



Maharaja Agrasen Institute of Management Studies

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Date: March 06, 2025

Report on Workshop on Advanced Functions in Excel Academic Year: 2024-25

Name of Event: Workshop on Advanced Functions in Excel

Organizing Unit: Department of Commerce, MAIMS

Date of the Event: February-28, 2025 to March 06, 2025

Time of the Event: 2.45 PM to 3.45 PM

Location: Google Meet

Number of Students participated: 27

Convenor & Resource Person: Dr. Geetanjali Gupta

Maharaja Agrasen Institute of Management Studies, Department of Commerce under the aegis of IQAC started a workshop on “**Advanced Functions in Excel**”. The course was started for the undergraduate students of MAIMS and other institutes. Registration for the same began on 5th February, 2025 and classes started from 28th September, 2025 and ended on 06th March, 2025. It is one week workshop.

This workshop will provide participants in-depth knowledge and practical skills to enhance their expertise. It will improve Decision-Making capability with What-If Analysis. Participants can implement data validation rules for accuracy and efficiency. This workshop will enhance Data Analysis skills of participants. This workshop will enable users to format, organize and calculate data in a spreadsheet

The certificate course was headed by Prof. (Dr.) Manju Gupta, Head, Department of Commerce. The course was convened by Dr. Geetanjali Gupta, Assistant Professor, Department of Commerce. Dr Geetanjali Gupta is acted as the resource person for the course covering various topics of excel. Google meet was the online platform chosen for the conduct of classes. In total 27 students registered and completed the course. At the end of workshop, students were required to fill a feedback form. Criteria of certification is Attendance and Feedback form.

The course had been started with excel. Topics covered in this workshop are

- ❖ Data validation Feature
- ❖ Pivot Table
- ❖ LOOKUP Function – VLOOKUP and HLOOKUP Function

- ❖ What-If Analysis
- ❖ Condition-Logic

Practice questions were given to students in class so as to give them hands-on experience with data.

The credit for this initiative goes to Prof. (Dr.) Manju Gupta, Chief Coordinator of the Program and Head, the Department of Commerce who worked under the able guidance of Prof. (Dr.) Rajni Malhotra Dhingra, Director, MAIMS. Their constant support and encouragement helped in the successful accomplishment of this course.

Certificates were distributed to all the 27 students who were able to qualify for the workshop.

