



# 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**

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](http://www.maims.ac.in)

**Courses offered: BBA, B. Com(H), BA(H) Economics, BA(JMC), BALLB, BALLB, LLM**



***Maharaja Agrasen Institute of  
Management Studies  
(GGSIPU)***

***Department of Commerce***

***Under the Aegis of IQAC***

***Organizes***

**Value Added Course**

**On**

**“Basics of Excel”**

**April - June 2023**

**Starting on April 18, 2023**

## **Key Highlights:**

- ✚ Application Based Training
- ✚ Able to work with large volume of data of different areas
- ✚ Data analysis using Excel
- ✚ Certificate of completion
- ✚ Certificate of excellence to top 3 students

***No Registration Fee***

**[REGISTER NOW!!](#)**

**Last date for registration: April 15, 2023**



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## Maharaja Agrasen Technical Education Society (MATES), New Delhi



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

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## About Maharaja Agrasen Technical Education Society

Maharaja Agrasen Technical Education Society (MATES) is a charitable trust comprising of a group of well – known Educationists, Industrialists, Businessmen, Professionals and Philanthropists with an aim to promote quality education in the field of Technology, Management, Law, Pharmacy and Health Services to shape the human society for a better future. Dr. Nand Kishore Garg (Founder & Chief Advisor – MATES, Chancellor – MAU, three times MLA – Delhi Vidhan Sabha) has been a significant source of inspiration and motivation for achieving the aims and goals of the society.

## About Maharaja Agrasen Institute of Management Studies

MAIMS was established in 2003 by Maharaja Agrasen Technical Education Society. The institute has attained a distinct position in running BBA, B. Com (H), BA (H) Eco., BA (JMC), BALLB (integrated), BBALLB (integrated), LLM programs affiliated with Guru Gobind Singh Indraprastha University, Delhi. The institute was granted ISO certification 9001:2015 after meeting the updated requirements of ISO certification. MAIMS has over the years grown into a premiere center of excellence and has made its niche in the areas of teaching, research, consultancy and corporate development.

## About the course

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This course is aimed at exposing participants to various IT Applications which are widely used by individuals and corporates to keep a track of their valuable information. The programme will focus on three major areas i.e., Google tools, Open Education Resources and MS-Excel. Google plays an important role in education by enhancing efficiency, productivity of students. Its apps and services foster higher degree of collaboration, empower students and level the playing field for all. OER has been shown to increase student learning while breaking down barriers of affordability and accessibility. Researchers found that students in courses that used OER more frequently had better grades.

MS Excel offers a great assistance to companies who desperately need to update their financial and employee's data to analyze their productivity and revenues. The ability to organize, calculate and evaluate quantitative data is an important skill needed today in many fields. Moreover, they are commonly used in business and managerial decision-making, which means it act as a critical tool.

## Course Objectives

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The main objectives of the course are:

- To explore and work with various Google tools.
- To acquire knowledge about various Open Education Resources available.
- To explore the magic of analyzing data using Excel
- Become well-versed with the excel quick access tool bar and cell styling tools
- Master various intermediate Excel functions

## Course Outcomes

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At the end of the course, participants should be able to:

- Use of other Google tools for effectively managing their academic activities
- Creating Mind Mapping Charts for decision making.
- Apply advanced formulas in Excel to lay data in readiness for analysis
- Use advanced techniques in Excel for report visualizations
- Leverage on various methodologies in Excel of summarizing data

## Program Details

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- Commencement date: 18<sup>th</sup> April 2023.
- There will be minimum 20 Sessions of 1.5 Hour each.
- There will be Sessions on all Five Weekdays; (Monday to Friday)
- Class timings will be 2:30 pm – 4:00 pm.
- After the completion of course, feedback will be collected from the participants.
- Minimum 70% score is required to be qualify in the course.
- The students will be evaluated on the basis of the attendance, feedback and marks obtained in the MCQs.

## Who can attend?

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- Students who want to demonstrate the necessary analytical skills using excel.
- Any student of Commerce and Management from MAIMS/MAU/MAIT and from other intuitions will be eligible to attend the program.
- Limited seats are available on first cum first served basis.

## Certification

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- E-Certificate of Completion will be issued to successful students.
- Top 3 performers of the program will be awarded Certificate of Excellence.

## Course Content

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The course is organized in modules and each module covers a reasonable content to enable participants connect and progress successively in the next modules.

MODULE1: Introduction, Advanced Paste Special techniques

MODULE 2: Shortcut Keys

MODULE 3: Changing Excel's Default Options

MODULE4: Literature Review

MODULE 5: Paste Formulas, Paste Validations and Transpose Tables

MODULE 6: Cell References, Sorting and Filtering Data

MODULE7: Working with templates and Managing Worksheets

MODULE 8: Moving, Copying, Deleting and Hiding Grouped Worksheets

MODULE 9: Designing the structure of a template and Using templates for standardization of worksheets

MODULE10: Conditional Formatting and Data Validations

MODULE 11: Specifying a valid range of values for a cell and Specifying a list of valid values for a cell

MODULE 12: Specifying custom validations based on formula for a cell

MODULE13: Conditional Logic

MODULE14: Look Up and Reference Functions

MODULE 15: Mathematical and Date functions

MODULE16: Text functions & Statistical Functions

MODULE 17: Working with Reports

MODULE 18: If Statement, Nested If, And, Or, Not, Sumif, Sumifs

MODULE 19: Moving, Copying, Deleting and Hiding Grouped Worksheets

MODULE 20: An overview of the screen, navigation and basic spreadsheet concepts

### Organizing Team

#### PATRONS

**Prof. (Dr.) S.K. Garg**  
Director General, MAIMS

**Prof. (Dr.) Rajni Malhotra Dhingra**  
Director, MAIMS

#### Program Head

**Prof. (Dr.) Manju Gupta**  
(HOD, Dept. Of Commerce)

#### Convener

**Dr. Anil Kumar Goyal**  
Associate Professor  
Department of Commerce, MAIMS

## Resource Persons

1. Prof. (Dr.) Manju Gupta, Head, Department of Commerce
2. Dr. Anil Kumar Goyal, Associate Professor, Convener, Department of Commerce
3. Dr. Rachna Jain, Associate Professor, Department of Commerce
4. Dr. Geetanjali Gupta, Assistant Professor, Department of Commerce
5. Mr. Praveen Kumar Singh, Assistant Professor, Department of Commerce
6. Ms. Taranpreet Kaur, Assistant Professor, Department of Commerce
7. Dr. Rachita Aggarwal, Assistant Professor, Department of Commerce
8. Dr. Kamal Gupta, Assistant Professor, Department of Commerce
9. Dr. Sakshi Gupta, Assistant Professor, Department of Commerce
10. Dr. Sheetal Badesra, Assistant Professor, Department of Commerce
11. Ms. Shreya Garg, Assistant Professor, Department of Commerce
12. Ms. Divisha Gupta, Assistant Professor, Convenor, Department of Commerce
13. Ms. Durga Aryal, Assistant Professor, Department of Commerce

## Registration

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**Last Date of Registration: April 18<sup>th</sup>, 2023**

**Registration Link:** <https://forms.gle/JqDrQNGxZ2J29nEX8>

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For more details feel free to contact:  
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