



# 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 Course on Intermediate level Excel

Nov 17-Jan 2018

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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

November-January 2018

3:00PM - 4:30PM

Date of Commencement: 20 November 2017

For any queries:  
8368247175, 9811418667



MS OFFICE EXCEL

Cash Prizes for Top Performers

**Maharaja Agrasen Institute of Management Studies**

(A Unit of Maharaja Agrasen Technical Education Society)

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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

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**Highlights**

- 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.



MAIMS Delhi IN



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## Course Description

- **Course Name:** “Intermediate Level Excel”
- **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, 20<sup>th</sup> November 2017

## 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

  
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### 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 15 <sup>th</sup> November 2017	₹2000/-	₹100/-
After 15 <sup>th</sup> November 2017	₹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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**Chief Coordinator**  
Prof. (Dr.) Vijay Kr. Khurana

**Resource Persons**

- Ms. Neetu Agarwal, Convener (Assistant Professor) (8368247175)
- Ms. Sarita Bansal Garg, Convener (Assistant Professor) (9811418667)
- 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***

  
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**Value Added Course on: Intermediate Level Excel**

**Batch 1**

S.NO	NAME OF THE STUDENT	Enrolment number	Date 20.11 .17	Date 22.1 1.17	Date 27.1 1.17	Date 29.1 1.17	Date 1.12. 17	Date 4.12. 17	Date 6.12. 17	Date 8.12. 17	Date 11.1 2.17	Date 13.1 2.17	Date 15.1 2.17	Date 18.1 2.17	Date 22.1 2.17	Date 29.1 2.17	Date 3.1.1 8	Date 8.1.1 8	Date 10.1. 18	Date 12.1. 18	Date 24.1. 18	Date 31.1. 18
1	ADITYA PALIWAL	35161101716	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
2	ANKIT KUMAR JHA	35161188816	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K
3	ANKUR OTHIWAL	01314701716	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
4	ANMOL AGARWAL	35261101716	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
5	ARCHIT JAIN	01414701716	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
6	ARJUN BHATARA	35361101716	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
7	ASHI MITTAL	01614701716	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
8	AYUSH AGARWAL	35461101716	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
9	AYUSH CHAUDHARY	35561101716	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
10	AYUSH GUPTA	01714701716	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
11	AYUSHI JAIN	35661101716	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
12	BHAWNA JAIN	01814701716	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
13	BHUPESH MEPAL	01914701716	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
14	CHAITANYA ARORA	02014701716	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
15	CHESHTA CHUGH	02114701716	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
16	CHETAN BORA	02214701716	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
17	DEVESH VARMA	02314701716	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V
18	DHAIRYA KUMAR	02414701716	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K
19	DHRUV AGGARWAL	02514701716	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
20	DIVYANSHU GUPTA	02714701716	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
21	GAURAANG SINGHAL	02814701716	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
22	GAURAV DIPANKAR	02914701716	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
23	GAURAV RAJORA	40161188816	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
24	HARDIK SHARMA	03014701716	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H







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**Value Added Course on: Intermediate Level 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
			21.1	23.1	28.1	30.1	5.12.	5.12.	12.1	14.1	19.1	21.1	23.1	2.1.1	4.1.1	9.1.1	11.1.	16.1.	18.1.	23.1.	25.1.	30.1.
			1.17	1.17	1.17	1.17	17	17	2.17	2.17	2.17	1.18	1.17	8	8	8	18	18	18	18	18	18
1	RAGHAV KAPOOR	03061188816	PK	PK	PK	PK		PK	PK		PK	PK	PK	PK	PK	PK	PK	PK	PK	PK	PK	PK
2	RAHUL	03161188816	P	P	P	P		P	P		P	P	P	P	P	P	P	P	P	P	P	P
3	Rahul Solanki	03014702416	PS	PS	PS		PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS
4	RAMAN BANSAL	02014788816	BP	BP	BP		BP	BP	BP	BP	BP	BP	BP	BP	BP	BP	BP	BP	BP	BP	BP	BP
5	RANDHEER PRATAP	03261188816	PP	PP	PP	PP		PP	PP	PP	PP		PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
6	Rishab Gupta	03114702416	CR	CR	CR	CR	CR	CR	CR	CR		CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR
7	RISHABH GUPTA	03361188816	PG	PG	PG	PG	PG	PG	PG	PG	PG	PG	PG	PG	PG	PG	PG	PG	PG	PG	PG	PG
8	Riya Pahuja	03214702416	GP	GP	GP	GP	GP	GP	GP	GP	GP	GP	GP	GP	GP	GP	GP	GP	GP	GP	GP	GP
9	Riya Shokeen	03314702416	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS
10	ROHAN AGGARWAL	03461188816	PR	PR	PR		PR	PR	PR	PR		PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR
11	ROHAN MONDAL	03561188816	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM
12	Rohan Swaika	03414702416	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS
13	ROOPESH PANDE	02114788816	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
14	SACHIN	02214788816	S	S	S		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
15	SAHIB JAGGI	35561188816	SI	SI	SI	SI	SI	SI	SI		SI	SI	SI		SI	SI	SI	SI	SI	SI	SI	SI
16	SAKSHI ARORA	03661188816	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA
17	SALONI SUHAG	02314788816	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS
18	SAMAR BAKSHI	02414788816	SB	SB	SB	SB	SB		SB	SB	SB	SB	SB	SB		SB	SB	SB	SB	SB	SB	SB
19	SANJANA GUPTA	02514788816	SG	SG	SG	SG	SG	SG	SG	SG	SG	SG	SG	SG	SG	SG	SG	SG	SG	SG	SG	SG
20	SANYAM SOBTI	03861188816	SS	SS	SS	SS	SS	SS	SS		SS	SS	SS		SS	SS	SS	SS	SS	SS	SS	SS
21	SAUMITRA SHARMA	02614788816	SS	SS	SS	SS	SS	SS		SS	SS	SS	SS		SS	SS	SS	SS	SS	SS	SS	SS
22	SHARATH MENON	02814788816	SM	SM	SM	SM	SM	SM	SM	SM	SM	SM	SM	SM	SM	SM	SM	SM	SM	SM	SM	SM
23	SHASHANK SHANDILYA	02914788816	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN
24	SHIVAM BANGA	03961188816	SB	SB		SB	SB	SB		SB	SB	SB	SB	SB	SB	SB	SB	SB	SB	SB	SB	SB









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### **Skill Enhancement Certificate Course “Intermediate Level Excel”**

**Academic Year: 2017-18 Course Duration: 20 November 2017 –31 January 2018**

**Total Participants: 120 (Two Batches)**

**Mode: Offline**

**Venue: Lab 1**

**Time: 3:30 PM-4:30 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- Intermediate 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.

A batch of students were formed to provide them more attention for each session. 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. 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.

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

### List of Top Performers of the Certificate Course

Name	Institute
Ashi Mittal 01614701716	MAIMS
Riya Pahuja 03214702416	MAIMS
Riya Shokeen 03314702416	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.

  
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**Sample Certificate:**

**Skill Enhancement Certificate Course On Intermediate Level Excel  
November 2017- January 2018**



  
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