

MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

(A unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University; NAAC A++ Accredited

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

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Prof. (Dr.) Manju Gupta

Head, Department Commerce

Monday, February 03, 2025

NOTICE

Subject: Workshop on "Advanced Functions in MS-Excel"

In consultation with Director, MAIMS, Workshop: "Advanced Functions in MS-Excel" is to be organized by the Department of Commerce, MAIMS under the Aegis of IQAC from February 28th to March 6th, 2025.

Title	Advanced Functions in MS-Excel
Date of Activity	February 28 th to March 6 th , 2025
Time & Sessions	2.45 p.m. to 3:45 p.m.; (one week workshop)
Resource Person	Dr. Geetanjali Gupta, Assistant Professor, Department of Commerce
Objective	<ul style="list-style-type: none">* Provide participants with in-depth knowledge and practical skills to enhance their expertise* Improve Decision-Making with What-If Analysis* Implement data validation rules for accuracy and efficiency* Enhance Data Analysis Skills* Enables users to format, organize and calculate data in a spreadsheet
Participants	Students of MAIMS & other colleges
Registration link	https://docs.google.com/forms/d/e/1FAIpQLSdgJukOiuKfBcWV3u_ptl23mZnWQOT25BII0v4tJd5WZ_RMjQ/viewform?usp=sharing
Last date of Registration	February 25, 2025
Venue	Online- Google Meet
Program Head	Prof. (Dr.) Manju Gupta, Head, Dept of Commerce, MAIMS
Convenor	Dr. Geetanjali Gupta, Assistant Professor

Prof. (Dr.) Rajni Malhotra Dhingra,

Director MAIMS



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