



MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

(A Unit of Maharaja Agrasen Technical Education Society)

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Department of LAW

Academic Year: 2024-25

Session: 16th September 2024 – 4th October 2024

INAUGURAL CEREMONY

The Inaugural Ceremony of the Value-Added Course on MS Excel, comprising 14 sessions, was held on 16th September 2024. The event commenced with warm greetings from Jitesh Mittal, Student Coordinator, VAC, MAIMS, who then invited Dr. Praveen Kumar Gupta, HOD, Law, MAIMS, to address the gathering.

Dr. Gupta welcomed all participants to the inauguration of the Value Added & Skill Enhancement Course and extended his congratulations to the faculty members and the organizing committee. He also welcomed the resource person, Dr. Ankit Goel. In his address, Dr. Gupta spoke about the key features of MS Excel, encouraged the students, and highlighted the relevance of the course for their future endeavors. He emphasized that the course would enable students to independently use MS Excel proficiently and enhance their planning and analytical abilities. Concluding his remarks, he once again welcomed everyone, offered his congratulations, and handed the ceremony back to Jitesh Mittal.

Jitesh then provided further insights into the MS Excel course, noting that in today's dynamic environment, certain tools remain consistently in demand, and MS Excel is one of them. He explained that the course would help students understand and explore the practical utility of MS Excel in everyday tasks. Following this, he invited Ms. Ritika Bhatia and Dr. Ankit Goel to the session.

The ceremony concluded with a group virtual photograph, after which the session was formally handed over to Dr. Ankit Goel, Associate Professor, MAIMS.

SESSION – 1

Date: 16th September 2024

The session began with an introduction of the day's distinguished speaker, Dr. Ankit Goel, Associate Professor at MAIMS. The topic, *Getting Acquainted with the Basics of Excel*, was explored in depth as Dr. Goel explained multiple methods of executing functions within the software, emphasizing that Excel offers an extensive range of functionalities. He reinforced the idea that "practice leads to perfection."

Dr. Goel also mentioned alternative tools similar to MS Excel, such as Google Sheets. He then walked the participants through Excel's interface, including ribbons, windows, and the application of various formulas. To demonstrate these concepts, he created a sample table using students' marks across different subjects. He further illustrated how comments can be inserted into specific cells within a table.

Participants actively engaged in the session, raising questions and seeking clarification on several aspects discussed.

The first session concluded with a heartfelt vote of thanks delivered by Prof. Ritika Bhatia, Assistant Professor at MAIMS, acknowledging Dr. Goel's efforts and valuable insights. Finally, the technical team captured a group photograph to mark the occasion.

SESSION– 2

Date: 17th September 2024

The second day of the program began with a quick recap of the previous session's key points. Following this, the speaker, Dr. Ankit Goel, Associate Professor at MAIMS, commenced the session titled *Exploring Excel Functions to Simplify Daily Tasks*. He introduced the Index function and demonstrated its application within data tables. A significant portion of the session focused on Conditional Formatting, where he explained the concept in detail and illustrated the process of creating new formatting rules.

Using sample tables containing students' names, Dr. Goel further demonstrated useful Excel tools such as text wrapping and the find-and-replace feature. Throughout the session, he addressed several questions raised by participants, ensuring clarity and understanding.

The session concluded with a warm vote of thanks delivered by Prof. Ritika Bhatia, Assistant Professor at MAIMS, acknowledging Dr. Goel's contribution as well as the active participation of students. Finally, the technical team captured a group photograph to mark the end of the day.

SESSION 3

DATE: 18th September 2024

The third session, rich in knowledge and practical insights, began with a brief review of the previous day's concepts by the distinguished speaker, Dr. Ankit Goel, Associate Professor at MAIMS. The focus of this session was Finance Functions in Excel. Dr. Goel started by introducing the "Protect Sheet" feature, followed by a demonstration of Excel's translation tool.

He then moved on to highlight several key functionalities, including the Series option, Freeze Panes, and Trace Precedents—tools that assist users in understanding and evaluating formulas. He also explained the Flash Fill feature, which proves highly efficient when working with large datasets.

After covering these foundational elements, Dr. Goel delved into the core topic of the day: finance-related functions. He illustrated how to compute the future value for both lump-sum and periodic investments, explained the impact of compounding periods, and demonstrated the calculation of present value for annuity-based investments.

The session concluded with a vote of thanks delivered by Ayushi Thakral, Student Coordinator (BALLB 3B), expressing gratitude to Dr. Goel for his valuable guidance. The technical team wrapped up the event by capturing a group photograph.

