



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 Advanced Excel

Feb-April 2018

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





MAIMS

**Skill
Enhancement
Certificate Course
on
Advanced Excel**

FEBRUARY – APRIL, 2018

4:00PM-5:30PM

Date of Commencement: 21 Feb 2018



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)

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.



MAIMS Delhi IN



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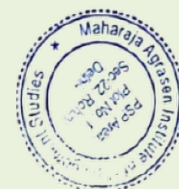
MAIMS Delhi IN



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[Signature]

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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


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18	What if analysis and summarizing scenarios
19	Recording Macros
20	Class Solvers

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 18 th Feb 2018	₹2000/-	₹200/-
After 18 th Feb 2018	₹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.


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



Convenor

Ms. Neetu Agarwal (Assistant Professor)

Contact: 99997 27887

Co-Convenor

Ms. Sarita Garg (Assistant Professor)

Resource Persons

Ms. Neetu Agarwal (Assistant Professor)

Ms. Sarita Garg (Assistant Professor)

Dr. Deepak Dagar (Assistant Professor)

Dr. Sushila Gupta (Assistant Professor)

Dr. Sangeeta Rawal (Assistant Professor)

Ms. Rashi Aggarwal (Assistant Professor)

Ms. Shruti Sharma (Assistant Professor)


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





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Tel. Office: 8448186947, 8448186950 www.maims.ac.in

Value Added Course on: Advance Excel

Batch 1

S.NO	NAME OF THE STUDENT	Enrolment number	Date 21/2/ 18	Date 23/2/ 18	Date 26/2/ 18	Date 28/2/ 18	Date 5/3/ 18	Date 7/3/ 18	Date 9/3/ 18	Date 14/3/ 18	Date 16/3/ 18	Date 19/3/ 18	Date 21/3/ 18	Date 23/3/ 18	Date 26/3/ 18	Date 28/3/ 18	Date 2/4/ 18	Date 4/4/ 18	Date 6/4/ 18	Date 9/4/ 18	Date 18/4/ 18	Date 25/4/ 18
1	ABHISHEK RAHEJA	00861101715	P	P	P	AB	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P
2	ADARSH YADAV	00961101715	P	AB	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P
3	ADITYA SINGHAL	01161101715	P	P	AB	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	AB	P
4	AISHWARYA CHOPRA	42161101715	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	AB	P	P	P
5	AJAY YADAV	01261101715	P	AB	P	AB	AD	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P
6	AMAN BHARDWAJ	01361101715	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P
7	AMAN JAIN	61314701715	AB	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	AMAN KARWA	01461101715	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P
9	AMIT GOYAL	01561101715	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P
10	ANIKET BANSAL	60214701715	AB	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P
11	ANISHA RAWAT	01114788815	P	P	AB	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P
12	ANJALI NAYYAR	61014701715	P	P	AB	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P
13	ANKIT MITTAL	01861101715	AB	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P
14	ANKITA MIDHA	01961101715	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P
15	ANKUR BANSAL	02061101715	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	AB	P	P	P	P	P
16	ANKUR JAIN	01214788815	AB	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P
17	ANSH DUBEY	02161101715	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P
18	ANSHUL CHOUDHARY	41961101715	P	P	AB	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P
19	ANUSHA PANJWANI	02261101715	AB	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P
20	ARCHIT GUPTA	02361101715	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P
21	ARJUN GUPTA	02461101715	P	AB	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	ARUNIKA KHANNA	02561101715	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P
23	AYUSH GARG	01314788815	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	AB	P	P	P	P	P
24	AYUSH GOYAL	02661101715	P	P	P	P	AB	P	P	P	P	P	P	P	P	AD	P	P	P	P	P	P

