



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



## **Advance MS -Excel Certification Program**

**BBA 3rd Year**

**6th Dec. 2022-16th Jan. 2023**

**Resource Person**

**Mr. Pretush Gupta**

**Data Analytics Trainer, Albatross**

[www.mangalmay.net.in](http://www.mangalmay.net.in) | Plot No. 8 & 9, Knowledge Park-II, Greater Noida, Delhi-NCR, India



## SYLLABUS

Session	Course Contents
Session 1	<b>Introduction to Excel</b> <ul style="list-style-type: none"><li>● In depth knowledge of Pivot Tables</li><li>● Pivot Charts for Data analysis</li></ul>
Session 2	Data Formatting <ul style="list-style-type: none"><li>● VLOOKUP</li><li>● HLOOKUP</li><li>● INDEX MATCH</li><li>● IF functions</li></ul>
Session 3	Advanced Formulas Learning to use advanced functions like <ul style="list-style-type: none"><li>● Using Tools like Data Analysis Tool Pack</li><li>● Solver and Power Query</li></ul>
Session 4	<ul style="list-style-type: none"><li>● Creating complex charts like</li><li>● waterfall charts,</li><li>● combo charts</li><li>● dynamic charts</li></ul>

## SCHEDULE

Session	Content	Time	Date
S1	Understanding the Excel Interface Workbook	3:00- 05:00 PM	06-12-2022



S2	Worksheet Cells and Data Entry	3:00- 05:00 PM	08-12-2022
S3	logical operations	3:00- 05:00 PM	12-12-2022
S4	Using shortcuts and best practices	3:00- 05:00 PM	14-12-2022
S5	Simple data analysis techniques	3:00- 05:00 PM	16-12-2022
S6	mean, median, mode	3:00- 05:00 PM	19-12-2022
S7	mathematical functions and their operations in MS Excel.	3:00- 05:00 PM	22-12-2022
S8	conversion of numbers to text within a spreadsheet.	3:00- 05:00 PM	26-12-2022
S9	Insertion of date and time in excel cell	3:00- 05:00 PM	28-12-2022
S10	Formulas mix and match	3:00- 05:00 PM	30-12-2022
S11	Data sorting and filtering	3:00- 05:00 PM	03-01-2023



S12	Pivot table	3:00-05:00 PM	06-01-2023
S13	Conditional formatting	3:00-05:00 PM	10-01-2023
S14	MS Excel tools used for analyzing the data	3:00-05:00 PM	12-01-2023
S15	Data validation and advanced data validation tricks	3:00-05:00 PM	13-01-2023
S16	Relative, absolute and mixed cell references	3:00-05:00 PM	16-01-2023

### **PROFILE OF THE RESOURCE PERSON**

#### **Mr. Pretush Gupta, Trainer, Albatross**

I am a dedicated and self-motivated Computer Trainer with two years of valuable experience in the education sector. My passion for technology and commitment to fostering a dynamic learning environment have contributed significantly to the success of the institutions I have been associated with.

My diverse experience and continuous engagement with multiple educational institutions reflect my adaptability and commitment to staying updated with the latest trends in the field of computer training. I am eager to contribute further to the growth and success of educational institutions by imparting valuable skills to the next generation of IT professionals.



	<b>Report</b>
Name of Activity	Advance MS-Excel Certification Program
Date	6 <sup>th</sup> December 2022 – 16 <sup>th</sup> January 2023
Venue	Computer Lab, MIMT
Organised by	Management Department
Participation by	BBA 3 <sup>rd</sup> Year students (100)
Resource Person	Mr. Pretush Gupta, Data Analytics Trainer, Albatross
Activity Coordinator	Ms. Sonali Chauhan
Objective	<p>The objective of this activity is to make the students understand the fundamental and advanced concepts of MS Excel. It introduces students to basic commands, useful functions, and capabilities of Microsoft Excel used in business. The course focused on in-depth Excel courses, including how to use various Excel formulas, tables, and charts to manage small to large-scale corporate processes.</p>
Content	<p>Advance MS Excel is a programme which will help the students to create files with computation. It encompasses all the MS Excel concepts from basics to the advanced ones, covering their practical implications.</p> <p>Excel is the most effective tool for managing and analyzing data of all kinds. Its increasing use in several management functional areas is generally recognized. This dynamic tool provides several options for not only making the task easier, but also for improving the sophistication of data reporting and analysis.</p> <p>This Certificate Course was the initiative taken under the aegis of IQAC, Mangalmay Institute of Management and Technology, for undergraduate students.</p> <p>The programme extended for a period of 16 days, covering two hours per day (theory and practical -1hour each)</p>



Topics covered under the program are as follows:

**Day 1: Introduction to Excel Interface and Workbook**

Today's session focused on understanding the Excel interface and the concept of a workbook. Participants gained insights into the layout of Excel, navigating through different menus, and creating and managing workbooks.

