

# 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 Course on Business Applications of MS-Excel 1.0**

#### September– December 2020

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Director Maharaja Agrasen Institute of Managemet 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 1.0-Basics

September-December 2020 3:00PM - 4:30PM **Commencement Date:** Monday, 14<sup>th</sup> Sep 2020



# **MS OFFICE EXCEL**

# **<u>Click to Register</u>**

For any queries: 38368247175, 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.
- •Online Classes Via Gineet

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# Maharaja Agrasen Technical Education Society (MATES), New Delhi

#### Dr. Nand Kishore Garg Founder & Chief Advisor, MATES Chancellor, Maharaja Agrasen University, Baddi, HP



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Maharaja Agrasen Institute of Management Studies	Maharaja Agrasen Institute of Technology	Maharaja Agrasen University	Maharaja Agrasen Global School
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Prof. (Dr.) S. K. Garg- Director General	Prof. (Dr.) Neelam Sharma - Director	Prof. (Dr.) R. K.Gupta- Vice Chancellor	Sh. B. L. Mahajan- Director
Prof. (Dr.) Ravi Kumar Gupta- Director	Prof. (Dr.) S. S. Deswal Dean (Academics)	Sh. Suresh Gupta- Project Director	Sh. J R Marine thi CAO (Accounts)*
		Director Maharaja Agrasen Institu	te contraction of the second sec



# About Maharaja Agrasen Technical Education Society

Maharaja Agrasen Technical Education Society (MATES) is a charitable trust comprising of a group of well – known Educationists, Industrialists, Businessmen, Professionals and Philanthropists with an aim to promote quality education in the field of Technology, Management, Law, Pharmacy and Health Services to shape the human society for a better future. Dr. Nand Kishore Garg (Founder & Chief Advisor – MATES, Chancellor – MAU, three times MLA – Delhi Vidhan Sabha) has been a significant source of inspiration and motivation for achieving the aims and goals of the society.

# About Maharaja Agrasen Institute of Management Studies

MAIMS was established in 2003 by Maharaja Agrasen Technical Education Society. The institute has attained a distinct position in running BBA, B. Com (H), BA (H) Eco., BA (JMC), BALLB (integrated) and BBALLB (integrated) programs affiliated with Guru Gobind Singh Indraprastha University, Delhi. The institute was granted ISO certification 9001:2015 after meeting the updated requirements of ISO certification. MAIMS has over the years grown into a premiere centre of excellence and has made the inche in the areas of teaching, research, consultancy and corporate development.



# **Course Description**

- Course Name: "Business Applications of MS-Excel 1.0-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, 14<sup>th</sup> September 2020

Lect. No.	Topics
Lett. No.	<u>ropics</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
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 day 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
<b>Upto</b> 14 <sup>th</sup> Sep 2020	₹2000/-	₹100/-
After 14 <sup>th</sup> Sep 2020	₹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	T	Through Paytm / UP	PI
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 & Scre	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)
- Dr. Sangeeta Rawal (Assistant Professor, Business Administration)
- Dr. Geetanjali Gupta (Assistant Professor, Department of Commerce)
- Ms. Kamna Vaid (Assistant Professor, Department of Economics)

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

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



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3	Abhishek Jindal	00461101720							,		p	P		P	P	p	P	P	P	P	A	P
4	Aditya	00561101720		P	•							P		P	P	P	P	P	P	P	p	P
5	Aditya Tanwar	00661101720	,														P	P	P	P		р
6	Aditya Vikram A	00761101720																P		P	P	P
7	Akash Tewari	00861101720								P					P	P	P	P		P	P	P
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	Amisha Jain	01161101720													P	P	P	P				1
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16	Anand Mishra	01814701720						,	P		p	9	•	P	P	P	P					1
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18	Anirudh Raj	01914701720						,	P		2	P	P	P	P	P	P	P				
19	Anirudh Sharma	01361101720					,	,			P	P		,	P	P	P			1		
20	Anish Bhateja	02014701720							P		P			P	P	P				P	^	P
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23	Aritra Paul	02214701720												-		-	P	P	P	p	P	P

