

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 Intermediate level Excel

Nov 17-Jan 2018

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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

Highlights

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,

BALLE



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



- 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 MAIMS Delhi IN

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, 20th November 2017

Contents of the Course

Lect. No.	<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
	Maharaja j

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 th November 2017	₹2000/-	₹100/-
After 15 th 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.



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. Rashi 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

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Maharaja Agrasen Intitut of Management Studies Sector-22, Rohini, Delha-



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Value Added Course on: Intermediate Level Excel Batch 2

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4	RAMAN BANSAL	02014788816	BR	812	BA	F	32	30	Top	BA	131	BA	32	Br	32	1	132	BA	Bh	Bn	87	BK
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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 <u>www.maims.ac.in</u>

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.

Sample Certificate:

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



Director

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

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