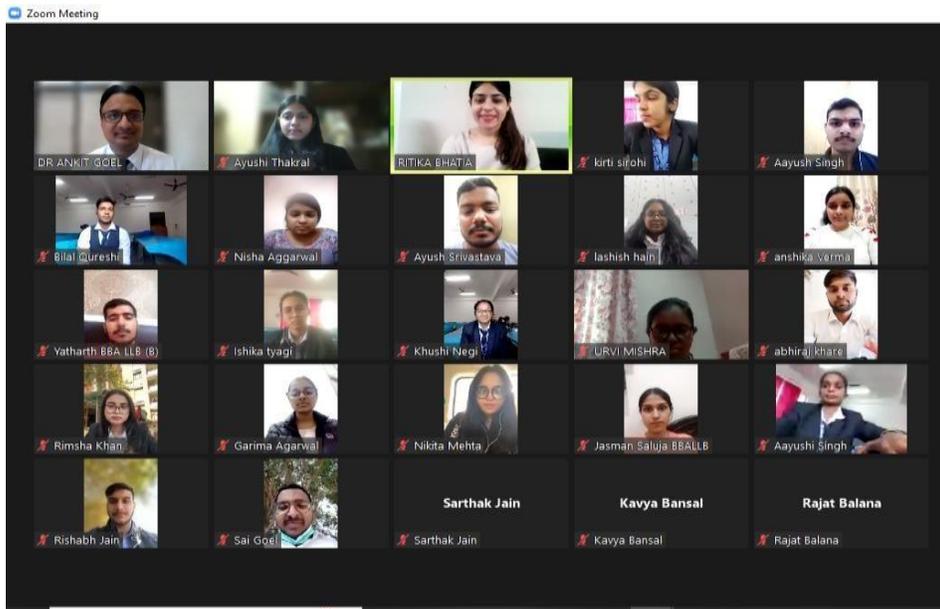
SESSION-4

DATE: 19th September 2024

The fourth session of the Value-Added Course on Excel, conducted by Dr. Ankit Goel, Associate Professor at MAIMS, proved to be highly insightful. Dr. Goel began by continuing with finance functions, introducing the concept of a loan schedule—a detailed statement that outlines the principal and interest components at any given point in time. He also guided participants through the process of calculating EMI, principal amounts, interest rates, and closing balances.

Following this, he transitioned to a segment on Excel Secrets and Tricks, sharing a range of practical tips that can enhance efficiency while working in Excel. These included methods to adjust text size using formulas, display images within cells, create floating messages during data entry, copy non-adjacent cells and paste them onto a different sheet, center headers without merging cells, convert data into table format with a single click, and techniques for hiding data.

The session concluded with a warm vote of thanks delivered by Assistant Professor Ritika Bhatia, MAIMS, expressing gratitude to Dr. Goel for his valuable insights.



SESSION 5

DATE: 20th September 2024

The fifth session of the Excel Value-Added Course commenced with a short recap of earlier concepts, delivered by the day's distinguished speaker, Dr. Ankit Goel, Associate Professor at MAIMS. The theme for this session was *Mathematical Functions for Data Handling*. Dr. Goel began by introducing fundamental mathematical operations in Excel and then explained the use of functions such as ROUND, ROUNDUP, ROUNDDOWN, and MROUND.

He proceeded to discuss the Random Number Generation feature, highlighting its significance in data-related tasks. The session then moved toward essential counting functions—COUNT, COUNTA, COUNTIF, COUNTIFS, COUNTBLANK, among others—which assist in formula evaluation and data analysis. He also revisited Flash Fill as a helpful tool for managing structured data.

After covering these foundational tools, Dr. Goel delved deeper into mathematical functions like INT (Integer) and ABS (Absolute), explaining their purpose and application.

The session concluded with a vote of thanks presented by Student Coordinator Beauty Singh, BALLB 3A, expressing appreciation for Dr. Goel's enriching guidance. The technical team then marked the conclusion with a group photograph.

SESSION 6

DATE: 23th September 2024

The session began with an introduction of the day's distinguished speaker, Dr. Ankit Goel, Associate Professor at MAIMS. The focus of this session was *Statistical Functions for Data Handling*. Dr. Goel thoroughly explained different methods of applying statistical functions, emphasizing the vast range of tools available in MS Excel. He humorously remarked, "What gives people feelings of power: money 30%, status 40%, and using shortcuts in Excel 100%."

