanced”
- **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:** Wednesday, 4<sup>th</sup> May 2022

## Contents of the Course

<b><u>Lecture No.</u></b>	<b><u>Topics</u></b>
<b>1</b>	<b>Ranges and Dates</b>
<b>2</b>	<b>Page Formatting, Basic Excel Formulas and functions</b>
<b>3</b>	<b>Auto fill and custom lists</b>
<b>4</b>	<b>Appending Tables</b>
<b>5</b>	<b>Conditional Logic</b>
<b>6</b>	<b>Conditional aggregation: Count, count if, count ifs, sum if, sum ifs, count blank, sum product, average if</b>
<b>7</b>	<b>Conditional Formatting</b>
<b>8</b>	<b>Group, Sort, Filter and AutoFilter Worksheet Data</b>
<b>9</b>	<b>Introduction to Dynamic Arrays</b>
<b>10</b>	<b>Text Functions; Statistical Functions</b>
<b>11</b>	<b>Mathematical Functions and Date Functions</b>
<b>12</b>	<b>Financial functions and their applications related to Excel (Present and future values)</b>
<b>13</b>	<b>Data Consolidation and Data Validation</b>
<b>14</b>	<b>VLOOKUP, Match, Index and Indirect</b>
<b>15</b>	<b>Creating data entry forms in Excel</b>
<b>16</b>	<b>Linking data between worksheets, views</b>
<b>17</b>	<b>Pivot Tables</b>
<b>18</b>	<b>What if analysis and summarizing scenarios</b>
<b>19</b>	<b>Recording Macros</b>
<b>20</b>	<b>Class Solvers</b>
<b>Total No. of hours: 30</b>	

**Participants**

This Skill Enhancement Certificate Course would be beneficial for students/any individuals for enhancing their data analysis skills.

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## Registration & Certifications

- **Number of Seats:** Limited seats are available on first cum first served basis.
- **Registration Fees – Non-Refundable (per person):**

Dates	For External Participants	For Internal Participants
Upto 18 <sup>th</sup> April 2022	₹2000/-	₹200/-
After 18 <sup>th</sup> April 2022	₹2500/-	₹250/-

- **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.

## Payment Details

Through Paytm	
Account Holder's Name	Dr. Deepak Dagar
Mobile No.	9311433901

## Registration Form Link

- **After making payment, please fill the registration form using below link:**  
<https://forms.gle/M3SsyZLmK38zLXT49>

## Requirements for Issue of Certificate

- Regular and high attendance.
- Submission of solutions/ answers of all assignments.
- Submission of all weekly feedbacks
- Good performance in all MCQ based tests.

  
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## Organizing Committee

### Mentors

**Prof. (Dr.) Ravi Kumar Gupta**  
Director, Maharaja Agrasen  
Institute of Management Studies

**Prof. A. K. Vasishtha**  
Director, PCJ School of Management,  
Maharaja Agrasen University, Baddi, HP

### Chief Coordinator

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

### Conveners

**Ms. Neetu Agarwal**  
M: 9999727887  
Assistant Professor  
Department of Business Administration

**Ms. Sarita Bansal Garg**  
M: 9811418667  
Associate Professor  
Department of Business Administration

### Resource Persons

- Ms. Neetu Agarwal, Convener (Assistant Professor, 9999727887)
- Ms. Sarita Bansal Garg, Co-convener (Associate Professor, 9811418667)
- Dr. Deepak Dagar (Assistant Professor, 9311433901)
- Dr. Sushila Gupta (Assistant Professor, 8510028666)
- Ms. Rashmi Aggarwal (Assistant Professor, 7838511161)
- Ms. Shruti Sharma (Assistant Professor, 9958057111)
- Ms. Meenakshi Gupta (Assistant Professor, 9312403594)

***"An investment in knowledge pays the best interest" – Benjamin Franklin***

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Value Added Course on: BUSINESS APPLICATION OF MS EXCEL 4.0  
BATCH I

