

Maharaja Agrasen Institute of Management Studies
Affiliated with GGS IP University; Recognized u/s 2(f) of
Recognized by Bar Council of India; ISO 9001: 2015 Certified
Institute.

Sector 22, Rohini, Delhi -110086

Department of Law

Academic Year: 2023-24
16th January 2024

Session: 05th December 2023 –

INAUGURAL CEREMONY

The Inaugural Ceremony of Value-Added Course on MS Excel having 14 sessions held on 05 December 2023. Jitesh Mittal, Student Coordinator, VAC, MAIMS started the inaugural ceremony by warm greetings and invited Dr. Praveen Kumar Gupta, HOD, Law, MAIMS. Sir started by welcoming all participants in inaugural ceremony of Value Added & Skill Enhancement Course and congratulate our Faculty Members and Organizing Committee and welcome our resource person Dr. Ankit Goel. Sir said about the features of MS Excel and also motivated the students. Sir told briefly about the course that this course is helpful for all in future too students will be able to do well in MS Excel on their own they will be able to learn a lot and this course help in next planning and at the end sir again welcomed everyone and congratulated and handed over the ceremony to Jitesh Mittal and then he started by welcoming everyone and give more clear picture about the MS Excel Course as nowadays keeping ourselves well versed in this changing environment certain tools are evergreen demanded and widely used in all types of jobs MS excel is one of them. This course will help you to develop an understanding about the MS excel and explore its features utility in day to day working. After that he invited Ms. Ritika Bhatia and Dr. Ankit Goel. Then at last group virtual photograph is clicked and the session was handed over to Dr. Ankit Goel, Associate, Professor MAIMS

SESSION – 1

Date: 05 December, 2023

The informative and insightful session started with the introduction of esteemed speaker for the day, Dr. Ankit Goel, Associate Professor, MAIMS. The topic for the session was Making Familiar with Basics of Excel, which was elaborated thoroughly by discussing the various ways to perform a function as there are unlimited functions in MS Excel. Sir evenly quoted a line “The more you practice the more you become perfect”. Sir told about the various substitutes of Ms Excel one example is Google sheets. Sir explained about the ribbons, windows and the usage of the formulae in the Ms Excel. He showed all these functions by taking an example of different marks of students in different subjects by

creating a table in Ms Excel. With this he continued explaining how to add on the comments on the texts under a table. The participants took keen interest in the session by asking various questions and clearing their doubts from the speaker.

The first session concluded with the Prof. Ritika Bhatia, Assistant Professor, maims extending a warm vote of thanks to the session speaker Dr. Ankit Goel. And lastly, the technical team also took the group photograph.

SESSION– 2

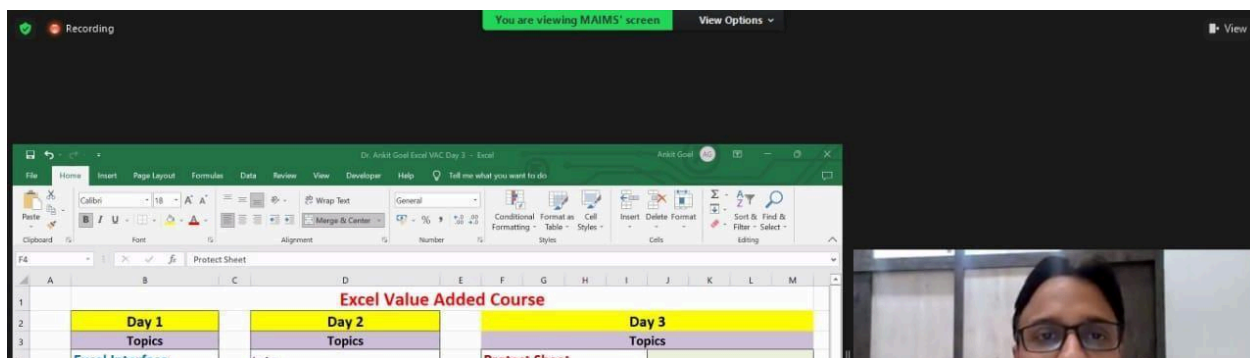
Date: 07th December, 2023

On the second day the informative and insightful session started with the brief recap of the first session. Then, the speaker Dr. Ankit Goel, Associate Professor, MAIMS, started with the second day session titled **Explore functions in Excel for making Daily work Easy**. In which he discussed the index formulae and its usage in the tables. He discussed the major about the Conditional Formatting. Also gave clarity about new formatting rule by creating various tables with the use of student names in the table, he described and make the use of various tools like text wrap and find & replace .And lastly, he answered various questions asked by the participants. The second session was concluded with Prof. Ritika Bhatia, Assistant Professor, maims extending a warm vote of thanks to the session speaker Dr. Ankit Goel and the students. And lastly, the technical team also took the group photograph.

