









ADD ON

CERTIFICATION PROGRAM

on

Basic and Advance Excel

BBA 1st Year students

Date: 22nd September, 2023 to 10th October, 2023 Time: 2:00 PM - 5:00 PM | Venue: Computer Lab, B Block

Coordinator: Mr. Sachin Kumar



Resource Person Mr. Tanay Ojha

Toll-Free: 1800 103 3797 | www.mangalmay.net.in Plot No. 8 & 9, Knowledge Park-II, Greater Noida, Delhi-NCR, India







Mangalmay Institute of Management Technology Greater Noida (U.P.)



Date: 1st Sep, 2023

NOTICE

All the students of BBA I Year are hereby informed that MIMT is organizing Add on - Certification Course on 'Basic and Advanced Excel'; The students gain comprehensive skills and learn essential functions, data analysis, and advanced techniques to enhance proficiency and productivity. The details of the same are given below:

Program Details: -

Date: 22^{nd} Sep -10^{th} Oct '23

Time: 2:00 PM - 5:00 PM

Venue: Computer Lab, MIMT

Beneficiaries: BBA I Year Students

Resource Person: Mr. Tanay Ojha

Activity Coordinator: Mr. Sachin Kumar

Participation: Participants can give their names to the coordinators by 18th September 2023.

MIMT

CC to:

Principal, MIMT

IQAC, MIMT

HODs/Coordinators

Faculty Members

Notice Board

Office File





SYLLABUS

(36 Hours)

BASIC AND ADVANCED EXCEL SKILLS				
S.No.	Content	Hours		
1	Understanding the Excel Interface, Workbook, Worksheet, Cells and Data Entry, Formatting Texts, numbers and Dates and using Cell Styles	3		
2	Learning to use basic functions like SUM, AVERAGE, MIN and MAX, Understanding relative, absolute and mixed cell references	3		
3	Sorting and filtering data to analyze and organise information, Creating basic charts like bar charts, pie charts and line graphs	3		
4	Ensuring Data accuracy with data validation rules, Simple data analysis techniques including PIVOT Tables	3		
5	VLOOKUP, HLOOKUP, INDEXMATCH and IF functions, Applying advanced conditional formatting rules	3		
6	Creating Data Tables and using goal seek and scenarios, Creating complex charts like waterfall charts, combo charts and dynamic charts	3		
7	In depth knowledge of Pivot Tables and Pivot Charts for Data analysis, Using Tools like Data Analysis Tool Pack, Solver and Power Query	3		
8	Recording and running macros to automate repetitive tasks, Introduction to Data Modeling and related databases	3		
9	Mastering advanced Keyboard shortcuts,	3		
10	Using Financial Functions for financial analysis and modeling	3		
11	Automation of Data using Visual Basics,	3		
12	Hands-on Practise Session	3		





Schedule

	BASIC AND ADVANCED EXCEL SKILLS			
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S.No.	Content	Date	Time	
1	Understanding the Excel Interface, Workbook, Worksheet, Cells and Data Entry, Formating Texts,numbers and Dates and using Cell Styles	22.09.2023	2:00 pm 5:00 pm	
2	Learning to use basic functions like SUM, AVERAGE, MIN and MAX, Understanding relative, absolute and mixed cell references	25.09.2023	2:00 pm 5:00 pm	
3	Sorting and filtering data to analyze and organise information, Creating basic charts like bar charts, pie charts and line graphs	26.09.2023	2:00 pm 5:00 pm	
4	Ensuring Data accuracy with data validiation rules, Simple data analysis techniques including PIVOT Tables	27.09.2023	2:00 pm 5:00 pm	
5	VLOOKUP, HLOOKUP, INDEXMATCH and IF functions, Applying advanced conditional formatting rules	28.09.2023	2:00 pm 5:00 pm	
6	Creating Data Tables and using goal seek and scenarios, Creating complex charts like waterfall charts, combo charts and dynamic charts	29.09.2023	2:00 pm 5:00 pm	
7	In depth knowledge of Pivot Tables and Pivot Charts for Data analysis, Using Tools like Data Analysis Tool Pack, Solver and Power Query	03.10.2023	2:00 pm 5:00 pm	
8	Recording and running macros to automate repetitive tasks, Introduction to Data Modeling and related databases	04.10.2023	2:00 pm 5:00 pm	
9	Mastering advanced Keyboard shortcuts,	05.10.2023	2:00 pm 5:00 pm	
10	Using Financial Functions for financial analysis and modeling	06.10.2023	2:00 pm 5:00 pm	
11	Automation of Data using Visual Basics,	09.10.2023	2:00 pm 5:00 pm	
12	Hands-on Practice Session on till date content	10.10.2023	2:00 pm 5:00 pm	
	Assessment	12.10.2023	2:00 pm- 3:00 pm	