He then guided participants through essential statistical functions such as PRODUCT, POWER, MEAN, MEDIAN, and MODE, along with the use of various mathematical operators. Students remained highly engaged throughout, actively asking questions and seeking clarification on concepts.

Toward the end of the session, Prof. Ritika Bhatia, Assistant Professor at MAIMS, announced an exciting surprise—an increase in the prize amount for the winners. The session officially concluded with a warm vote of thanks delivered by Beauty Singh, BA LLB 3A, expressing gratitude to Dr. Goel for his insightful presentation. Finally, the technical team captured a group photograph to conclude the day.

Session-7

Date:- 24th September 2024

The session commenced with the introduction of the distinguished speaker, Dr. Ankit Goel, Associate Professor at Maharaja Agrasen Institute of Management Studies, Rohini. The focus of the day was *Accounting Functions in MS Excel*. Dr. Goel began by explaining the concept of "Subtotal," and then proceeded to cover additional accounting-related tools such as depreciation calculations, the AGGREGATE function, and methods to identify weekdays and weekends within Excel.

He also shared several useful Excel shortcuts, demonstrating how to quickly insert rows and columns, navigate cells efficiently, generate charts instantly, and perform other time-saving actions. Throughout the session, he provided clear examples to ensure students fully grasped each concept.

Towards the end, Dr. Goel addressed participants' questions and provided a practice sheet to help students reinforce their learning and apply the functions independently.

Session- 8

Date:- 25th September 2024

The session began with an introduction of the day's esteemed speaker, Dr. Ankit Goel, Associate Professor at MAIMS. The focus of the session was *Charts and Pivot Tables*. Dr. Goel opened by demonstrating the fundamental methods for inserting charts in MS Excel and followed this with shortcut techniques that accomplish the same task more efficiently.

He introduced students to a variety of chart types—including bar graphs, histograms, pie charts, and line charts—and explained multiple ways to transform simple datasets into more sophisticated visual representations. Dr. Goel highlighted how effective charts and graphs can simplify complex information and turn plain data into a clear, engaging presentation.

Throughout the session, he used practical examples to illustrate each concept. In the end, he addressed students' queries and shared a practice sheet to help them reinforce the techniques taught during the session.

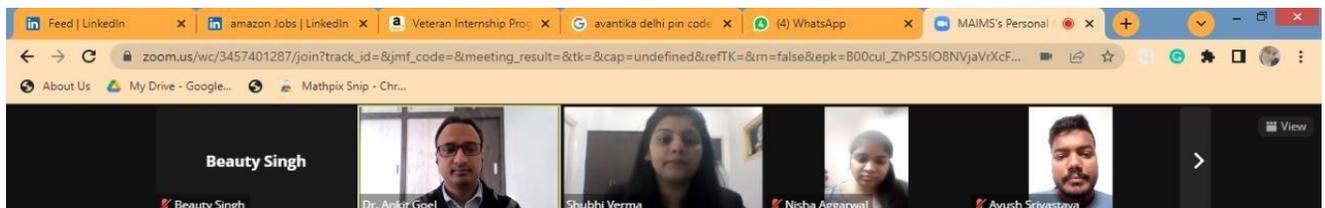
Session 9

Date: 26th September 2024

The ninth session of the MS Excel course began on an engaging note with a warm welcome and introduction of the day's resource person, Dr. Nikhil Kaushik, Assistant Professor of Finance at AIT Management, Chandigarh University. The session focused on *Logical Functions*. Dr. Kaushik opened with an overview of Data Validation, demonstrating several useful techniques and shortcuts. He made the session highly interactive by assigning practical exercises that helped participants grasp the concepts more effectively.

The discussion then progressed to the VLOOKUP function. Dr. Kaushik thoroughly explained its four key arguments using real examples and sample datasets, ensuring participants developed a clear understanding of how the function works in practical scenarios.

Each concept was taught in a detailed and easy-to-understand manner, making the session both insightful and enriching. The session concluded with a formal Vote of Thanks offered to the esteemed speaker.



SESSION – 10

Date: 27th September 2024

Session ten proved to be highly successful, offering an engaging and enriching exploration of Advanced Excel concepts. The session began with a warm welcome to the distinguished speaker, Dr. Nikhil Kaushik, Assistant Professor of Finance at AIT Management, Chandigarh University.