SESSION 3

DATE: 9th DECEMBER, 2023

Third educative and inforamatory session on Excel started with a brief recap of the previous session by the esteemed speaker for the day Dr. Ankit Goel, Associate Professor, MAIMS. Topic for third session was **FINANCE FUNCTIONS**. He started with the concept of Protect sheet in excel then also taught students about translation feature of excel. After that he moved onto one of the most important feature of excel i.e. series option. Then next concept for the day was freeze panes, trace precedent which helps in knowing the formula as well as evaluating the formula and flash fill which helps when youa re working on a data. After explaining few basic topics the esteemed speaker finally started explaining about finance functions which included calculating future value for lumpsum investment, periodic investment and compounding period and then present value for annuity investment. The session concluded with a vote of thanks by student coordinator Ayushi Thakral, BALLB 3B to the esteemed speaker Dr. Ankit Goel and at last the technical team took group.photograph.



SESSION-4

DATE: 12TH DECEMBER, 2023

The fourth session very insightful session on value added course of excel was taken by Dr. Ankit Goel, Associate Professor, MAIMS. The esteemed speaker started with finance functions in which he explained about a loan schedule i.e. a statement which gives you an information about principle and interest at a particular point of time. He also taught about calculating EMI, Principle, Interest rate and ending balance. Then he moved onto **Secrets and Tricks of Excel** as well which included various useful tricks that one can use in excel. Tricks like Convert data into large or small font (using font, using formula), show picture along with cell, float message with data entry, copy different cells and paste at one different sheets, keep header data in centre without merge, convert data into table format in one click, hide data etc. The session ended with a vote of thanks extended by Assistant Prof. Ritika Bhatia, MAIMS to the esteemed speaker.

The screenshot displays a Zoom meeting interface. On the left, a grid of 25 video thumbnails shows participants. The top row includes DR ANKIT GOEL, Ayushi Thakral, RITIKA BHATIA, kirti sijohi, and Aayush Singh. The bottom row shows Sarthak Jain, Kavya Bansal, and Rajat Balana. On the right, the 'Participants (47)' list shows: AT Ayushi Thakral (Co-host, me), RB RITIKA BHATIA (Host), DA DR ANKIT GOEL (Co-host), A Aayush Singh, and AS Aayushi Singh. Below the list is a 'Chat' window with a message from AT: 'SIR PLS ALLOW ME TO UNMUTE MYSELF'. At the bottom, there is an 'Attendance form DAY4' with a URL: <https://forms.gle/XhpdF1yLpGF58K18>. A note states: 'All the participants are requested to fill this form at the latest. This will mark your attendance for the current session. Regards'.

This screenshot shows a Zoom meeting in progress. A large video window in the center displays Dr. Ankit Goel, the speaker, wearing glasses and an orange shirt. Above the main video, a horizontal strip of smaller video thumbnails shows other participants: Beauty Singh, Rishabh Jain, Nisha Aggarwal, anshika Verma, Khushi Negi, and Aayushi Singh.

SESSION 5

DATE: 14th DECEMBER 2023

The fifth educative and informatory session on Excel started with a brief recap of the previous session by the esteemed speaker for the day Dr. Ankit Goel, Associate Professor, MAIMS. Topic for fifth session was **MATHEMATICAL FUNCTIONS FOR DATA HANDLING**. He started with the basic math functions in excel then also taught students about Round /Round up /Round down/M round feature of excel. After that he moved onto one of the most important features of excel i.e., random number generate. Then next concept for the day was count, count A, count if, count ifs, count blank,etc. which helps in knowing the formula as well as evaluating the formula and flash fill which helps when you are working on a data. After explaining few basic topics, the esteemed speaker finally started explaining about mathematical functions which included integer and absolute. The session concluded with a vote of thanks by student coordinator Beauty Singh, BALLB 3A to the esteemed speaker Dr. Ankit Goel and at last the technical team took group photograph.

SESSION 6

DATE: 15th DECEMBER 2023

The informative and insightful session started with the introduction of esteemed speaker for the day, Dr. Ankit Goel, Associate Professor, MAIMS. The topic for the session was **STATISTICAL FUNCTIONS FOR DATA HANDLING**, which was elaborated thoroughly by discussing the various ways to perform a function as there are unlimited functions in MS Excel. Sir evenly quoted a line “What gives people feelings of power: money 30%, status 40%, using shortcuts in Excel 100%”.Sir explained about the basics statistics function in the MS Excel. With this he continued explaining how to use product, power, mean, median, mode, and use of mathematical symbols The participants took keen interest in the session by asking various questions and clearing their doubts from the speaker. At the end of this session Prof. Ritika Bhatia, Assistant Professor, maims announced the surprised gift for the prize money by increasing the 1st prize and so on. The session concluded by Beauty Singh BA LLB 3A with the extending a warm vote of thanks to the session speaker Dr. Ankit Goel. And lastly, the technical team also took the group photograph.

