



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

Skill Enhancement Course on Business Applications of MS-Excel 2.0

February– June 2021

Index

S.no	Content	Page no.
1	Brochure-Course Curriculum	4
2	Assessment Procedure	5
3	Participants cum Attendance list	7-10
4	Report with course outcome	11-12
5	Sample Certificate	13

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





MAIMS
Department of Business
Administration

Under the Aegis of IQAC

Skill Enhancement
Certificate Course
on

Business Applications of
MS Excel 2.0-Advanced

FEBRUARY– JUNE, 2021

4:00PM-5:30PM

Commencement Date: 17-February -2021



Maharaja Agrasen Institute of Management Studies

(Established by 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 www.maims.ac.in

Campus: Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi-110086 India (Est. 2003);

Office Phone: 8448186947

**Courses offered: BBA, B. Com(H), BA(Eco), BA(JMC),
BA(LLB), BBA(LLB)**

Highlights

- 30 hours training on various advanced 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



MAIMS Delhi IN



MAIMS Delhi IN



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



MAIMS Delhi IN



MAIMS Delhi IN





Maharaja Agrasen Technical Education Society (MATES), New Delhi



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

Chairman		Executive Chairman	
Sh. Vineet Kumar Gupta		Sh. S.P.Aggarwal, IAS	
Sr. Vice Chairman			
Sh. Manoj Singhal			
Vice Chairmen			
Sh. Sunder Lal Goel		Sh. Jagdish Mittal	
Er. R. K. Gupta		Prof. (Dr.) M. L. Goyal (Academics)	
Sh. S. P. Goel		Er. S. C. Tayal	
Sh. Umesh Kumar Gupta			
General Secretary		Joint General Secretary	
Er. T.R. Garg		Sh. Mohan Garg	
Treasurer		Co-Treasurer	
Sh. O. P. Goel		Sh. Anand Kumar Gupta	
Secretaries			
Sh. Satish Garg		Sh. Madan Mohan Goel	
Sh. Gian Chand Aggarwal		Sh. Rajnish Gupta	
Ms. Sangeeta Gupta		Sh. Avinash Aggarwal	
Sh. Nitin Gupta			
Chief Executive			
Sh. Gyanendra Srivastava, IAS			
Advisors			
Prof. (Dr.) Muneesh Kumar		Prof. (Dr.) I. M. Kapahi	
Prof. (Dr.) G. P. Govil		Prof. (Dr.) N. K. Kakkar	
Maharaja Agrasen Institute of Management Studies	Maharaja Agrasen Institute of Technology	Maharaja Agrasen University	Maharaja Agrasen Global School
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 Mani Tripathi CAO (Accounts)

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



Who Can attend?

- This Skill Enhancement Certificate Course would be beneficial for undergraduate students for enhancing their data analysis skills.
- Limited seats are available on first cum first served basis.
- There will be no fees.
- Top 5 Performers will get Certificate of Merit.
- A certificate will be provided to the participants who successfully complete the course.

Contents of the Course

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



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



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.

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 8 th Feb 2021	₹2000/-	₹200/-
After 8 th Feb 2021	₹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

Patrons

Prof. (Dr.) S.K Garg (Director General, MAIMS)
Prof. (Dr.) G.P Govil (Advisor, MATES)
Prof. (Dr.) Ravi Kumar Gupta (Director, MAIMS)

Program Head

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


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



Convenor

Ms. Neetu Agarwal (Assistant Professor, Business Administration)

Co-Convenor

Ms. Sarita Garg (Assistant Professor, Business Administration)

Resource Persons

Ms. Neetu Agarwal (Assistant Professor, Business Administration)

Ms. Sarita Garg (Assistant Professor, Business Administration)

Dr. Deepak Dagar (Assistant Professor, Business Administration)

Dr. Sushila Gupta (Assistant Professor, Business Administration)

Dr. Sangeeta Rawal (Assistant Professor, Business Administration)

Ms. Rashi Aggarwal (Assistant Professor, Business Administration)

Ms. Shruti Sharma (Assistant Professor, Business Administration)



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

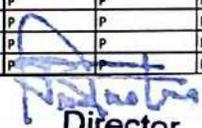




MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES (A unit of Maharaja Agrasen Technical Education Society)
 Affiliated to GGSIP University, Recognized u/s 2(f) of UGC