**Day 2: Exploring Worksheets, Cells, and Data Entry**

We delved into the details of worksheets, exploring cells and data entry techniques. Participants learned how to efficiently input and organize data within Excel, ensuring a solid foundation for subsequent topics.

**Day 3: Logical Operations in Excel**

Logical operations were introduced, demonstrating how to use IF, AND, OR functions. Participants practiced creating logical formulas to make data-driven decisions within their spreadsheets.

**Day 4: Shortcuts, Best Practices, and Efficiency**

The focus shifted towards improving efficiency with Excel through shortcuts and best practices. Participants discovered time-saving techniques, enhancing their overall proficiency in spreadsheet management.

**Day 5: Simple Data Analysis Techniques - Mean, Median, Mode**

Participants learned basic statistical analysis using mean, median, and mode. Practical examples and exercises were provided to reinforce the understanding of these fundamental data analysis techniques.

**Day 6: Mathematical Functions and Operations in Excel**

The day revolved around mathematical functions in Excel. Participants gained hands-on experience with various mathematical operations, providing a solid foundation for more advanced calculations.

**Day 7: Conversion of Numbers to Text within a Spreadsheet**



The topic of the day was converting numbers to text within Excel. Participants explored different methods and scenarios where this functionality can be useful in real-world spreadsheet applications.

### **Day 8: Insertion of Date and Time in Excel Cell**

Today's session focused on handling date and time within Excel. Participants learned various formats, functions, and shortcuts for inserting and manipulating date and time values in their spreadsheets.

### **Day 9: Formulas Mix and Match**

Participants practiced combining different formulas to solve complex problems. The session emphasized the importance of formula nesting and showcased examples of how various formulas can be mixed and matched.

### **Day 10: Advanced Formula Mix and Match**

Building upon the previous day's session, participants explored more advanced scenarios of mixing and matching formulas. They were introduced to array formulas and gained insights into solving intricate problems with Excel functions.

### **Day 11: Mastering Data Sorting and Filtering Techniques**

Participants delved deeper into data sorting and filtering. Advanced filtering options and custom sorting criteria were covered, allowing for more nuanced data organization and analysis.



### **Day 12: Harnessing the Power of Pivot Tables**

Today's focus was on Pivot Tables, a powerful tool for data analysis and visualization. Participants learned to create, customize, and manipulate Pivot Tables to extract meaningful insights from large datasets.

### **Day 13: Enhancing Visual Presentation with Conditional Formatting**

Conditional formatting techniques were explored to enhance the visual appeal of spreadsheets. Participants discovered how to highlight important data points, trends, and outliers using various



