



# 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)

## Intermediate Level of Excel

December, 2018-February 2019

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





MAIMS

Skill  
Enhancement  
Certificate Course on  
Intermediate Level  
Excel

December-February 2019

3:00PM - 4:30PM

Date of Commencement: 10 December 2018

For any queries:  
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](http://www.maims.ac.in)

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



MS OFFICE EXCEL

- 30 hours training on various Intermediate 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: "Intermediate Level Excel"

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- **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, 10<sup>th</sup> December 2018

## Contents of the Course

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

## 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 3 <sup>rd</sup> December 2018	₹2000/-	₹100/-
After 3 <sup>rd</sup> December 2018	₹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 & Screenshot of payment to be uploaded for completing the 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.

  
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Sector - 22, Rohini, Delhi-86



## Chief Coordinator

Prof. (Dr.) Vijay Kr. Khurana

## Resource Persons

- Ms. Sarita Bansal Garg, Convener (Assistant Professor)
- Dr. Deepak Dagar (Assistant Professor)
- Dr. Sushila Gupta (Assistant Professor)
- Ms. Rashmi Aggarwal (Assistant Professor)
- Ms. Shruti Sharma (Assistant Professor)
- Dr. Sangeeta Rawal (Assistant Professor)
- Dr. Geetanjali Gupta (Assistant Professor)
- Ms. Kamna Vaid (Assistant Professor)

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

  
**Director**  
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of Management Studies  
Sector-22 Rohini, Delhi-86





MAIMS

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Value Added Course on: Intermediate Level Excel

		BATCH-1																					
S.No	Name	Enrollment No.	10/12/2018	12/12/2018	14/12/2018	16/12/2018	18/12/2018	20/12/2018	22/12/2018	24/12/2018	26/12/2018	28/12/2018	30/12/2018	31/12/2018	01/01/2019	03/01/2019	05/01/2019	07/01/2019	09/01/2019	11/01/2019	13/01/2019	15/01/2019	17/01/2019
1	ADITYA AIRAN	414701717	A	A	A				A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
2	AKANCHHA	514701717	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
3	AMAN JOSHI/A LAL	614701717	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
4	ARNAV SHARMA	1014701717	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
5	BHANYA NAHATA	1214701717	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
6	BRUMKA DHINGRA	1314701717	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
7	BISHWAJEET SINGH	1414701717	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
8	DEEP BANSAL	1614701717	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
9	DEEPAK SINGH	1714701717	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
10	DEEPAI DODEJA	1814701717	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
11	DIVYA KOTWAL	2014701717	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
12	NIKHIL SIMBEKAR	3814701717	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
13	PRATYAKSH PANCHAL	4914701717	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	PRAYAS KOCHHAR	5014701717	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	PRIYANSHU JAIN	5114701717	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	R GAUTHAM	5314701717	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R