Session-7

Date:- 19th December 2023

The enlightening session started with the introduction of the esteemed speaker of the day Dr. Ankit Goel, Associate Professor, Maharaja Agrasen Institute of Management Studies, Rohini. The topic for the session was **Accounting Functions in MS Excel**. Sir, started the session by introducing the topic of “Subtotal”. With this he continued explaining various concepts like depreciation, aggregate, and how to calculate weekday and weekend in excel. Sir, also shared various shortcuts of MS Excel with students like how to add rows, columns, move a cell in any of the directions, create charts instantly, and many more. The whole session was thoroughly explained by giving adequate examples. At last, Sir also addressed the students’ queries and shared a practice sheet with them so that they can practice and learn more.

Session- 8

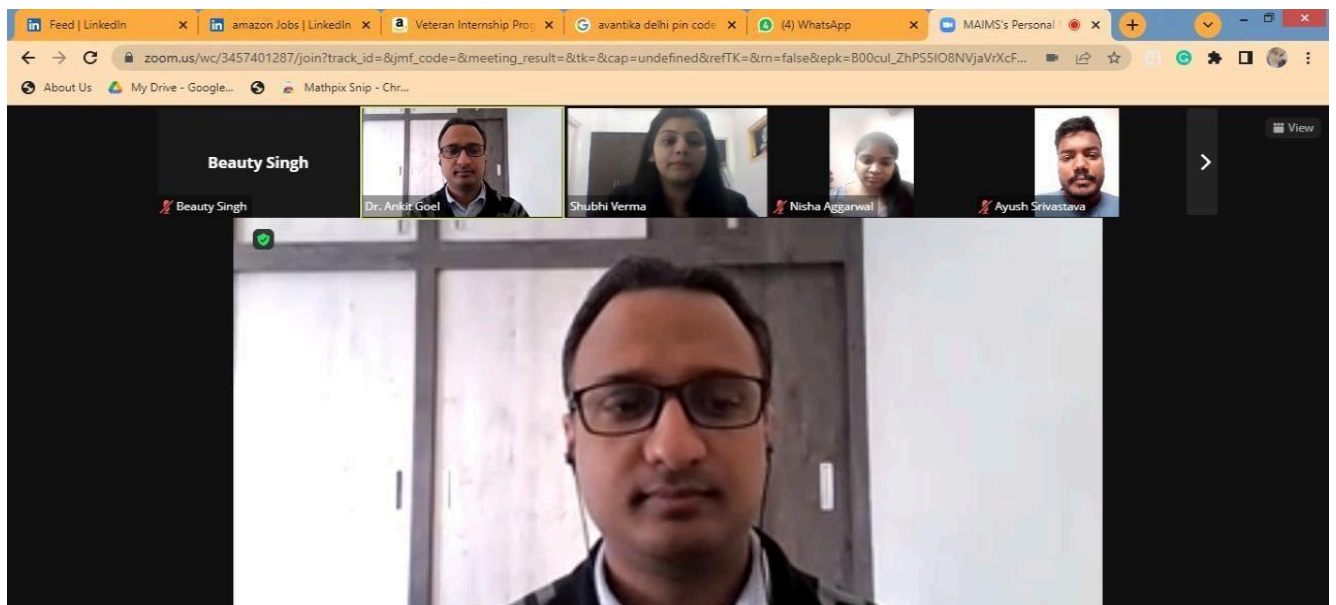
**Date:- 21st December
2023**

The insightful and informative session started with the introduction of esteemed speaker of the day Dr. Ankit Goel, Associate Professor, MAIMS. The topic for the day was **Charts & Pivot Tables**. Sir, started the session by introducing the basic ways to insert a chart in MS Excel. Sir also taught the same techniques with a shortcut. Sir, made students familiar with different charts and graphs like bar graphs, histograms, pie charts, and line graphs. He taught many ways to students to convert simple data into advanced graphs. Sir, also emphasized on how graphs and charts can change a boring data into a short and crisp presentation. The whole session was explained via giving adequate and suitable examples. At last, Sir, also cleared doubts of students and gave them a practice sheet so that they can practice what was taught and clear their concepts.