Report			
Name of Activity	Add on Certificate Course on Basic and Advanced Excel		
Date	22 nd Sep – 9 th Oct '23		
Venue	Computer Lab		
Organized by	Management Department		
Participation	BBA I Year Students		
No. of Participants	143		
Resource Person	Mr. Tanay Ojha		
Activity Convener	Mr. Sachin Kumar		
Objective	 Enhance Proficiency in Excel: Equip participants with comprehensive skills for efficient data management, analysis, and visualization using Excel's diverse tools and functions. Automate and Implement Advanced Techniques: Introduce automation and advanced analytical methods, including VBA scripting and financial functions, to improve efficiency and precision in data-related tasks. 		
Content	Day 1: Understanding the Excel Interface		
	In this session, participants were introduced to the fundamental components of Excel, including the interface, workbook, worksheet, cells, and data entry methods. They explored how to navigate the Excel interface, understanding the ribbon, tabs, and command groups. The session covered basic tasks such as creating a new workbook, adding, renaming, and deleting worksheets, and entering and editing data in cells. Formatting techniques were discussed in detail, including how to format texts, numbers, and dates, and apply cell styles to improve the appearance and readability of the data. Participants also learned about various formatting options, such as		





font styles, colors, borders, and cell alignment, to ensure that their spreadsheets were well-organized and visually appealing.

Day 2: Basic Functions and Cell References

Participants learned to use basic functions such as SUM, AVERAGE, MIN, and MAX to perform simple calculations. The session emphasized understanding relative, absolute, and mixed cell references, highlighting how they impact the behavior of formulas when copied across different cells. Practical exercises helped participants gain hands-on experience in applying these functions and references to various datasets, ensuring they could confidently perform essential arithmetic operations and manage cell references in their spreadsheets.

Day 3: Data Sorting, Filtering, and Basic Charts

This session focused on sorting and filtering data to analyze and organize information effectively. Participants learned how to sort data in ascending and descending order, apply multiple levels of sorting, and use custom sort options. Filtering techniques were covered, including using AutoFilter to display specific data subsets based on criteria. The session also introduced creating basic charts such as bar charts, pie charts, and line graphs. Participants practiced designing and customizing charts to visually represent their data, enhancing their ability to communicate insights through graphical presentations.

Day 4: Data Validation and Simple Data Analysis

Participants were taught to ensure data accuracy by applying data validation rules. They explored different types of validation criteria, such as whole numbers, decimals, dates, and lists, to restrict data entry and maintain data integrity. The session also covered simple data analysis techniques, including creating and using Pivot Tables. Participants learned to summarize, analyze, and present data dynamically using Pivot Tables, enabling them to extract meaningful insights and make data-driven decisions effectively.

Day 5: Advanced Functions and Conditional Formatting

In this session, participants delved into advanced functions like VLOOKUP, HLOOKUP, INDEX MATCH, and IF functions. They explored practical applications of these functions in various scenarios, such as retrieving data from different tables, performing lookups, and implementing logical tests. Advanced conditional formatting rules were also covered, allowing participants to apply complex formatting based on specific criteria. Through hands-on exercises, they gained





proficiency in using these powerful functions and formatting techniques to enhance their data analysis capabilities.

Day 6: Data Tables and Complex Charts

Participants learned to create and use data tables for better data management and analysis. The session covered techniques like Goal Seek and Scenarios to explore different data scenarios and find optimal solutions. Creating complex charts, including waterfall charts, combo charts, and dynamic charts, was also a key focus. Participants practiced designing and customizing these advanced charts to present complex data visually, making it easier to interpret and share insights.

Day 7: In-Depth Data Analysis with Pivot Tables and Tools

This session provided an in-depth exploration of Pivot Tables and Pivot Charts for advanced data analysis. Participants learned to create and customize Pivot Tables, use calculated fields and items, and apply various aggregation methods. They also explored data analysis tools like the Data Analysis Tool Pack, Solver, and Power Query, gaining skills to perform sophisticated data manipulation, optimization, and extraction tasks.