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40	HARSH SHARMA	43461101717	Harsh	Harsh	Harsh		Harsh	Harsh	Harsh		Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh
	RISHABH PARDESI	43561101717	RP	RP	RP	RP	RP		RP	RP		RP	RP	RP	RP	RP	RP	RP	RP	RP	RP
41	OMNI BILLA	43661101717	om	om	om	om	om	om	om	om		om	om		om	om	om		om	om	om
42	SRESHTI CHHABRA	43761101717	Shruti	Shruti	Shruti	Shruti		Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti		Shruti	Shruti	Shruti	Shruti	Shruti
43	AYUSH JAIN	43861101717	Ayush	Ayush	Ayush		Ayush	Ayush	Ayush	Ayush		Ayush	Ayush	Ayush	Ayush	Ayush		Ayush	Ayush	Ayush	Ayush
44	SAKSHI BHARTI	43961101717	S	S		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
45	SMARTH KATHURIA	44061101717	SK	SK	S.K	SK	SK	SK		SK	SK	SK	SK	SK	SK	S.K	SK	SK	SK	SK	S
46	MAYANK KAIN	914788817	may	may	may	may	may	may		may	may	may		may	may	may		may	may	may	may
47	MOHIT GUPTA	1014788817	MG	MG		MG	MG	M	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG
48	MOKSH ARYA	1114788817	Moksh	Moksh	Moksh	Moksh	Moksh		Moksh	Moksh	Moksh	Moksh	Moksh	Moksh	Moksh	Moksh	Moksh	Moksh	Moksh	Moksh	Moksh
49	PRIVANSHI JINDAL	1214788817	Jindal	Jindal	Jindal	Jindal	Jindal	Jindal	Jindal	Jindal	Jindal	Jindal	Jindal	Jindal	Jindal	Jindal	Jindal	Jindal	Jindal	Jindal	Jindal
50	RAGHAV BAKSHI	1314788817	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
51	RAHUL JINDAL	1414788817	Rahul	Rahul	Rahul	Rahul	Rahul		Rahul	Rahul	Rahul	Rahul		Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul
52	RITVIK SETH	1514788817	RIS	RIS	RIS	RIS	RIS	RIS		RIS	RIS	RIS		RIS	RIS	RIS	RIS	RIS	RIS	RIS	RIS
53	RUHI SALHOTRA	1614788817	R.Sal	R.Sal	R.Sal	R.Sal		R.Sal	R.Sal	R.Sal		R.Sal	R.Sal	R.Sal	R.Sal	R.Sal	R.Sal	R.Sal	R.Sal	R.Sal	R.Sal
54	SAGAR RATHI	1714788817	Rathi	Rathi	Rathi		Rathi	Rathi		Rathi	Rathi	Rathi		Rathi	Rathi	Rathi	Rathi		Rathi	Rathi	Rathi
55	SAHIL BANSAL	1814788817	Sahil	Sahil	Sahil	Sahil	Sahil	Shruti	Sahil	Sahil	Sahil	Sahil	Sahil		Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil
56	SANDEEP KUMAR	1914788817	San	San	San	San		San	San	San	San	San	San	San	San	San	San	San	San	San	San
57	SIDHANT KUMAR	2014788817	SK	SK		SK	SK	SK	SK	SK	SK	SK		SK	SK	SK	SK	SK	SK	SK	SK
58	SPARSH GAUR	2114788817	Gaur	Gaur	Gaur	Gaur	Gaur	Gaur	Gaur	Gaur	Gaur	Gaur	Gaur	Gaur		Gaur	Gaur	Gaur	Gaur	Gaur	Gaur
59	NIKHIL LOCHAN	41914788817	Nikhil	Nikhil	Nikhil	Nikhil		Nikhil	Nikhil		Nikhil	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil
60	KANAK MADHAN	42014788817	K.m	K.m	K.m	K.m	K.m		K.m	K.m	K.m	K.m	K.m		K.m	K.m	K.m	K.m	K.m	K.m	K.m



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Value Added Course on: Intermediate Level Excel

