

Department of Computer Applications

Report

Skill Enhancement Certificate Course on

Mastering Microsoft Excel: Basics to Advanced

Date: 14th Oct, 2024 – 20th Dec, 2024

No. of Participants: 200

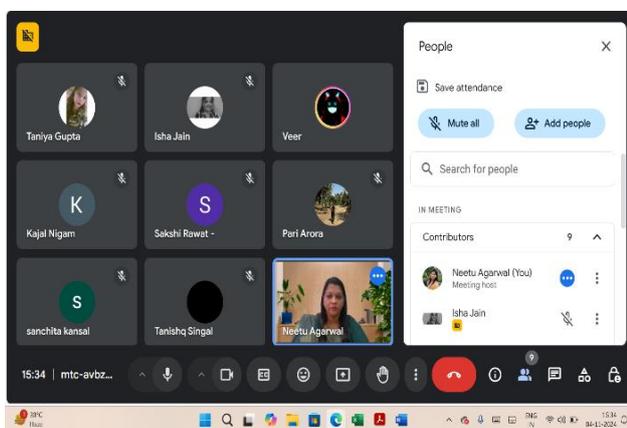
Mode: Online via Gmeet

Timings: 3:30 PM- 5:00 PM

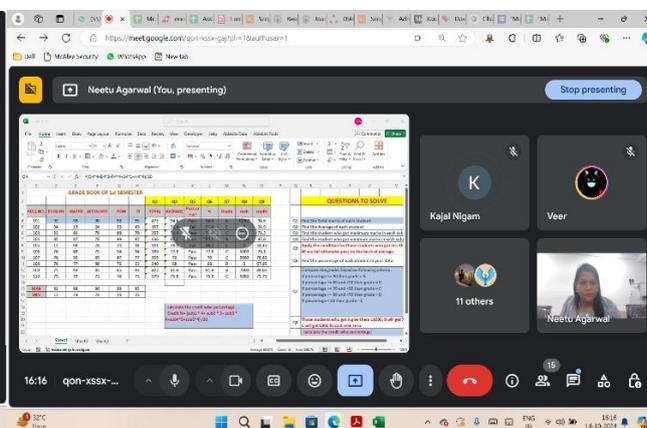
Faculty Coordinators: Ms. Neetu Agarwal, Assistant Professor, Dept. of Computer Applications

Mr. Aashish, Assistant Professor, Dept. of Computer Applications

The *Mastering Microsoft Excel: Basics to Advanced* skill enhancement certificate course was conducted by the Department of Computer Applications at Maharaja Agrasen Institute of Management Studies under the aegis of IQAC in online mode via Gmeet for all the courses. This **30-hours course**, held from October 2024 to December 2024, aimed at enhancing participants proficiency in Excel, covering fundamental to advanced functionalities essential for business analytics, data visualization, and automation. Designed to cater both beginners and advanced users, the course provided comprehensive training on various Excel features such as logical functions, sorting & filtering, conditional formatting, lookup functions (VLOOKUP, HLOOKUP), pivot tables, macros, VBA, dashboard creation, and data analysis using Ablebits tools.



Online classes being conducted via Gmeet



Classes are being taken by the Resource Person

The course structure consisted of **20 interactive sessions**, conducted every week from **3:30 PM to 5:00 PM**, ensuring a hands-on learning experience with real-world datasets. Aimed at fostering industry-relevant skills, the sessions enabled participants to enhance their data management and analysis capabilities. The registration was open to both internal and external participants, with a nominal fee structure. To encourage excellence, a **Certificate of Completion** was awarded to participants maintaining **75% attendance** and meeting assignment submission criteria, while the **top 3 performers** received **Certificates of Merit**. Additionally, cash prizes of ₹500 each were awarded to the top 3 performers, recognizing their outstanding achievements in the course.



Maharaja Agrasen Institute of Management Studies

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Their commitment to mastering Excel was truly commendable. The course successfully provided students with valuable skills, preparing them for future academic and professional pursuits. The interactive approach, expert guidance, and real-world applications made the learning experience enriching and impactful. The course was effectively organized under the leadership of **Dr. Sarita Bansal Garg, HOD, Dept. of Computer Applications**, with dedicated coordination by **Ms. Neetu Agarwal and Mr. Aashish, Assistant Professors**. The Department of Computer Applications looks forward to organizing more such skill-enhancing programs in the future.