Session 9

Date: December 24, 2023

The ninth elucidative and informative session of MS- Excel started with a warm welcome and introduction of the resource person for the day, **Dr. Nikhil Kaushik Sir**, Assistant Professor- Finance in AIT Management, Chandigarh University. The topic for the ninth session was **Logical Functions**. The esteemed speaker started the session with the concept of **Data Validation**. He explained various tricks and tips on the topic. He kept the topic super lively and interactive by giving various exercises to the participants for better clarity of the concept. The next concept for the day was **VLookup**. The four arguments of VLookup were explained with the help of illustrations and raw data. Overall, all the concepts were explained in great depth with full understanding. The session ended with the proposal of a Vote of Thanks to the esteemed speaker.



Zoom Meeting You are viewing Nikhil Kaushik's screen View Options

Dipesh Chawla Dr. Ankit Goel Nikhil Kaushik Shubhi Verma Anshuman Sharma

Dipesh Chawla Dr. Ankit Goel Nikhil Kaushik Shubhi Verma Anshuman Sharma

File Home Insert Page Layout Formulas Data Review View Add-ins Help Tell me what you want to do

Get External Data New Query From Table Refresh All Edit Links Get & Transform
 Connections Properties Edit Links
 Sort Filter Reapply Advanced Sort & Filter
 Text to Columns What-if Analysis Forecast Sheet Outline Analyze
 Data Analysis Solver

C2

1	Name	Roll Number	Mobile Number
2	NIKHIL	21bba12345	
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			

Data Validation

Settings Input Message Error Alert

Show error alert after invalid data is entered

When user enters invalid data, show this error alert:

Style: Stop

Title: Entire Correct Mobile

Error message:

Clear All OK Cancel

Sheet1 Sheet2

Unmute Start Video Participants 35 Chat Share Screen Raise Hand Record Apps Leave

Participants (35)

Find a participant

- Nikhil Kaushik (Co-host)
- Shubhi Verma (Co-host)
- Aayushi Singh
- abhiraj khare
- Amaya Bansal
- anshika Verma
- Anshuman Sharma
- Ashra Islam
- Atharv singh
- Ayush Srivastava
- Beauty Singh
- Diya Ahuja BBA LLB (A)
- Garima Agarwal
- Jiya Mongia

Invite Unmute Me

SESSION – 10

Date: 24th December, 2023

Session ten was a great success, As planned session 10 was an intriguing discussion about **Advanced Excel** wherein there was full participation followed by insightful learning by our students. The session commenced with a generous welcome of the esteemed speaker for the day, **Dr. Nikhil Kaushik Assistant Professor- Finance AIT Management, Chandigarh University**. He discussed about the advanced features used in Excel- SUMIF & SUMIFS. He also clarified participants doubts regarding the same. He took adequate examples from the list of participants to explain better and gave the students practical questions to solve during the session for better and clarified understanding. He was actively testing participants retaining capacity on their previous learnings in the session- wherein he asked participants to differentiate between count and counta function and furthermore explained its usage with practical examples. The participants took keen interest in the session by asking various questions and clearing their doubts from the speaker. **The session concluded with the Prof. Ritika Bhatia, Assistant Professor, Maims extending a warm vote of thanks to the session speaker And lastly, the technical team also took the group photograph.**