BATCH-2

S.No	Name	Enrolment No.	10/12/20	13/12/20	15/12/20	27/12/20	29/12/20	8/1/2021	10/1/2021	12/1/2021	22/1/2021	24/1/2021	29/1/2021	31/1/2021	2/2/2021	5/2/2021	7/2/2021	9/2/2021	12/2/2021	14/2/2021	16/2/2021	18/2/2021
1	SHASHANK KHANDURI	42114788817	Shu	Shu	Shu	Shu	Shu	Shu	Shu	Shu	Shu	Shu	Shu	Shu	Shu	Shu	Shu	Shu	Shu	Shu	Shu	Shu
2	ACHINT MEHROTRA	50114788817		Achint	Achint	Achint	Achint		Achint	Achint	Achint	Achint	Achint	Achint	Achint	Achint		Achint	Achint	Achint	Achint	Achint
3	SHUBHAM GOEL	50114788817	Shu	Shu	Shu	Shu	Shu	Shu	Shu	Shu		Shu	Shu	Shu	Shu	Shu	Shu	Shu	Shu	Shu		Shu
4	TABISH ALI	65114788817	Tab	Tab	Tab	Tab	Tab	Tab		Tab	Tab	Tab	Tab		Tab	Tab	Tab		Tab	Tab	Tab	Tab
5	MUKUL GOEL	95214788817	Muk	Muk	Muk		Muk	Muk	Muk	Muk		Muk	Muk		Muk	Muk	Muk		Muk	Muk	Muk	Muk
6	HARSH SINGH	561188817	HARSH	HARSH	HARSH	HARSH	HARSH	HARSH		HARSH	HARSH	HARSH	HARSH	HARSH		HARSH	HARSH	HARSH	HARSH	HARSH	HARSH	HARSH
7	JYOTIKA BANGA	761188817	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti		Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti		Jyoti	Jyoti	Jyoti
8	KANIK GUPTA	861188817	Kanika	Kanika	Kanika	Kanika	Kanika	Kanika		Kanika	Kanika	Kanika	Kanika	Kanika		Kanika	Kanika	Kanika	Kanika	Kanika	Kanika	Kanika
9	KHUSHI BHATIA	961188817	Khu	Khu	Khu	Khu	Khu	Khu	Khu	Khu	Khu	Khu	Khu		Khu	Khu	Khu	Khu		Khu	Khu	Khu
10	KUNAL GUPTA	1061188817	Kunal	Kunal	Kunal	Kunal	Kunal	Kunal	Kunal		Kunal	Kunal	Kunal	Kunal	Kunal	Kunal	Kunal	Kunal	Kunal	Kunal	Kunal	Kunal
11	LAKSHAY BANSAL	1161188817	Lakshay	Lakshay	Lakshay	Lakshay	Lakshay	Lakshay	Lakshay	Lakshay		Lakshay	Lakshay	Lakshay	Lakshay	Lakshay	Lakshay		Lakshay	Lakshay	Lakshay	Lakshay
12	LAKSHYA GUPTA	1261188817	Lakshya	Lakshya	Lakshya	Lakshya	Lakshya		Lakshya	Lakshya	Lakshya	Lakshya	Lakshya	Lakshya	Lakshya	Lakshya	Lakshya	Lakshya	Lakshya	Lakshya	Lakshya	Lakshya
13	MANAV BHARDWAJ	1361188817	Manav	Manav	Manav		Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav	Manav
14	MOHIT KUMAR	1461188817	Mohit	Mohit		Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit
15	MONTI DABAS	1561188817	Monti	Monti	Monti	Monti	Monti		Monti	Monti	Monti	Monti	Monti	Monti	Monti	Monti	Monti	Monti	Monti	Monti	Monti	Monti
16	MRINAL DHAMIA	1661188817	Mrinal	Mrinal	Mrinal		Mrinal	Mrinal	Mrinal	Mrinal	Mrinal	Mrinal	Mrinal	Mrinal	Mrinal	Mrinal	Mrinal	Mrinal	Mrinal	Mrinal	Mrinal	Mrinal
17	MAHESH CHAND	1761188817	Mahe	Mahe	Mahe	Mahe	Mahe	Mahe	Mahe	Mahe	Mahe	Mahe	Mahe	Mahe	Mahe	Mahe	Mahe	Mahe	Mahe	Mahe	Mahe	Mahe