S.No	Name	Enrolment No.	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
			4-5-22	6-5-22	9-5-22	11-5-22	13-5-22	18-5-22	20-5-22	23-5-22	25-5-22	27-5-22	30-5-22	1-6-22	3-6-22	6-6-22	8-6-22	10-6-22	13-6-22	20-6-22	24-6-22	29-6-22
1	AADISH JAIN	36061101721	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	AARYAN GOYAL	05761101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	ABHAY SINGH	04914788821	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P
4	ADITYA GUPTA	35614788821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	AMAN ANAND	15861101721	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P
6	AMAN YADAV	35161188821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	ANUSHKA GOEL	35761101721	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
8	ARSH GOEL	35114788821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
9	ARYAN AGGARWAL	35561101721	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	ARYAN DESHWAL	15761101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	ARYAN JAIN	06314701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	ARYAN TEJASVI BHARGAVA	06161101719	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P
13	AYUSH GOEL	35261101721	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	BHAVIKA ATTRAY	04314701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	BHAVIKA DHINGRA	06861101719	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
16	CHINSHA	04514701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
17	CHIRAG CHANDRA	06461101719	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
18	CHIRAG NEGI	15361101721	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P

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19	DEVANSH GOEL	05214788821	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
20	DEVBRAT SINGH	04714701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
21	DHAWAL JAIN	14861101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	DIVYAM GUPTA	05014788821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
23	DIVYANSHU GOYAL	04214701719	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
24	DIVYE SHANKER NA	14561101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	ESHITA ARORA	05861101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	GAURAV GOYAL	05714701719	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
27	GITANSHI RELAN	06661101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	HARDIK MADHAN	06261101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29	HARSH GUPTA	04514788821	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
30	HIMANSHU GAUTAM	07061101719	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31	IAI GARG	05414701719	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
32	IAI SHARMA	06261101720	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
33	JALAJ CHAUHAN	05114788821	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P
34	JALAJ DHALL	06361101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35	JASMEET MARWAH	06461101720	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P
36	JAYESH BANSAL	06561101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37	KANIK GOEL	35161101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38	KARTIKEY SAIN	06661101720	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
39	KARTIKEYA MISHRA	06761101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
40	KESHAV AGGARWAL	06114701719	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
41	KESHAV GUPTA	36861101721	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P

  
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42	KHUSHAL	06861101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
43	KHUSHAL SHAH	06961101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
44	KHUSHI	35661101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
45	KINSHUK SHARMA	07061101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
46	KIRTI NEGI	07161101720	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
47	KISHAN KUMAR	07261101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
48	KRISH BANSAL	35561188821	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
49	KRISHNAV GUPTA	07361101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
50	KRITI HURIA	07461101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
51	KSHITH GUPTA	04414701719	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
52	KUSHAAN KATARA	07561101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
53	KUSHAGRA CHOPRA	35661188821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
54	LAKHAN GARG	35514788821	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
55	LAKSHAY GOEL	07661101720	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
56	LUCKY MOURYA	07761101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
57	MADHAV WADHWA	07861101720	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
58	MAHEEP SINGH AHLUWALIA	07961101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
59	MAHIM KATARIA	35861101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
60	MAHIMA JAIN	08061101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
61	MANAN BALWANI	08161101720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P
62	MANAV BANGA	05914701719	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
63	MANAV CHOUHAN	08261101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
64	MANDEEP SINGH	05314701719	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P

  
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65	MANSI	06214701719	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P
66	MANYA ARORA	05961101719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
67	MAYANK AGGARWAL	07161101719	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
68	MAYANK KAMRA	14761101721	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
69	MEHAK GUPTA	35361101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
70	MEHAKPREET	50161188821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
71	MITALI GUPTA	08114701720	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P
72	MOHIT JINDAL	08361101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
73	MOKSH WARIYA	14961101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P
74	MUSKAN KHEMKA	06014701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
75	MUSKAN SHARMA	04714788821	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
76	MUSKAN YADAV	08214701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
77	NACHIKETA GARG	35961101721	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
78	NAMAN BINDAL	08461101720	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
79	NAMAN KHANDELWAL	08314701720	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
80	NAMITA JAIN	08561101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
81	NANDINI SINGHAL	08661101720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
82	NAYRAA SETHI	08761101720	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P
83	NIA JAIN	08861101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
84	NIKHIL BARGUJAR	08414701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
85	NIKHIL KUKREJA	08961101720	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
86	NIKHIL MISHRA	09061101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
87	NITYAM RAI	08514701720	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P

  
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88	PALAK GUPTA	09161101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
89	PALAK KATYAL	08614701720	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
90	PARAS JAIN	08714701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P



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Value Added Course on: BUSINESS APPLICATION OF MS EXCEL 4.0