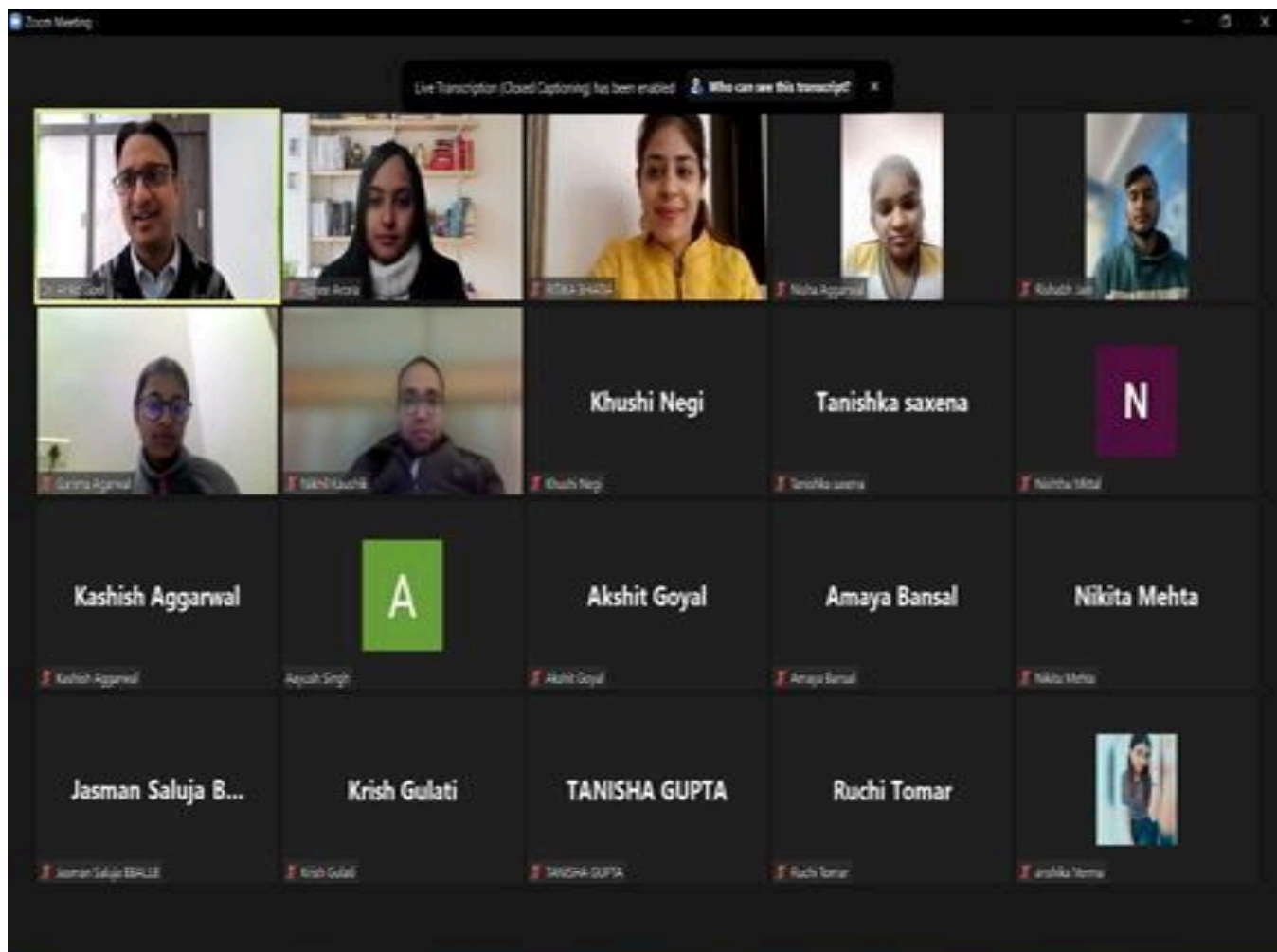
The screenshot displays a Microsoft Teams meeting interface. On the left, a spreadsheet is shared, showing a table with columns for 'Name', 'Physics', 'Chemistry', 'Maths', and 'Sum'. The data is as follows:

Name	Physics	Chemistry	Maths	Sum
A	72	80	70	222
B	70	81	96	227
C	99	88	85	200
D	100	49	52	201
E	96	57	1	154
F	50	57	98	205
G	25	30	64	119
H	96	80	10	186
I	34	33	39	106
J	27	46	98	171
K	77	36	35	148
L	26	59	71	156
M	34	85	98	217
N	62	11	10	100
O	88	83	1	172

On the right side of the meeting, a grid of participant video thumbnails is visible. The participants shown include:

- Rishabh Jain
- Garima Agarwal
- Khushi Negi
- Nishu Mittal
- Aayushi Singh
- Krish Gulati
- Aayushi Singh
- Vinit Chaudhary
- UTKARSH JAIN
- Navneet Jain
- Hemanshi Aggarwal
- Nisha Aggarwal
- Saachi Sethi
- Saad

The bottom of the screen shows the Microsoft Teams control bar with various icons for muting, video, chat, and screen sharing.