Value Added Course on: Business Application of Ms Excel 2.0

S.No	Name	Enrolment No.	Date 17/2 /2021	Date 19/2 /2021	Date 22/ 2/2021	Date 24/2 /2021	Date 26/2/2021	Date 03-01-2021	Date 3-3-2021	Date 3-5-2021	Date 3-8-2021	Date 3-10-2021	Date 15/3/2021	Date 17/3/2021	Date 19/3/2021	Date 22/3/2021	Date 24/3/2021	Date 6-2-2021	Date 6-4-2021	Date 6-7-2021	Date 6-9-2021	Date 6-11-2021
1	Khungur	1314701719.00	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
2	Abheer Narain Bhat	01414701719	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
3	Abhilash Kardam	01514701719	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
4	Vishu Gupta	01614701719	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P
5	Pranaya	01714701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Deepsanku	01814701719	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
7	Kush Singla	01914701719	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
8	Varun Kumar	02014701719	P	P	P	A	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P
9	Anshika Batla	02114701719	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
10	Deepsanku	02214701719	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
11	Deepanshu Khandelwal	13214701719	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P
12	Mansi Singhal	13314701719	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P
13	Asgam Jain	13414701719	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	P	A	P	P	P
14	Jankam	13514701719	P	P	P	A	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P
15	Vishwaretah	13614701719	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
16	Sachin Kumar	13714701719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	Haaris Nazeer	13814701719	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
18	Pranaya	13914701719	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P
19	Pranav	14014701719	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
20	Tanbir Singh	14114701719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	Pranav	14214701719	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P
22	Jagrit Jain	14314701719	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
23	Vidhi Narang	36414701719	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	A	P	P	P
24	Sanchit Gupta	36514701719	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
25	Ishaan Gupta	36614701719	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
26	Aditi Goel	36714701719	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
27	Sana Gupta	36814701719	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
28	Shivi Wigh	01061101719	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
29	Sparsh Gupta	01161101719	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	A	P	P	P
30	Pranav Singh	01261101719	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
31	Aditi Goel	01361101719	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
32	Yash Jain	04461101719	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
33	Pranav	04561101719	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
34	Aniketh	04661101719	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P
35	Vishal Jha	04761101719	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
36	Aakriti Garg	04861101719	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
37	Aniket Gulati	04961101719	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
38	Sansar Gupta	05061101719	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	A	P	P	P
39	Sujal Sethi	05161101719	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	A	P
40	Yash Mittal	05261101719	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	A	P
41	Pranav	05361101719	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
42	Swati Jain	05461101719	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
43	Pranav	05561101719	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
44	Jhanvi Jindal	05661101719	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	A	P	P	P
45	Aaryan Goyal	05761101719	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	A	P
46	Kajal	03461101719	P	P	P	A	P	P	P	P	A	A	P	P	P	P	P	P	P	P	A	P
47	Aman Gupta	03561101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
48	Akshat	03661101719	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P
49	Pranav	03761101719	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P


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



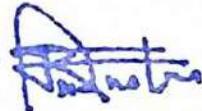
MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES (A unit of Maharaja Agrasen Technical Education Society)
 Affiliated to GGSIP University; Recognized u/s 2(f) of UGC

Value Added Course on: Business Application of Ms Excel 2.0

S.No	Name	Enrolment No.	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	
			18/2/20	20/2/23	23/2/25	25/2/2	3-2-2021	3-4-2021	3-6-2021	3-9-2021	3-11-2021	16/3/2021	18/3/2021	23/3/2021	25//2021	30/3/2021	6-1-2021	6-3-2021	6-5-2021	6-8-2021	6-10-2021	6-12-2021
92	Aditya Bansal	35661101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
93	Mohak Gupta	35761101719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
94	Chirag Jain	15061101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
95	Jyoti Garg	15161101719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
96	Yatin Grover	11161101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
97	Chirag Jain	11261101719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
98	Rahul Raj	11361101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
99	Esha Gulati	11461101719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
100	Ramita	07661101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
101	Ramita	07761101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
102	Suraj Chand	07861101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
103	Shatru	06261101719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
104	Shatru	06361101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
105	Chirag	06461101719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
106	Shivay Rana	06561101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
107	Varun	06961101719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
108	Punjab	07061101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
109	Shatru	07161101719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
110	Atul Solanki	07261101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
111	Samya Dhall	07361101719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
112	Harsh Dua	07461101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
113	Harsh	07561101719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
114	Eshita Arora	05861101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
115	Manya Arora	05961101719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
116	Manya Arora	06061101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
117	Manya Arora	06161101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
118	Vishal	01461101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
119	Dhruv Vohra	01561101719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
120	Saurish Behl	14814701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
121	Deepak	14914701719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
122	Om Arora	15014701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
123	Daksh Behal	15114701719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
124	Shatru	35314701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
125	Aadit Syal	35414701719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
126	Shatru	35514701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
127	Shatru	12014701719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
128	Ujjwal Jindal	12114701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
129	Ujjwal Jindal	12214701719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
130	Shatru	12314701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
131	Shatru	14414701719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
132	Nitish Aswani	14514701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
133	Khushi Tamta	14614701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
134	Shatru	14714701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
135	Shatru	15314701719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
136	Shatru	35114701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
137	Shatru	15214701719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
138	Rishab Jindal	35214701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
139	Ayush Bindra	36114701719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
140	Dev Gautam	36214701719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
141	Shatru	36314701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
142	Namit Anand	35714701719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
143	Saksham Goel	35814701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
144	Akshat Jain	35914701719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
145	Gitanish Relan	06661101719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
146	Sresth Saluja	06761101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
147	Shatru	06861101719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
148	Shatru	08861101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
149	Mahima Soni	08961101719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