Day 8: Automation with Macros and Data Modeling

Participants were introduced to recording and running macros to automate repetitive tasks. They learned to create, edit, and execute macros, enhancing their efficiency in handling routine processes. The session also covered the basics of data modeling and related databases, providing participants with a foundational understanding of how to structure and manage complex data relationships within Excel.

Day 9: Mastering Advanced Keyboard Shortcuts

In this session, participants focused on mastering advanced keyboard shortcuts to boost their productivity and efficiency in Excel. They practiced using shortcuts for navigation, data entry, formatting, and executing commands quickly. The session aimed to equip participants with the skills to perform tasks swiftly and accurately, reducing reliance on the mouse and streamlining their workflow.

Day 10: Financial Functions for Analysis and Modeling

Participants learned to use financial functions for financial analysis and modeling. The session covered functions like PV, FV, NPV, IRR, and PMT, providing practical examples of how to apply these functions in real-world financial scenarios. Participants practiced





	creating financial models, performing investment analysis, and evaluating financial performance using these powerful Excel functions.
	Day 11: Automation of Data Using Visual Basics
	This session introduced participants to automation using Visual Basic for Applications (VBA). They learned to write and run VBA scripts to automate complex tasks, customize functionality, and create user-defined functions. The session included hands-on practice in developing VBA macros, debugging code, and integrating VBA with Excel to enhance automation and efficiency in their workflows.
	Day 12: Hands-On Practice Session
	The final session provided participants with an opportunity to apply the knowledge and skills gained throughout the course in a hands-on practice environment. They worked on practical exercises and real-life scenarios, reinforcing their understanding and proficiency in using Excel for various tasks. Instructors provided guidance and feedback, ensuring participants could confidently implement their learning in their professional and personal projects.
	This structured approach ensures a thorough understanding of Excel's capabilities, from basic to advanced features, enabling participants to leverage Excel effectively for various tasks.
Assessment	Assessment taken on MCQ pattern on 12th October, 2023
Outcome of Activity	Participants will efficiently manage and analyze data, automate tasks, and apply advanced Excel techniques for enhanced productivity and decision-making.

Resource Person's Profile





Mr Tanay Ojha

Tanay Ojha is a seasoned professional renowned for his expertise in both Basic and Advanced Excel skills. With over a decade of experience in the field, Tanay has demonstrated an exceptional proficiency in navigating the intricacies of Excel, ranging from fundamental data entry and formatting to complex



functions, data analysis, and automation techniques. His comprehensive knowledge and hands-on experience have empowered him to streamline workflows, optimize data management processes, and deliver actionable insights through advanced analysis and reporting. Tanay's adeptness in leveraging Excel's capabilities has consistently contributed to enhancing organizational productivity, efficiency, and decision-making across diverse industries. His commitment to staying abreast of the latest Excel developments and his dedication to sharing his expertise through training and mentoring make him a highly sought-after expert in the realm of Excel proficiency.

SAMPLE CERTIFICATE







Mangalmay Institute of Management Technology Greater Noida (U.P.)



CERTIFICATE

It is to certify that Ms. Vanshika baliyan of BBA 1st year has successfully completed 36 hours certification course on "Basic and Advance Excel" from 22/09/2023 to 10/10/2023 organized by Mangalmay Institute of Management & Technology, Greater Noida.