		BATCH II																				
S.No	Name	Enrolment No.	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
			5-5-22	7-5-22	10-5-22	12-5-22	14-5-22	17-5-22	19-5-22	21-5-22	24-5-22	26-5-22	28-5-22	31-06-20	2-6-22	4-6-22	7-6-22	9-6-22	11-6-22	18-6-22	25-6-22	28-6-22
91	PARSHOTAM SINGH BHALLA	09261101720	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
92	PAVLEEN KAUR NAYYAR	09361101720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
93	PAWAN PANDEY	09461101720	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
94	PIYUSH MISHRA	36261101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
95	PIYUSH PANDEY	08814701720	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P
96	PRABHMEHAR KAKKAR	09561101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
97	PRACHI GUPTA	08914701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
98	PRAGUN TANWAR	09661101720	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
99	PRAKASH KUMAR	09014701720	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
100	PRANAV KALRA	04614701719	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
101	PRANAY SHARMA	09114701720	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
102	PRANJAL CHANDRA	09214701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
103	PRANSH YADAV	36661101721	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	A	P
104	Prateek Karnwal	04614788821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
105	PRATEEK SINGHAL	09761101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
106	PRATHAM SINGH	09314701720	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
107	PRATYAKSH GUPTA	09414701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
108	PRERIT BHAGERIA	09514701720	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	A	P
109	PRISHITA MITTAL	09614701720	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
110	PRIYAL JINDAL	09714701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
111	PRIYANSHU JOSH	04914701719	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P
112	PUSHRAJ GAUTAM	09814701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



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113	RADHIKA AGGARWAL	09914701720	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
114	RADHIKA CHAWLA	10014701720	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
115	RAGHAV AGGARWAL	15961101721	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P
116	RAGHAV JOHAR	10114701720	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
117	RAGHAV VERMA	10214701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
118	RAHUL AGGARWAL	05514701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
119	RAHUL ROHTAGI	10314701720	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	A	P	P	P
120	REEVA GUPTA	10414701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
121	RIJUL GUPTA	05114701719	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
122	RISHABH JINDAL	05614701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
123	RISHABH SATI	10514701720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P
124	RISHI RAJ MISHRA	10614701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
125	RITUDEEPAUR	10714701720	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
126	RITWICK VERMA	36561101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
127	RIYA SAINI	10814701720	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
128	RIYA SRIVASTAVA	10914701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
129	ROHAN BHARDWAJ	11014701720	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
130	ROHAN GUPTA	36161101721	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
131	ROMIT GOGIA	11114701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
132	ROSE KHATRI	15461101721	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P
133	SAGAR NARWAL	11214701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
134	SAHIL GUPTA	11314701720	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
135	SAHIL VERMA	11414701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
136	SAKSHAM JAIN	11514701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
137	SAKSHAM MONGA	11614701720	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
138	SAM THAREJA	35361188821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
139	SAMEEP JAIN JAIN	06061101719	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P

  
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140	SAMRIDDHI JAIN	11714701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
141	SANCHITA ARORA	11814701720	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
142	SANSKAR AGGARWAL	11914701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
143	SANYA GUPTA	35461101721	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P
144	SARTHAK GUPTA	35314788821	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
145	SARTHAK SODHI	05814701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
146	SASWAT PARIH	12014701720	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
147	SAUMYA KARAN	05014701719	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
148	SAUMYA PURI	12114701720	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
149	SAURABH PAURIYAL	12214701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
150	SHAIRLEE GUPTA	14661101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
151	SHAKTI SINGH GAUR	12314701720	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
152	SHASHWAT GOEL	04414788820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
153	SHAURYA BHAGLAL	06361101719	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
154	SHIVAM JAIN	36761101721	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
155	SHIVANG GUPTA	15061101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
156	SHIVANI ARYA	15261101721	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
157	SHIVAY RANA	06561101719	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
158	SHUBH JAIN	04514788820	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
159	SHUBHAM KANSAL	35414788821	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
160	SHYAM SUNDER	15561101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
161	SIDDHARTH GAUTAM	35461188821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
162	SIMRAN GANDHI	04614788820	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
163	SONAL KALA	05261188821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
164	SOURABH JADODIYA	15161101721	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
165	SRESTH SALUJA	06761101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
166	SRISHTI GUPTA	04714788820	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P

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167	SWEKSHA GUPTA	36361101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
168	TANISHQ KOHLI	04814788820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
169	TANYA KASHYAP	05214701719	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
170	UDIT SINGHAL	04914788820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
171	UMAN GOEL	35214788821	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
172	VAIBHAV GARG	35261188821	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
173	VAIBHAV KUMAR	36461101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
174	VARUN PRAKASH	06961101719	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
175	VINAY KUMAR	04814788821	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
176	YAGGYANSHI CHOPRA	04814701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
177	YASHASVI GUPTA	15661101721	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



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**MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT  
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Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution  
Tel. Office: 8448186947, 8448186950 [www.maims.ac.in](http://www.maims.ac.in)

**Skill Enhancement Certificate Course  
“Business Applications of MS Excel 4.0-Advanced”  
4th May 2022-29th June 2022**

**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 4.0-Advanced 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.