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24	Aryan Gupta	02314701720		P			P		p	P	P			P	P	р	Р	P	P	P	р	P
25	Aryan Pasricha	02414701720								P	,	P		,	P	•	P	P	P	P	A	P
26	Ashish Gupta	02514701720			P	P	P	P		P	P	P		P	P	P	P	P	P	Р	A	P
27	Atul Kumar Singh	02614701720			P							P	P	P		P	P	P	P	P		P
	Ayush Kathit	02714701720					,						P	P	P	P	P	P	P	P	Р	P
29	Bhavya Kumar	02814701720			,					P				P	Р	P	P	P		P	P	P
30	Chanchal	02914701720						P			P			р	P	P	P	ρ	P	P	P	P
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32	Devangna	03114701720										P	P	P	P	P	P	Ρ	Р	P	P	P
33	Devansh Singhal	03214701720										P		P	р	Р	P	P	Р	р	•	P
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	Dhruv Bansal	03514701720				P		,	P		P	P	P	P	P	Р	P	Р	Р	P	P	P
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38	lvan	05814701720					P	,	P				P	P	P	Р	P	Р	P	P	P	P
39	Janvi Dubey	05914701720				P	P	P	P	P	A			P	P	Р	P	Р	A	Р	P	P
40	Jordan Philips	06014701720							P	P	P			P	P	P	P	Р	Р	P	P	P
41	Kanika Rathore	06114701720			,				P	,	P	P		P	P	P	Р	P	р	Р	A	Р
42	Kanu Priya	06214701720	,		P	P			P	•		P		Р	,	P	P	Р	P	Р	A	р
43	Kartik Mathur	06314701720		,		,	P	•			P	P	P	р		Ρ	р	P	P	P	A	Р
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45	Manya Babbar	07814701720	P	P	,		,	P	P	P				P	р	Р	Р	P		P	P	Р
46	Mayank Barana	07914701720	•	P				,	P	•	Р			P	P	P	Р	P	P	P	P	р
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94	Lakshay Kumar	07314701720							P	A	P	P	P	P	р	P	p	Р	P	P	р	P
95	Lakshit Bhalla	07414701720									,		,	P	P	P	p	Р	P	P	P	P
96	Lavanya Pahuja	07514701720							P					P	р	P	р	P		P	P	P
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141 P	rithvijit	10361101720														P	P	P	ρ	P		P
142	'riyanshu Gupta	10461101720														P	P	P	P	P	P	P
143 1	Nummy Singh	10561101720													P	P	P	P		P	P	P
144	Raghav Gupta	10661101720								P	P			P	P	P	P	P	P	P	P	P
145	Raghav Madan	10761 101 720								•	P			P	p.	P	P		P	P		р
146	Rahul Nanda.	10861101720							P			P	P	P	P	P	P	P	P	P	P	P
147	Rashika Bansal	10961101720							P	P	P			P	P	P	P	P	P	P	P	P
148	Raunst Madan	11061101720							P	P				р	P	р	P	P	A	P	Р	P
149	Rijul Jain	11161101720						P	P	,				P	P	P	р	P	Р	P	Р	Ρ
150	Naman Khandelwal	08314701720						p			P			р	P	P	P	Р	Р	P	A	р
151	Nikhil Bargujar	08414701720				,		,			,	P	P	P	P	P	Ρ	P	P	P	P	р
152	Nityam Rai	08514701720										P	P	P	P	P	P	P	Р	P	Р	Р
153	Palak Katyal	08614701720		,					P		P	P		P	P	Р	P	Р	P	P	A	P
154	Paras Jain	08714701720		,					P		P	,	P	Р	Р	Р	P	P	P	P	Р	P
155	Piyush Pandey	08814701720							,	P	Р	P	P	P		P	P	P	P	P	A	P
	Prachi Gupta	08914701720				,		9	P			^	P	P	P	Р	P	P	P	P	P	Р
157	Prakash Kumar	09014701720				•		P	,	P	•		A	P	P	P	P	P	A	P	Р	P
158	Pranay Sharma	09114701720							•		•	•		P	Р	,	P	P	P	p	Р	P
159	Prishita Mittal	09614701720	,		,		,			P				P	P	2.	and	P		P		

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162	Radhika Aggarwal	09914701720				-	ľ	-	-	•	P		P	•	A	•	•	P	P	P	^	P
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170	Rishi Raj Mishra	10614701720										P		P		P	P	P	P	P		P
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Director Maharaja Agrasen Intitute of Management Studies Sector-22, Rohini, Delhi-88



MAHARAJAAGRASEN INSTITUTE OF MANAGEMENT STUDIES

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#### Under the Aegis of IQAC Skill Enhancement Certificate Course <u>Ms Excel- 1.0</u>

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#### <u>Report</u>

Topic: Ms. Excel 1.0 (Skill Enhancement Certificate Course) Date: 14<sup>th</sup> September 2020-8<sup>h</sup> December 2020 Time: 3:00 PM to 4:30 PM Venue: GMeet Beneficiaries with number: 198 Number of Batches: 2 (98+100)

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 1.0-Basics for our students benefit. The Course was conducted on G-meet Platform.

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.

Two batches of students were formed to provide them more attention for each session. The course was divided into 3 sessions and each session was taken by different faculty members. Each session comprised of 10 classes and 3 feedback forms were filled by students. 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. In Group One, Session 1 was taken by Ms. Kamna Vaid, Session 2 by Ms. Neetu Agarwal and Session 3 by Dr. Sushila Gupta. Similarly, in Group Two, Session 1 was taken by Dr. Sangeeta Rawal, Session 2 by Ms. Shruti Sharma and Session 3 by Dr. Geetanjali Gupta. Certificates were size only to such students who successfully qualified all the four parameters, namely, attendance feedback



forms, assignments and Quizzes. Total 151 students across the country have registered for this course and it is worth mentioning that 61 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. (Dr.) Ravi Gupta, Director, MAIMS and Dr. Vijay Khurana (HOD, Business Administration) and his team. Their constant support and encouragement helped in successful accomplishment of this program.

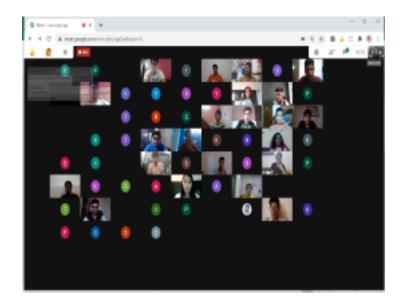
**Faculty Conveners:** 

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

#### **Three toppers of the Course:**

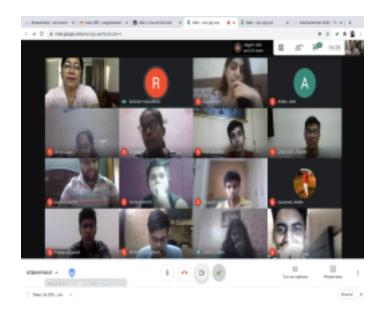
- 1. Deepti Kapoor 03014701720
- 2. Kritika Gupta 06614701720
- 3. Nikhil Mishra 09061101720

#### Glimpses



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Certificate Course on Business Application of Ms Excel 1.0-Basic

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