VICE CHAIRMAN

Mangalmay Group of Institutions Julia

IQAC Coordinator Mangalmay Institute of Management & Technology

PRINCIPAL

Mangalmay Institute of Management & Technology

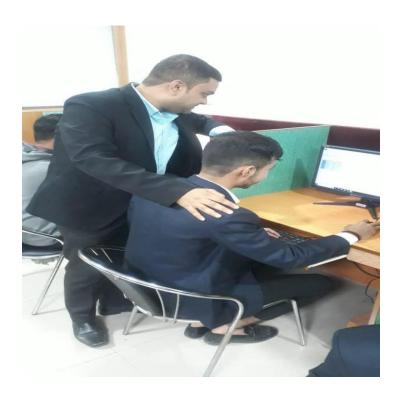




Glimpses



Mr. Tanay Ojha delivering the session

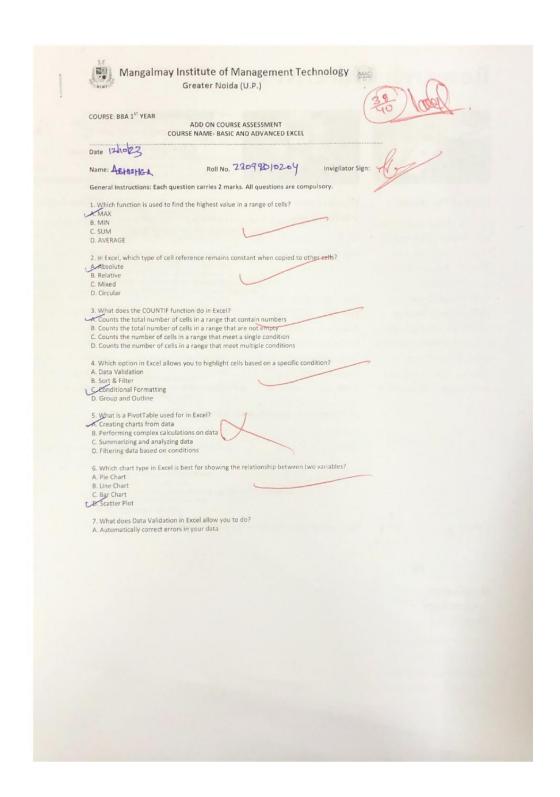


Student Practising Ms Excel

Sample Assessment

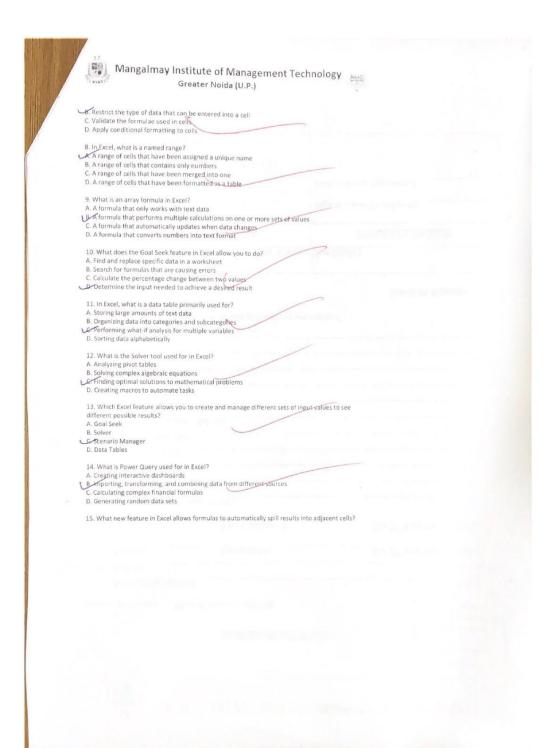






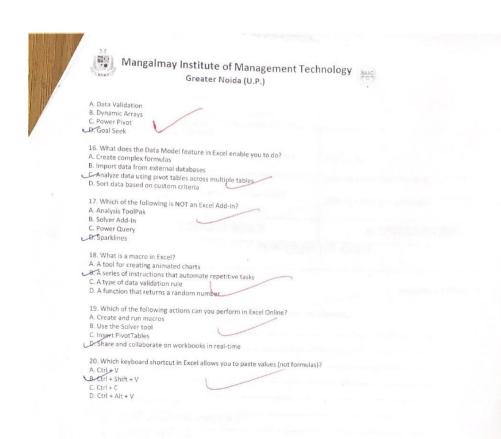














List of Beneficiaries

S.No.	Name	Father's Name	Course
1	230992010193	AANYA SINGH	Registered
2	230992010194	AARADHYA DIXIT	Registered
3	230992010196	AAYUSH ROY	Registered
4	230992010198	ABDUL MUJEEB WANI	Registered
5	230992010202	ABHAY SINGH	Registered
6	230992010204	ABHISHEK	Registered
7	230992010209	ABHISHEK KUMAR	Registered
8	230992010211	ABHISHEK SINGH	Registered
9	230992010214	ADIB KHAN	Registered
10	230992010221	ADITYA SHARMA	Registered
11	230992010228	AKHILESH PRAJAPATI	Registered
12	230992010230	AKSHRA AGARWAL	Registered
13	230992010235	AMBIKA KUMARI	Registered
14	230992010236	AMMAR ALAM	Registered
15	230992010243	ANJALI RAWAT	Registered
16	230992010244	ANKIT	Registered
17	230992010247	ANKIT BAGHEL	Registered
18	230992010248	ANKIT KUMAR SINGH	Registered
19	230992010249	ANKIT RAJ	Registered
20	230992010250	ANMOL	Registered
21	230992010251	ANNU	Registered
22	230992010252	ANSH ARYAN	Registered
23	230992010254	ANSHIKA PANDEY	Registered