Dr. Kaushik introduced participants to advanced Excel functions, focusing on SUMIF and SUMIFS, and addressed all related queries with clarity. To enhance understanding, he used examples drawn from the participants' own data and provided practical exercises for them to solve during the session. He also revisited earlier concepts by asking students to differentiate between the COUNT and COUNTA functions, reinforcing their prior knowledge through real-time examples.

The students remained highly engaged, actively posing questions and seeking clarification throughout the discussion.

The session concluded with a heartfelt vote of thanks delivered by Prof. Ritika Bhatia, Assistant Professor at MAIMS. Finally, the technical team captured a group photograph to mark the end of the session.

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

Name	Physics	Chemistry	Maths	Sum
A	22	85	70	222
B	70	81	96	227
C	89	88	86	200
D	230	49	52	201
E	96	57	1	154
F	50	57	90	205
G	26	30	64	120
H	96	80	20	186
I	34	33	89	130
J	27	48	98	173
K	77	26	25	128
L	26	59	71	156
M	30	85	88	203
N	62	22	19	106
O	88	83	1	157

On the right, a grid of participant video thumbnails is visible. The participants shown are: Dr. Nikhil Kaushik (top left), Rishabh Jain, Garima Agarwal, Khushi Negi, Nishtha Mittal, Aayushi Singh, Krish Gulati, Aayushi Singh, and Saad. The bottom of the screen shows the Zoom control bar with options like Mute, Start Video, Security, Participants, Chat, Share Screen, Raise Hand, Pause/Stop Recording, Show Controls, Breakout Rooms, Apps, Whiteboards, and More.

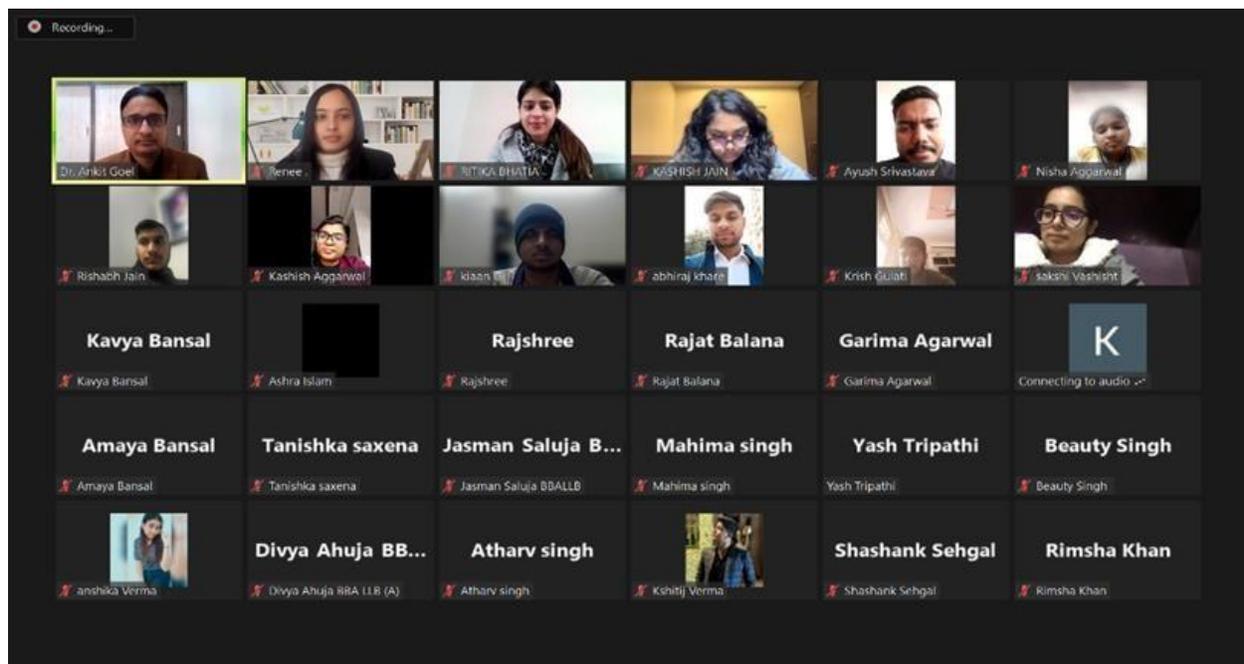
SESSION– 11

Date: 30th September 2024

On the eleventh day, the session was led by Dr. Ankit Goel, Associate Professor at MAIMS, who conducted an insightful discussion on *Preparation of Financial Statements*. He began by introducing the fundamentals of a balance sheet and then elaborated on its various components, explaining each element in detail. To help participants gain a clearer understanding, he provided additional insights into items such as inventories and clarified the distinction between current and non-current assets.