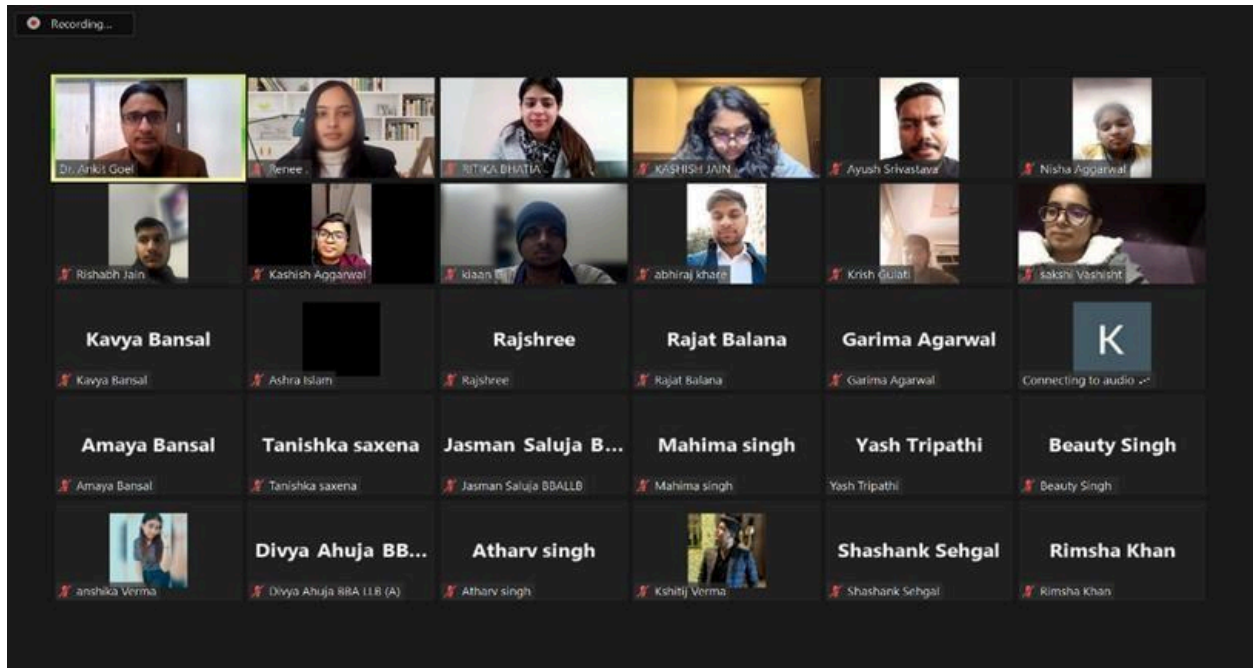
SESSION– 11

Date: 26th December, 2023

The speaker for Day Eleven, Dr. Ankit Goel, Associate Professor, MAIMS, began the discussion in the session titled **Preparation of Financial Statement**. He began this insightful session of learning with the basic introduction on Balance sheets and further went on describing its various components. He went on naming and describing such components. Furthermore, he gave in a brief detailing about certain components such as Inventories so as to give the participants an idea regarding balance sheets. Giving clarity on current and non-current assets, Dr. Ankit Goel described different ways to create a balance sheets- and its horizontal and vertical trends that are followed in India. And lastly, to give a better idea about the same he used adequate examples-

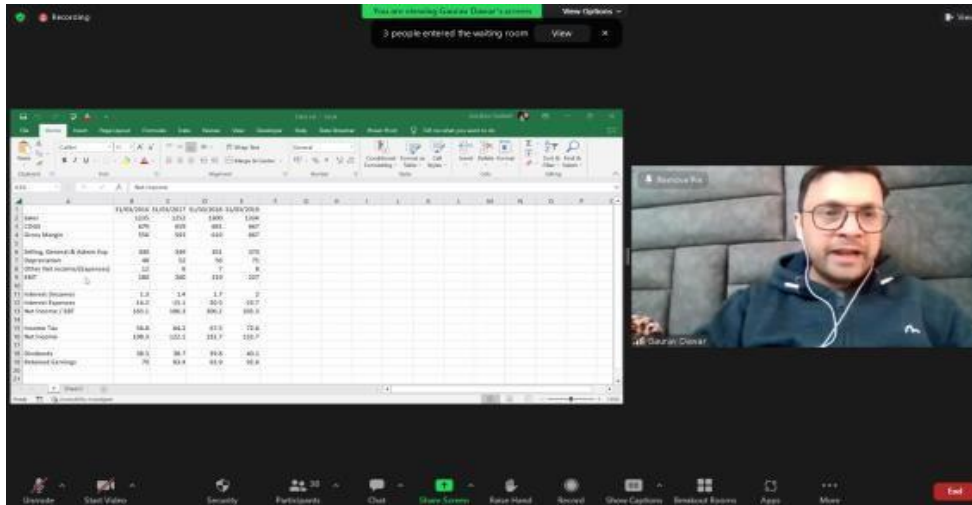
using the balance sheet of Reliance to give better clarity and practical understanding. **This session was concluded with Prof. Ritika Bhatia, Assistant Professor, maims extending a warm vote of thanks to the session speaker Dr. Ankit Goel and the students. And lastly, the technical team also took the group photograph.**

The screenshot shows a Zoom meeting interface. The main window displays a financial analysis of Reliance. The top navigation bar includes: Home, MCQs, Tech/Startup, Portfolio, Certificates, Mutual Funds, Personal Finance, Finance, Values, Investment, and Subscription. The main content area is titled 'Balance Sheet' and shows a bar chart of Revenue from 2018 to 2021. The revenue values are: 2018: 296622, 2019: 329991, 2020: 347125, 2021: 348824, and 2022: 399422. The chart is titled 'Revenue' and is part of a 'Balance Sheet' overview. The interface includes a sidebar on the right showing a list of participants: Dr. Ankit Goel, Ritika, Nisha Aggarwal, and abhiraj khare. A promotional banner for SMC (Small Finance Bank) offers up to ₹50,000/- cashback on a new auto loan.