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

150	Nipun Chadha	09061101719	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P
151	Onkar Jha	10161101719	P	P	P	A	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P
152	Parth Bansal	10361101719	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
153	Harshat Dogra	10261101719	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
154	Jas Gupta	10561101719	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	A	P
155	Saijal Jain	10461101719	P	P	A	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P
156	Aditya Bansal	10861101719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
157	Saijal Jain	10961101719	P	P	A	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P
158	Harshat Dogra	11061101719	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	A	P
159	Harshat Dogra	11061101719	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P
160	Harshat Dogra	12661101719	P	P	P	A	P	P	P	P	A	A	A	P	P	P	P	P	P	P	A	P
161	Harshat Dogra	12761101719	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
162	Harshat Dogra	12861101719	P	P	A	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P
163	Harshat Dogra	12961101719	P	P	A	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	A	P
164	Harshat Dogra	13061101719	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
165	Harshat Dogra	13161101719	P	P	A	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	A	P
166	Harshat Dogra	13761101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
167	Harshat Dogra	13861101719	P	P	A	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P
168	Harshat Dogra	13961101719	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	A	P
169	Harshat Dogra	14061101719	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
170	Harshat Dogra	14161101719	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
171	Harshat Dogra	16861101719	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
172	Harshat Dogra	13361101719	P	P	A	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P
173	Harshat Dogra	13461101719	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	A	P
174	Harshat Dogra	11961101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
175	Harshat Dogra																					
176	Harshat Dogra																					


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



MAHARAJAAGRASEN INSTITUTE OF MANAGEMENT STUDIES

(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 “Business Applications of MS Excel 2.0” February-June 2021

Topic: Business Application of MS Excel 2.0 (Skill Enhancement Certificate Course)

Date: 17th February 2021-12th June 2021

Time: 4:00 PM to 5:30 PM

Venue: GMeet

Beneficiaries with number: 176

Number of Batches: 2 (91+85)

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 2.0-Advanced for our students benefit. The add on 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.

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. Session 1 was taken by Dr. Sangeeta Rawal, Session 2 by Ms. Neetu Agarwal and Session 3 by Ms. Rashi Aggarwal, Session 4 was taken by Dr. Sushila Gupta, Session 5 again 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 124 students across the country have registered for this course and it is worth mentioning that 33 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

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



Khurana (HOD, Business Administration) and his team. Their constant support and encouragement helped in successful accomplishment of this program.

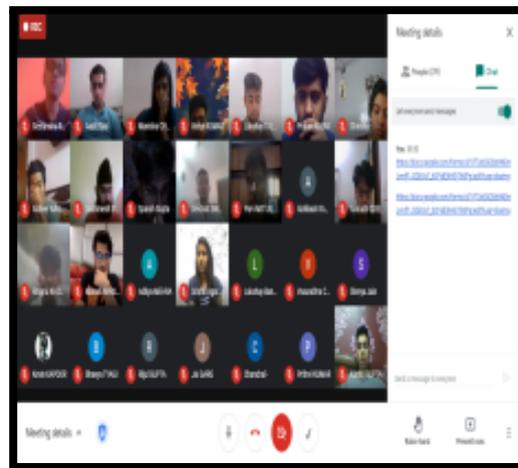
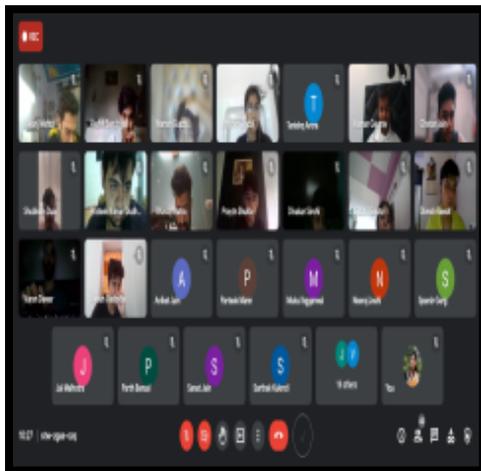
Faculty Conveners:

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

Three toppers of the Course:

1. **om Arora 15014701719**
2. **Ayush Bindra 36114701719**
3. **Shaswat Gupta 00461101719**

Glimpses




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



Sample Certificate:

Skill Enhancement Certificate Course on Business Application of Ms Excel 2.0- Advanced




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