5	AYUSH MISHRA	01414788815	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB
26	CHIRAG BANSAL	60414701715	AB	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P
27	DIVYA	01514788815	P	AB	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P
28	DOLCY DHINGRA	01614788815	P	P	AB	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P
29	GAGANDEEP	01714788815	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P
30	HARDIK SHARMA	42661101715	P	P	P	P	AB	P	P	P	AB	P	P	P	P	P	P	P	P	P	P
31	HARSHIT VARDAN	01814788815	P	P	P	P	P	AB	P	P	P	P	P	P	P	AB	P	P	P	P	P
32	HIMANSHU MANCHANDA	01914788815	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P
33	ISHU SARASWAT	01061188815	P	AB	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P
34	JAI BHATIA	01161188815	P	P	P	P	P	P	P	AB	P	P	P	AB	P	P	P	P	P	P	P
35	JATIN JAGGI	01261188815	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P
36	JATIN RAJPAL	01361188815	P	P	P	P	P	AB	P	AB	P	P	P	P	P	P	P	P	P	P	P
37	JIGAR KOTECHA	01461188815	P	P	AB	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P
38	JINSHU JOSEPH JOHN	01561188815	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	AB
39	JITESH SRIVASTAVA	01661188815	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB
40	KARTIKE JAIN	02014788815	P	P	AB	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P
41	KASHISH MATTA	01761188815	P	P	P	P	P	AB	P	P	P	P	P	AB	P	P	P	P	P	P	P
42	KINSHUK GUPTA	02114788815	P	P	P	P	P	P	P	P	P	AB	P	AB	P	P	P	P	P	P	P
43	KUBER GHULIANI	05214701715	P	AB	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P
44	KUMAR RISHABH	05314701715	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P
45	KUNAL MALIK	02214788815	AB	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P
46	KUNAL SOLANKI	05514701715	P	P	AB	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P
47	KUSH DHAWAN	01861188815	AB	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P
48	LAKSHAY GUPTA	05714701715	P	P	P	P	P	P	AB	P	P	P	P	P	AB	P	P	P	P	P	P
49	LAKSHAY MEHLAWAT	05814701715	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P
50	LAKSHAY MEHTA	02314788815	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P
51	MADHAV BHARDWAJ	05914701715	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P
52	MADHUR THAKRAL	01961188815	P	P	P	P	AB	P	P	P	P	AB	P	P	P	P	P	P	P	P	P
53	MANAN KHANNA	06014701715	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P
54	MANAV SHARMA	06114701715	AB	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P
55	MANISH NARA	02061188815	AB	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P
56	MANISH TOMAR	06214701715	P	P	AB	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P
57	MANISHA CHAUHAN	06314701715	P	AB	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P
58	MANOJ TAYAL	02414788815	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P
59	MANSI AGGARWAL	60314701715	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	AB	P	P
60	MANSI CHAUHAN	06414701715	AB	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P

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Value Added Course on: Advance Excel

Batch 2

S.NO	NAME OF THE STUDENT	Enrolment number	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
			22.2.18	24.2.18	27.2.18	6.3.18	8.3.18	10.3.18	13.3.18	15.3.18	17.3.18	20.3.18	22.3.18	24.3.18	27.3.18	3.4.18	5.4.18	7.4.18	10.4.18	12.4.18	24.4.18	26.4.18
1	MAYANK JAIN	06514701715	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P
2	MAYUR DHAIYA	02161188815	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB
3	MAYUR JAIN	06614701715	P	P	P	P	P	AB	P	AB	P	P	P	P	P	P	P	P	P	P	P	P
4	MEHAK SETHI	06714701715	AB	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	MEHUL BAID	02514788815	P	P	P	AB	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P
6	MOHIT	02614788815	AB	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P
7	MOHIT RAJWANI	06814701715	P	P	P		AB	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P
8	MUDIT JAWA	02714788815	AB	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P
9	NAMIT CHAWLA	07114701715	P	P	AB	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P
10	NAMRATA DAHIYA	42461101715	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P
11	NAVJOT SINGH	07214701715	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P
12	NAVNEET KAUR	60461101715	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	AB	P
13	NEETU	07314701715	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P
14	NIKHIL AGGARWAL	07414701715	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P
15	NIKHIL CHUGH	07514701715	P	P	P	AB	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P
16	NISHANT JAIN	07614701715	P	P	P	P	P	AB	P	P	P	P	P	P	AB	P	P	P	P	P	P	P
17	NISHITA GUPTA	60614701715	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P
18	NITESH KAUSHIK	07714701715	P	P	AB	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	NITIN GARG	42261101715	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P
20	PALAK KAMRA	60261101715	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P
21	PALAK VOHRA	02914788815	P	P	P	AB	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P
22	PANKAJ MEHRA	03014788815	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	AB	P	P
23	PARAS NASA	42561101715	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	PATHEEK MANCHANDA	02261188815	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Director