24	230992010256	ANSHITA GOSWAMI	Registered
25	230992010262	ARADHY SHARMA	Registered
26	230992010263	ARCHANA	Registered
27	230992010265	ARVIND KUMAR	Registered
28	230992010270	ASHISH KUMAR	Registered
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32	230992010281	AYUSH SHARMA	Registered
33	230992010277	AYUSHI PANDEY	Registered
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35	230992010288	CHHAVI GOYAL	Registered
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44	230992010307	FAISHAL KHAN	Registered
45	230992010308	FRANKLIN CHRISTY	Registered
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47	230992010311	GAURI SINGH	Registered
48	230992010314	GORISHANKAR	Registered





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49	230992010316	GOVIND KUMAR	Registered
50	230992010318	GURU CHARAN MAHTO	Registered
51	230992010330	HARSH VARDHAN SINGH	Registered
52	230992010331	HASNAIN	Registered
53	230992010333	HERA KHAN	Registered
54	230992010335	HIMANSHU	Registered
55	230992010337	HIMANSHU YADAV	Registered
56	230992010340	ISHIKA SINGH	Registered
57	230992010341	JAGRITI KUMARI	Registered
58	230992010348	KARAN	Registered
59	230992010350	KARAN SINGH JALAL	Registered
60	230992010353	KAVISH BHATI	Registered
61	230992010357	KHUSHI SINGH	Registered
62	230992010358	KRISH BALIYAN	Registered
63	230992010361	KRISHNA RAWAL	Registered
64	230992010362	KRITIK YADAV	Registered
65	230992010368	KUNAL PATHAK	Registered
66	230992010372	LUVKUSH SINGH	Registered
67	230992010373	MAHIMA BHARDWAJ	Registered
68	230992010374	MANAV DEV SINGH	Registered
69	230992010384	MD RUMMAN	Registered
70	230992010386	MD SHAH ALAM	Registered
71	230992010388	MD TAUFIQUE ALAM	Registered
72	230992010390	MILI MANDAL	Registered
73	230992010391	MINAL ROY	Registered





74	230992010396	MOHD SHADAB	Registered
75	230992010398	MOHIT PRATAP SINGH	Registered
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77	230992010404	MUSKAN	Registered
78	230992010407	MUSKAN SINGH	Registered
79	230992010409	NAIMUDDIN ALAM	Registered
80	230992010415	NEHA KANOJIA	Registered
81	230992010416	NIDHI KUMARI	Registered
82	230992010418	NIKHIL AGRAWAL	Registered
83	230992010419	NIKHIL GUPTA	Registered
84	230992010431	NITIN KUMAR PANDIT	Registered
85	230992010434	NITISH SINGH	Registered
86	230992010436	OJAYFA TANBIR	Registered
87	230992010437	PANKAJ SINGH	Registered
88	230992010440	PARVEJ ALAM	Registered
89	230992010441	PAWAN SHARMA	Registered
90	230992010442	PAYAL MISHRA	Registered
91	230992010443	PAYAL NAYAL	Registered
92	230992010448	PRAGYAN DAS	Registered
93	230992010452	PRAVEEN PRASAD	Registered
94	230992010454	PREETI GUPTA	Registered
95	230992010460	PRIYA MAURYA	Registered
96	230992010461	PRIYANKA KUMARI	Registered
97	230992010462	PRIYANSHI GANGWAR	Registered
98	230992010464	PRIYANSHU	Registered





230992010469	RAHBER AKHTAR ANSARI	Registered
230992010472	RAHUL MISHRA	Registered
230992010473	RAHUL SHARMA	Registered
230992010474	RAJA SAHANI	Registered
230992010484	RIDHI MEHNDIRATTA	Registered
230992010485	RIDHI RAJ	Registered
230992010486	RISHABH BATHAM	Registered
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230992010500	ROUNAK DIXIT	Registered
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124	230992010546	SHIVANI	Registered
125	230992010548	SHIVIKA KUMARI	Registered
126	230992010549	SHRISTY KUMARI	Registered
127	230992010550	SHRUTI GAUR	Registered
128	230992010552	SHUBHAM KUMAR	Registered
129	230992010553	SIDDHARTH MANI SARDAR	Registered
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131	230992010558	SOURABH DHAMI	Registered
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140	230992010590	VARSHA RAJPUT	Registered
141	230992010602	VISHAL KUMAR MANDAL	Registered
142	230992010608	YASHI	Registered
143	230992010610	YUVRAJ SINGH	Registered