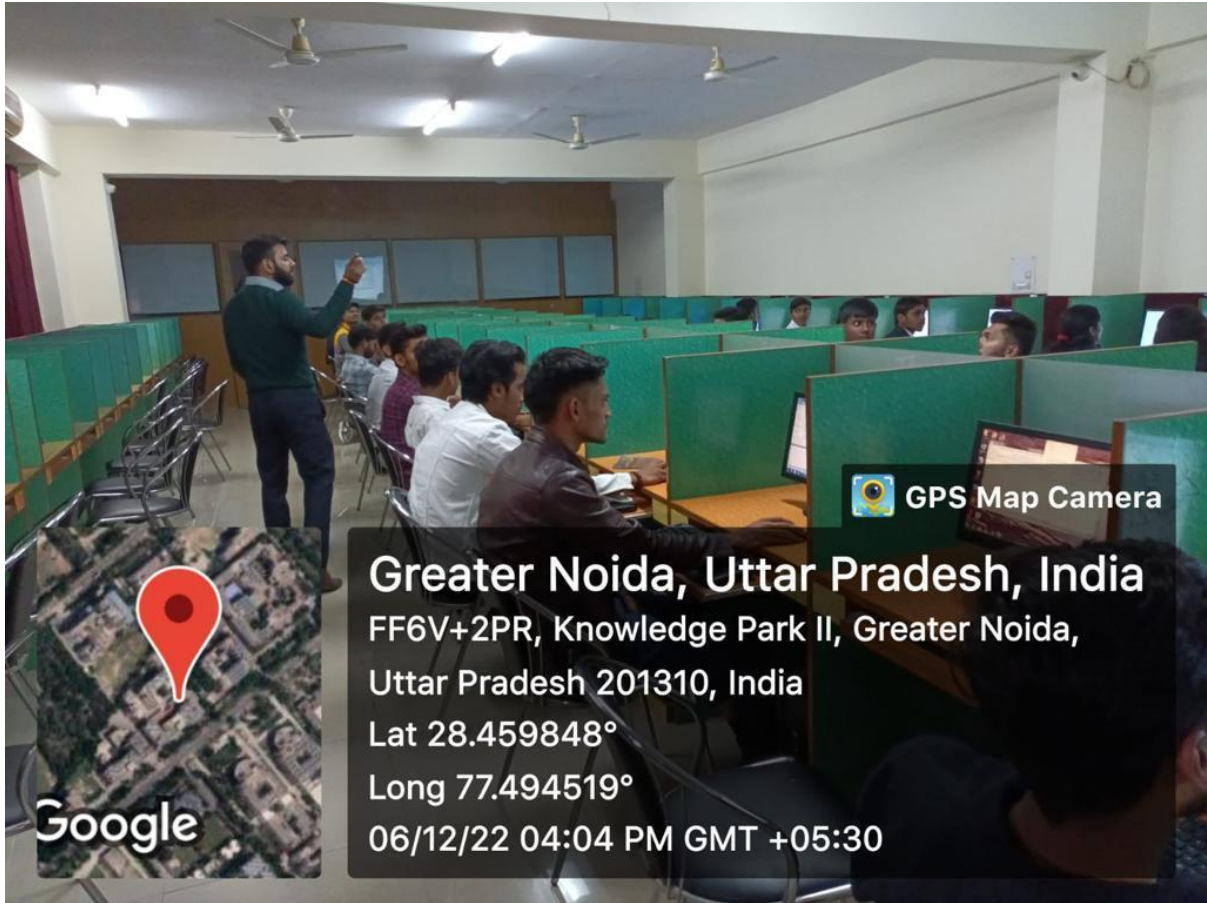
	<p>formatting rules.</p> <p><b>Day 14: Excel Tools for Advanced Data Analysis</b></p> <p>The session introduced participants to advanced Excel tools for data analysis. Features such as Goal Seek, Solver, and Scenario Manager were covered, providing participants with tools to perform more complex analyses.</p> <p><b>Day 15: Data Validation Strategies and Tricks</b></p> <p>The focus shifted to data validation, emphasizing the importance of maintaining data integrity. Participants learned various validation techniques, including custom rules and input messages, to ensure accurate and consistent data entry.</p> <p><b>Day 16: Understanding Relative, Absolute, and Mixed Cell References</b></p> <p>Participants gained a comprehensive understanding of cell references in Excel. The session covered the differences between relative, absolute, and mixed references, and how to use them effectively in formulas for dynamic data calculations.</p> <p><b>Revision and Mentorbuddy Students Onboarding Session</b></p> <p>An interactive session based on the topics covered in the program was undertaken. Students learned how to explore Mentorbuddy app, which was offered to them as a part of the programme.</p> <p>It was a great learning experience for the students.</p>
Assessment	<p>At the end of the MS Excel program there was an assignment to assess the understanding level of the students. Students were assessed on the basis of the projects assigned to them.</p> <p>Projects assigned to the students:</p> <p> Western Inventory.txt</p> <p> 07_01 Challenge.xlsx</p>






Outcome of Activity	<p>After undergoing the aforementioned programme, students were able to reap the following benefits:</p> <ul style="list-style-type: none"><li>● Automatic computation to cells with formulas</li><li>● Instead of performing the computation manually, the Excel can help students with their computational ease.</li><li>● Excel can support decisions by coding conditional statements like IF, IF-ELSE statements inside the cell.</li><li>● Excel supports numbers of columns and rows which can contain large amount of data and computations. Hence students will be able to analyse large amount of data through MS Excel.</li></ul> <p>At the end of the Advanced MS Excel certification program, students were able to understand the basic and advanced concepts of advanced MS Excel along with its practical applications. They were assessed on the basis of their theoretical and practical knowledge at the end of the session. Students received the certificates after the successful completion of their advanced MS Excel program.</p>
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**Glimpses of the Advance MS Excel Certification Program**