25	PAWAN MITTAL	03114788815	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P
26	POORVA KHATRI	07914701715	AB	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	PRABHA CHHALANI	02361188815	P	P	P	AB	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P
28	PRAGUN JAIN	08114701715	P	P	P	P	P	AB	P	HB	P	P	P	P	P	P	P	P	P	P	P	P
29	PRAKHAR MAHESHWARI	02561188815	P	P	P	P	P	AB	P	P	P	P	P	AB	P	P	P	P	P	P	P	P
30	PRANJAL SATIJA	08214701715	AB	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31	PRASHANT GAUTAM	08314701715	P	P	P	AB	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32	PRATEEK PAL	08414701715	P	P	P	P	P	AB	P	AB	P	P	P	P	P	P	P	P	P	P	P	P
33	PRATYUSH JAIN	08614701715	AB	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P
34	PRODIPTO DEB	08714701715	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P
35	PULKIT KOHLI	08814701715	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P
36	PUNEET SINGHAL	08914701715	P	P	P	P	AB	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P
37	RAGHAV GOEL	03214788815	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P
38	RINKI ARORA	42361101715	AB	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39	RISHAB GARG	60561101715	P	AB	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40	RISHABH GUPTA	60114701715	P	P	P	AB	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P
41	RISHABH GUPTA	03314788815	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P
42	ROHIT KUMAR MANCHANDA	03414788815	P	P	AB	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P
43	SAKSHI BANSAL	03514788815	P	P	P	P	AB	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P
44	SAMEER AGRAWAL	03614788815	AB	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P
45	SANCHIT SINGHAL	03714788815	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P
46	SANU KUMARI	03814788815	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P
47	SHREYANSH GARG	03914788815	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	AB	P	P
48	SHUBHAM BANSAL	04014788815	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P
49	SHUBHAM GOYAL	60914701715	P	P	AB	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P
50	SIMMI GOYAL	60514701715	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P
51	SIMRAN JAIN	60061101715	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
52	SOMANSH GUPTA	04214788815	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	AB	P
53	SRIKSHI SHARMA	60361101715	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P
54	SRIKSHI TYAGI	04314788815	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P
55	TOKESH CHAUDHARY	04414788815	P	P	AB	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P
56	TWINKLE MAHAJAN	61214701715	P	P	P	P	AB	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P
57	VIKRANT JHANJ	60714701715	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	AB
58	VIVEK GOYAL	60161101715	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	AB	P	P
59	YAATIN DHAMIJA	61114701715	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	AB	P	P	P
60	YASH JAIN	04514788815	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P



MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

(A unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University

Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution

Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi - 110086, INDIA

Tel. Office: 8448186947, 8448186950 www.maims.ac.in

Skill Enhancement Certificate Course

“ Advanced MS Excel”

Academic Year: 2017-18 Course Duration: 21 February 2018 – 26 April 2018

Total Participants: 120 (Two Batches)

Mode: Offline

Venue: Lab 1

Time: 4:00 PM-5:30 PM

REPORT

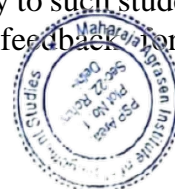
Excel is the most effective tool for managing and analyzing data of all kinds. Its increasing use in several management functional areas is generally recognized. This dynamic tool provides several options for not only making the task easier, but also for improving the sophistication of data reporting and analysis. Its numerous advantages motivate IT faculty at MAIMS to create a certificate course on Business Applications of MS Excel -Advanced for our students' benefit.

This Certificate Course was the initiative taken 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. It was a 30 hours (20 Sessions of 1.5 hours) 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 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,

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





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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 his team. Their constant support and encouragement helped in the successful accomplishment of this program.

List of Top Performers of the Certificate Course

Name	Institute
Amit Goyal 01561101715	MAIMS
Jai Bhatia 01161188815	MAIMS
Mohit 02614788815	MAIMS

The credit for this initiative goes to the able guidance of Prof. (Dr.) M. K. Bhat, Director, MAIMS. His constant support and encouragement helped in the successful accomplishment of this course.


Director
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Sample Certificate:

**Skill Enhancement Certificate Course on “Advanced Excel”
(February-April 2018)**




Director
Maharaja Agrasen Institute
of Managemet Studies
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