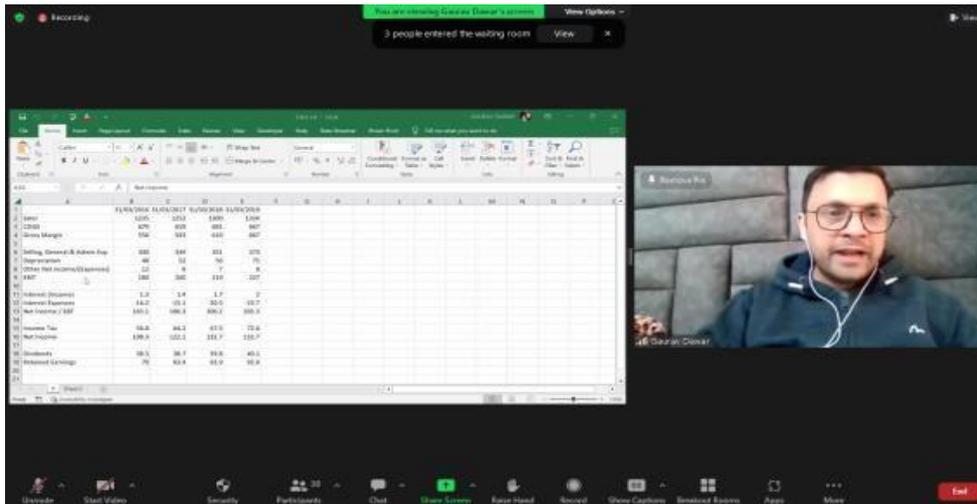
Dr. Goel also explained the different formats used for preparing balance sheets, highlighting both the horizontal and vertical structures commonly followed in India. To strengthen practical comprehension, he demonstrated these concepts using the balance sheet of Reliance, offering real-world context to the theoretical discussion.

The session concluded with a warm vote of thanks extended by Prof. Ritika Bhatia, Assistant Professor at MAIMS, acknowledging both Dr. Goel and the participants. The technical team ended the session by capturing a group photograph.



Session - 12

Date- 1st October 2024



During the eleventh session, Dr. Ankit Goel, Associate Professor at MAIMS, delivered an engaging lecture on *Preparation of Financial Statements*. He opened the session by outlining the basic structure of a balance sheet and then moved on to explain its individual components in depth. To enhance understanding, he discussed elements such as inventories and clarified the differences between current and non-current assets.

Dr. Goel further guided participants through the various formats used for drafting balance sheets, emphasizing the horizontal and vertical layouts commonly adopted in India. To provide practical insight, he analyzed the balance sheet of Reliance, allowing participants to connect theoretical concepts with real-world examples.

The session wrapped up with a heartfelt vote of thanks offered by Prof. Ritika Bhatia, Assistant Professor at MAIMS, who expressed gratitude to both the speaker and the attendees. The day concluded with the technical team capturing a group photograph.

SESSION- 13

Date-2nd October 2024

Session twelve proved to be highly productive, featuring an engaging discussion on *Financial Modelling* that saw enthusiastic participation and meaningful learning from the students. The session began with a warm introduction of the day's distinguished speaker, He started by revisiting the example used in the previous session, offering a brief recap before proceeding. He then completed the estimated balance sheet that had been initiated earlier and subsequently demonstrated how to prepare a cash flow statement using both the balance sheet and the income statement. Throughout the session, he addressed every query raised by participants, ensuring complete conceptual clarity.

The session concluded with a formal vote of thanks for his valuable guidance.

Session 14 & 15

Date: 3rd /4th October 2024

The fourteenth and final instructional session of the MS Excel course began with Ms. Ritika Bhatia outlining the quiz guidelines for the upcoming Valedictory Session. The focus of the day was Dashboards for Marketing, HR, and Finance.

The speaker introduced the concept of dashboards using sample layouts and raw datasets to illustrate their purpose and structure. He also demonstrated how to import data from Google Sheets, guiding participants through each step involved in building an effective dashboard.

Throughout the session, he explained how to incorporate elements such as logos, control features, and scorecards. Additionally, he detailed the process of inserting various charts and graphs, while clarifying the distinction between dimensions and metrics. The course concluded on a reflective note, with participants sharing valuable feedback on the session and the overall learning experience, marking the successful completion of this enriching MS Excel program.