Director

18	BEAVYA AGARWAL	014712417	Bha	Bha		Bha	Bha	Bha	Bha	Bha	Bha	Bha	Bha		Bha	Bha	Bha	Bha	Bha	Bha	Bha	Bha
19	BHUMIKA KOHLI	714712417	Bhumi	Bhumi	Bhumi	Bhumi	Bhumi	Bhumi	Bhumi		Bhumi	Bhumi	Bhumi	Bhumi	Bhumi	Bhumi	Bhumi	Bhumi	Bhumi	Bhumi	Bhumi	Bhumi
20	CHIRANJEEVI KARNAL	814712417	Ch	Ch	Ch	Ch		Ch	Ch	Ch	Ch	Ch	Ch		Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch
21	DEVANSH GAUR	914712417	Dev	Dev		Dev	Dev	Dev	Dev	Dev	Dev	Dev	Dev		Dev	Dev	Dev	Dev	Dev	Dev	Dev	Dev
22	EKANSHU	1014712417	Ekan	Ekan	Ekan	Ekan	Ekan	Ekan	Ekan	Ekan		Ekan	Ekan	Ekan	Ekan	Ekan	Ekan	Ekan	Ekan		Ekan	Ekan
23	GAURAV	1114712417	Ga	Ga	Ga	Ga	Ga	Ga	Ga		Ga	Ga	Ga	Ga	Ga	Ga		Ga	Ga	Ga	Ga	Ga
24	HARDIK AGGARWAL	1214712417	Har	Har		Har	Har	Har	Har	Har	Har	Har	Har		Har	Har	Har	Har	Har	Har	Har	Har
25	ISHAN KUNAR	1314712417	Ishan	Ishan	Ishan	Ishan	Ishan	Ishan	Ishan		Ishan	Ishan	Ishan	Ishan	Ishan	Ishan	Ishan		Ishan	Ishan	Ishan	Ishan
26	KABIR MAHENDRU	1414712417	Kabi	Kabi	Kabi	Kabi	Kabi	Kabi		Kabi	Kabi		Kabi	Kabi	Kabi	Kabi	Kabi	Kabi	Kabi	Kabi	Kabi	Kabi
27	KANIKA SHARMA	1514712417	Kanika	Kanika	Kanika	Kanika	Kanika	Kanika	Kanika		Kanika	Kanika	Kanika	Kanika	Kanika		Kanika	Kanika	Kanika	Kanika	Kanika	Kanika
28	KASHMIRA SACHDEVA	1614712417	Ka	Ka	Ka	Ka		Ka	Ka	Ka	Ka	Ka	Ka		Ka	Ka	Ka	Ka	Ka	Ka	Ka	Ka
29	AKSHITA GUPTA	41014712417	Ak	Ak	Ak	Ak	Ak		Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak		Ak	Ak	Ak	Ak
30	JAYASH KARRIA	35114702417	J	J	J	J	J	J	J	J		J	J	J	J	J	J	J	J	J	J	J
31	MOKSHA GARG	35214702417	Mok	Mok	Mok	Mok	Mok	Mok	Mok	Mok		Mok	Mok	Mok	Mok	Mok	Mok		Mok	Mok	Mok	Mok
32	RAGHAV GUPTA	35314702417	Ra	Ra		Ra	Ra	Ra	Ra	Ra		Ra	Ra	Ra	Ra	Ra	Ra	Ra		Ra	Ra	Ra
33	SALONI ARORA	3214721617	Sa	Sa	Sa	Sa	Sa	Sa	Sa	Sa	Sa	Sa	Sa	Sa	Sa	Sa	Sa	Sa	Sa	Sa	Sa	Sa
34	NIDHANT SOLANKI	3414721617	Sol	Sol	Sol	Sol		Sol	Sol	Sol	Sol	Sol	Sol	Sol	Sol	Sol	Sol	Sol	Sol	Sol	Sol	Sol
35	UTKARSH	3614721617	U	U	U	U	U	U	U		U	U	U	U	U	U	U	U	U		U	U
36	GURJEEN KAUR GILL	4014721617	Cu	Cu	Cu	Cu	Cu	Cu	Cu	Cu	Cu	Cu	Cu		Cu	Cu	Cu	Cu	Cu	Cu	Cu	Cu
37	SANDEEP SHARMA	4114721617	S		S	S	S	S	S	S	S	S		S	S	S	S	S	S	S	S	S
38	SHAFALI BAGGA	4214721617	Sha	Sha	Sha	Sha		Sha	Sha	Sha	Sha	Sha		Sha	Sha	Sha	Sha	Sha	Sha	Sha	Sha	Sha
39	SANCHIT VIJAY	4314721617	Vi	Vi	Vi	Vi	Vi	Vi	Vi	Vi	Vi	Vi	Vi	Vi	Vi	Vi	Vi	Vi	Vi	Vi	Vi	Vi





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### Skill Enhancement Certificate Course

“Intermediate Level MS Excel ”

10 December 2018- 18 February 2019

## 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- Intermediate 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 3rd December 2018. The classes began from 10th December 2018 which ended on 18th February 2019. 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. 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 120 students across the country have registered for this course and 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. M.K Bhat, Director, MAIMS and Dr. Vijay Khurana (Chief

  
**Director**  
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Coodinator) and his team. Their constant support and encouragement helped in successful accomplishment of this program.

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**December 2018- February 2019**



*[Signature]*  
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