



Maharaja Agrasen Institute of Management Studies

(A unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University; NAAC A++ Accredited; Recognized u/s 2(f) of UGC

Recognized by Bar Council of India; ISO 9001 : 2015 Certified Institution

Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi – 110086, INDIA

Tel. Office: 8448186947, 8448186950 www.maims.ac.in

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

Date: February 25, 2026

Report on Student Training Program on Advanced Tools in Excel Academic Year: 2025-26

Name of Event: STP on Advanced Tools in Excel

Organizing Unit: Department of Commerce, MAIMS

Date of the Event: February-19, 2025 to February 25, 2026

Time of the Event: 3.00 PM to 4.00 PM

Location: Google Meet

Number of Students participated: 22

Convenor & Resource Person: Dr. Geetanjali Gupta

Maharaja Agrasen Institute of Management Studies, Department of Commerce started a STP on “**Advanced Tools in Excel**”. The course was started for the undergraduate students of MAIMS and other institutes. Registration for the same began on 9th February, 2026 and classes started from 19th February, 2026 and ended on 25th February, 2026. It is one week program.

This program 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 training program 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 22 students registered and completed the course. At the end of training program, 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

- ❖ PIVOT TABLE AND CHARTS
- ❖ WHAT-IF ANALYSIS
- ❖ LOGICAL & CONDITIONAL FUNCTION
- ❖ AGGREGATE FUNCTION FOR DASHBOARD
- ❖ DYNAMIC ARRAY FUNCTION

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 22 students who were able to qualify for the training program.

The screenshot shows a Google Meet interface. On the left, an Excel spreadsheet titled "Data Validation sheet - Excel" is displayed. The spreadsheet contains a table for "XYZ LIMITED PAYROLL SYSTEM" with columns for E NO., E NAME, ADDRESS, DESIGNATION, DEPARTMENT, BASIC PAY, PF, Nick Name, and Date of Joining. The data is as follows:

E NO.	E NAME	ADDRESS	DESIGNATION	DEPARTMENT	BASIC PAY	PF	Nick Name	Date of Joining
E020	Amisha Singh	Y-97 Patel Chowk	Sr. Manager	Marketing	25,000	700	Anu	01-01-2023
E014	Anjali Rathore	A-37 Shalimar Bagh	Manager	IT	30,000	1000	Meena	10-01-2023
E010	Apoorva Gupta	L-25 Kasimiri Gate	HOD	Administrative	50,000	1500		20-01-2023
E027	Arya Singhal	I-19 Kamla Nagar	Clerk	Finance	45,000	1700		31-01-2023
E007	Aryan Khanna	S-26 Rohini	Sr. Manager	IT	22,000	2000		
E026	Ayush Kalra	C-58 Chandini Chowk	Manager	Administrative	900			
E025	Dev Shetty	R-47 Inderlok	Sr. Manager	Administrative	800			
E008	Hardik Arora	C-36 Punjabi Bagh	Manager	Finance	1700			
E018	Kavita Sethi	M-84 Rohini	Manager	Marketing	580			
E004	Kritika Joppal	H-75 Rajiv Chowk		Marketing	900			
E016	Mayank Khanna	R-54 Rajiv Nagar	Administrative					

On the right side of the Meet interface, there is a list of participants: Simar Kataria, Shreya Barman, Nischhal Sinha, Siddhant Sharma, 5 others, and Geetanjali Gupta (who is the presenter). At the bottom, there are controls for "Track Attendance", "meet.google.com is sharing a window.", "Stop sharing", and "Hide".

meet.google.com/eia-nhpf-zgx

The interface displays a grid of nine participant tiles. The top row contains five tiles: Simar Kataria (blue circle with 'S'), AVASYU GUPTA (cat profile picture), Shreya Barman (green circle with 'S'), Nischhal Sinha (purple circle with 'N'), and Rohil Pahwa (orange circle with 'R'). The bottom row contains four tiles: Ronit Kakkar (brown circle with 'R'), Tanisha Grover (grey circle), 2 others (two small profile pictures), and Geetanjali Gupta (purple circle with 'G').

14:56 | eia-nhp... Track Attendance

Control bar icons: Mute, Video Off, Screen Share, Reaction, Chat, Hand Raise, More, End Call, Info, Participants (10), Chat, App, Lock.