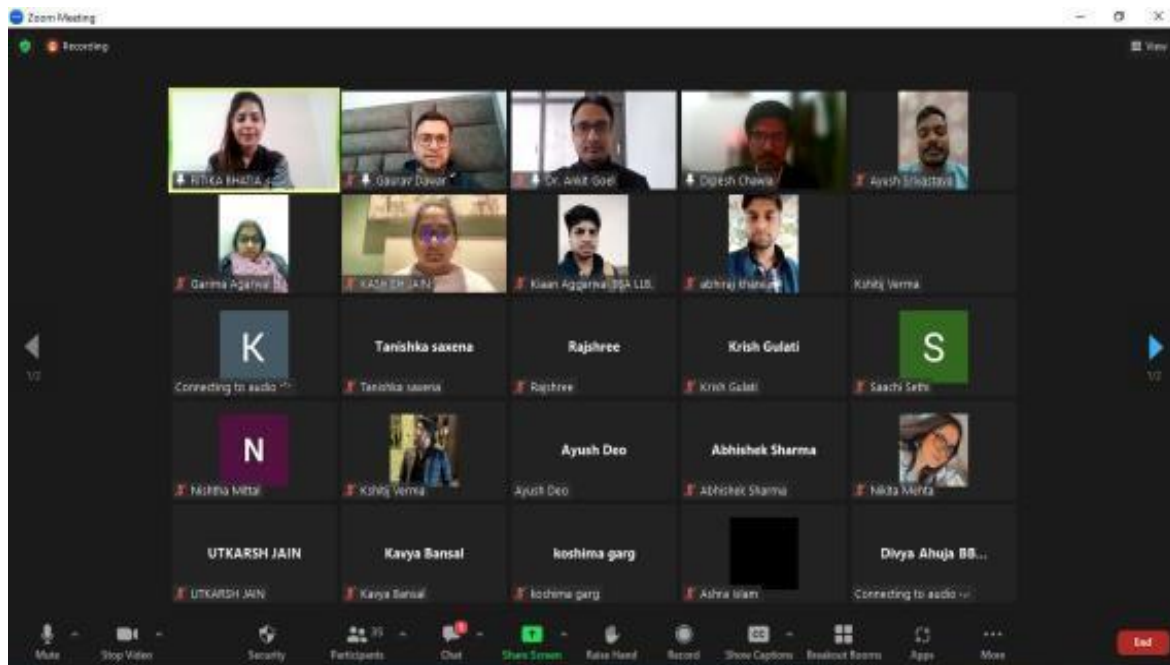
Session - 12

Date- 28th December 2023



The twelfth elucidate and informative session of MS- Excel started with a warm welcome and introduction of the resource person for the day, **Dr. Gaurav Dawar** Assistant Professor at Christ (deemed to be University) The topic for the 12th session was **Financial Modelling**. The esteemed speaker started the session with giving a brief introduction of the topic- Financial Modelling with the help of a hypothetical example. Sir had explained the concept with the help of the income statement and balance sheet as an example. He started solving the example by telling the formulas and tricks of excel and gave the projections and assumptions to the example.

He very well explained to participants how financial modeling is helpful in analyzing the trends of the company. At last sir had clarified the doubts of all the participants. The session ended with the proposal of a Vote of Thanks to the esteemed speaker.