Status of Beneficiaries

S.No.	Name	Father's Name	Course	
1	230992010193	AANYA SINGH	Registered	Completed
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70	230992010386	MD SHAH ALAM	Registered	Completed
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76	230992010402	MUKESH KUMAR	Registered	Completed
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78	230992010407	MUSKAN SINGH	Registered	Completed
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83	230992010419	NIKHIL GUPTA	Registered	Completed
84	230992010431	NITIN KUMAR PANDIT	Registered	Completed
85	230992010434	NITISH SINGH	Registered	Completed
86	230992010436	OJAYFA TANBIR	Registered	Completed
87	230992010437	PANKAJ SINGH	Registered	Completed
88	230992010440	PARVEJ ALAM	Registered	Completed
89	230992010441	PAWAN SHARMA	Registered	Completed
90	230992010442	PAYAL MISHRA	Registered	Completed
91	230992010443	PAYAL NAYAL	Registered	Completed
92	230992010448	PRAGYAN DAS	Registered	Completed
93	230992010452	PRAVEEN PRASAD	Registered	Completed
94	230992010454	PREETI GUPTA	Registered	Completed
95	230992010460	PRIYA MAURYA	Registered	Completed
96	230992010461	PRIYANKA KUMARI	Registered	Completed
97	230992010462	PRIYANSHI GANGWAR	Registered	Completed
98	230992010464	PRIYANSHU	Registered	Completed
99	230992010469	RAHBER AKHTAR ANSARI	Registered	Completed
100	230992010472	RAHUL MISHRA	Registered	Completed
101	230992010473	RAHUL SHARMA	Registered	Completed
102	230992010474	RAJA SAHANI	Registered	Completed





103	230992010484	RIDHI MEHNDIRATTA	Registered	Completed
104	230992010485	RIDHI RAJ	Registered	Completed
105	230992010486	RISHABH BATHAM	Registered	Completed
106	230992010488	RISHI SINGH	Registered	Completed
107	230992010493	RITIK KUMAR	Registered	Completed
108	230992010496	RITURAJ SHARMA	Registered	Completed
109	230992010498	ROSHAN KUMAR	Registered	Completed
110	230992010500	ROUNAK DIXIT	Registered	Completed
111	230992010503	SAAKSHIT GOYAL	Registered	Completed
112	230992010507	SACHIN YADAV	Registered	Completed
113	230992010510	SAGAR MANI	Registered	Completed
114	230992010511	SAGUFTA PARWEEN	Registered	Completed
115	230992010516	SAJJAN KUMAR	Registered	Completed
116	230992010520	SAKSHI KESHRI	Registered	Completed
117	230992010521	SAKSHI SINGH	Registered	Completed
118	230992010523	SAMEER SHUKLA	Registered	Completed
119	230992010525	SANJANA RANI	Registered	Completed
120	230992010528	SARWAJIT KUMAR	Registered	Completed
121	230992010530	SATYAM DUBEY	Registered	Completed
122	230992010532	SATYAM KUMAR	Registered	Completed
123	230992010537	SHELLY BHATI	Registered	Completed
124	230992010546	SHIVANI	Registered	Completed
125	230992010548	SHIVIKA KUMARI	Registered	Completed
126	230992010549	SHRISTY KUMARI	Registered	Completed
127	230992010550	SHRUTI GAUR	Registered	Completed





128	230992010552	SHUBHAM KUMAR	Registered	Completed
129	230992010553	SIDDHARTH MANI SARDAR	Registered	Completed
130	230992010557	SONU KUMAR	Registered	Completed
131	230992010558	SOURABH DHAMI	Registered	Completed
132	230992010560	SPARSH GUPTA	Registered	Completed
133	230992010561	SRIJAN SHUKLA	Registered	Completed
134	230992010563	SUBHAN KHAN	Registered	Completed
135	230992010564	SUBHASHREEBAD NAYAK	Registered	Completed
136	230992010571	SURUCHI KUMARI	Registered	Completed
137	230992010574	SWATI	Registered	Completed
138	230992010582	UDAY YADAV	Registered	Completed
139	230992010588	VANSHIKA BHARDWAJ	Registered	Completed
140	230992010590	VARSHA RAJPUT	Registered	Completed
141	230992010602	VISHAL KUMAR MANDAL	Registered	Completed
142	230992010608	YASHI	Registered	Completed
143	230992010610	YUVRAJ SINGH	Registered	Completed