The registration for the course started from 18th April 2022. The classes began from 4th May 2022 which ended on 29th June 2022. 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. The timing of the classes was 3:30 pm to 5:30 pm. The feedback forms were filled by students following every session. 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. The course was divided into multiple sessions and each session was taken by different faculty members.

A batch of students were formed to provide them more attention for each session. It was a 30 hour training program. The course was divided into 7 sessions and each session was taken by different faculty members. Each session consisted 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. Session 1 was taken by Ms. Meenakshi Gupta, Session 2 by Ms. Neetu Agarwal and Session 3 by Ms. Rashmi Aggarwal, Session 4 was taken by Dr. Sushila Gupta, Session 5 again by Ms. Meenakshi Gupta, 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 177 students across the country have registered for this course. Such programs always give an edge to the students when it comes to working in the corporate

  
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world. Knowledge of excel has become the essential part of every business and job. The credit for this ambitious initiative goes to Prof. (Dr.) Rajni Malhotra Dhingra, Director, MAIMS and Dr. Manoj Verma (HOD, Business Administration) and his team. Their constant support and encouragement helped in the successful accomplishment of this program.

Convenor of the Course were:

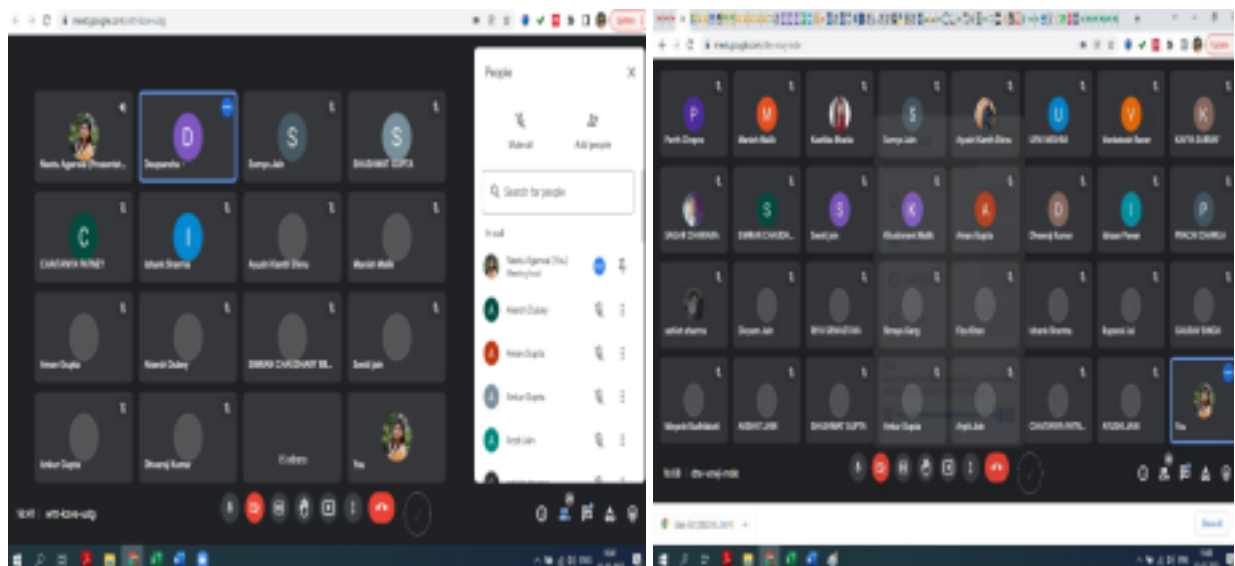
**Ms. Neetu Agarwal, Assistant Professor - Business Administration •**

**Ms. Sarita Garg Associate Professor - Business Administration**

### List of Top Performers of the Certificate Course

Name	Institute
Manish Malik	AIRSR
Riya Shrivastava	MAIMS
Chaitanya Patney	MAIMS
Ishank Sharma	MAIMS
Akarsh Dubey	MAIMS

### Glimpses



*Rajni Malhotra Dhingra*  
**Director**  
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Sample Certificate:

**Skill Enhancement Certificate Course**  
**“Business Applications of MS Excel 4.0-Advanced”**  
**4th May 2022-29th June 2022**



  
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