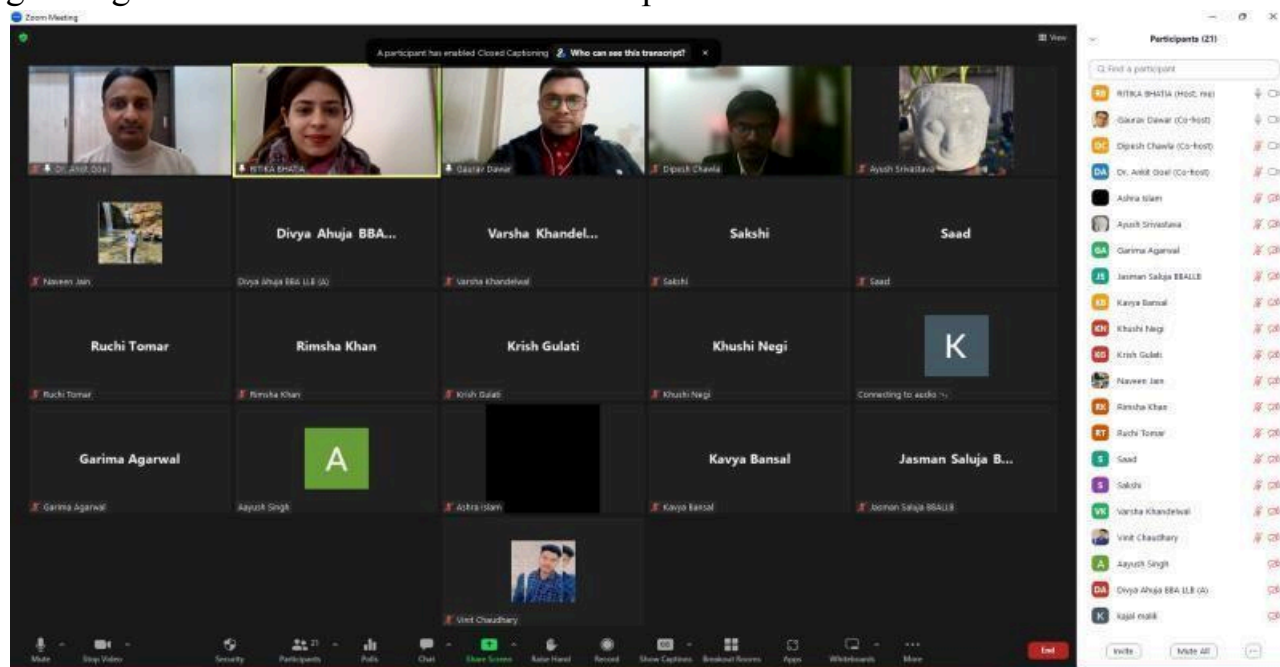


SESSION- 13

Date-29 December 2023

	2016 A	2017 A	2018 A	2019 A	2020 F	2021 F	2022 F
1. Sales	1235.00	1252.00	1300.00	1334.00	1400.70	1470.74	1544.27
2. COGS	679.00	659.00	681.00	667.00	728.36	764.78	801.02
3. Gross Margin	556.00	593.00	619.00	667.00	672.34	705.95	743.25
4. Selling, General & Admin Exp.	340.00	349.00	351.00	373.00	392.30	411.81	432.40
5. Depreciation	48.00	52.00	56.00	75.00	75.00		
6. Other Net Income/Expenses	17.00	8.00	7.00	8.00	8.40	8.82	9.27
7. EBIT	180.00	200.00	219.00	227.00	288.54	302.97	318.12
8. Interest (Income)	1.30	1.40	1.70	2.00			
9. Interest Expenses	-16.20	-15.10	-20.50	-23.70	-23.70	-23.70	-23.70
10. Net Income / EBT	165.10	186.30	200.20	205.30	264.84	279.27	294.42
11. Income Tax	56.80	64.30	67.50	72.60	66.23	66.82	71.60
12. Net Income	108.30	122.10	132.70	132.70	198.63	209.45	220.81
13. Dividends	38.30	38.70	39.80	40.10	42.02	44.12	46.33
14. Retained Earnings	70.00	83.40	92.90	92.60	156.61	165.33	174.49

Session twelve was a great success, As planned session 12 was an intriguing discussion about Financial Modelling wherein there was full participation followed by insightful learning by our students. The session commenced with a generous welcome of the esteemed speaker for the day, Dr. Gaurav Dawar, Assistant Professor at Christ (deemed to be University) Sir started with a previous example of last session, he first gave a brief about the last session and continued further. He completed the estimated balance sheet which he had started in the last session. After that he made the cash flow statement with the help of a balance sheet and income statement. He clarified all the doubts of participants. The session ended by granting a vote of thanks to the esteemed speaker.



Session 14

Date: December 30, 2023

The fourteenth elucidative and informative session of MS- Excel started with the Quiz Guidelines for the quiz to be held on the Valedictory Session by Ms. Ritika Bhatia Ma'am. The topic for the fourteenth session was **Dashboard-Marketing/HR/Finance**. The esteemed speaker started the session with the meaning of the topic for the day with the help of a dashboard and raw data for the same. He also apprised the participants on how to import the data with the help of Google Sheets. The step way manner on how to effectively create a Dashboard was explained by the speaker. He gave various information on how to add logo, use controls, use scorecards, etc. Furthermore, he explained how to add various graphs

and charts and also the difference on Dimensions and Matrix. Finally, the last session ended with the valuable feedback provided by various participants marking the end of this fruitful course on MS Excel.