 GPS Map Camera

**Greater Noida, Uttar Pradesh, India**

FF6V+2PR, Knowledge Park II, Greater Noida,

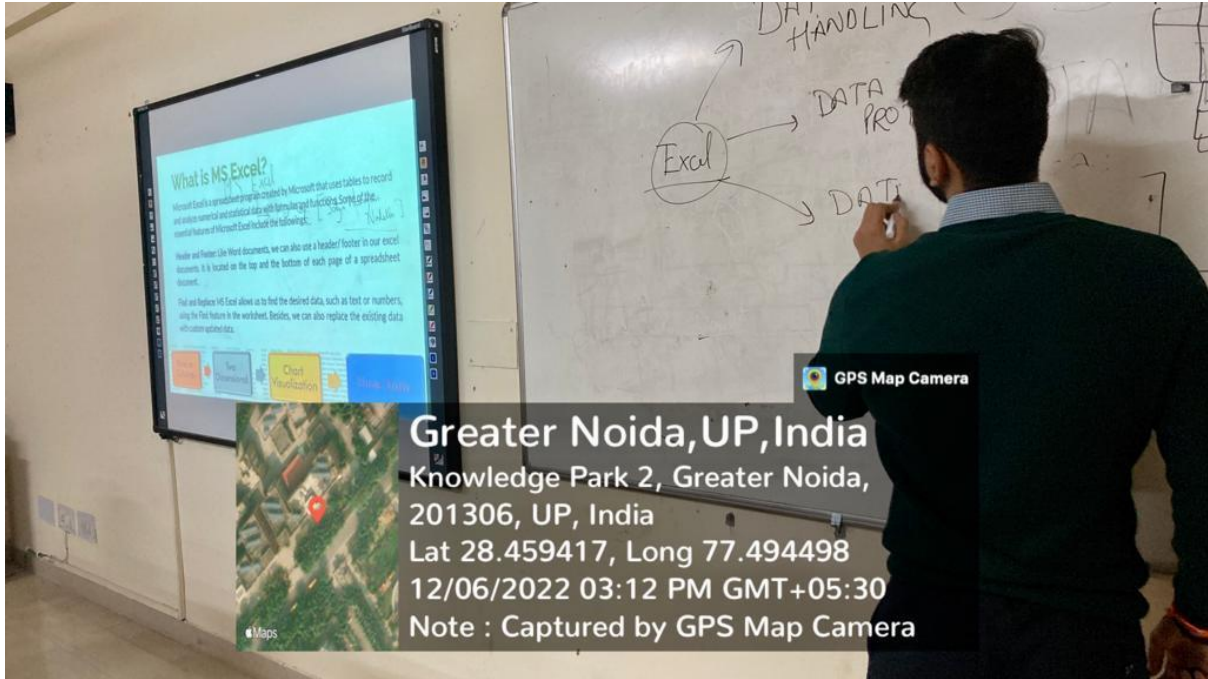
Uttar Pradesh 201310, India

Lat 28.459848°

Long 77.494519°

06/12/22 04:04 PM GMT +05:30





Greater Noida, UP, India  
Knowledge Park 2, Greater Noida,  
201306, UP, India  
Lat 28.459417, Long 77.494498  
12/06/2022 03:12 PM GMT+05:30  
Note : Captured by GPS Map Camera

## Certificate



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



# CERTIFICATE

In association with



Certified that **Ms. AAKANSHA** of **BBA Program ( Batch 2020-23 )** of **Mangalmay Institute of Management & Technology**, Greater Noida has successfully completed **32 Hours** Certification Course on **Advance MS-Excel Certification Program**.

*[Signature]*

**DIRECTOR**

**ALBATROSS  
KAVINAGAR- GHAZIABAD**

*[Signature]*

**ASSOCIATE DEAN  
Mangalmay Institute of  
Management Technology**



Course: BBA

ADD-ON COURSE QUIZ

Time: 1 hour

Course Name: Advance Excel

Date: 22/01/23

Name of Student: Shubhi

Roll No.

Invigilator Sign-

Shubhi  
200992105090

General Instructions: All questions are compulsory. Each question will carry '1' mark and there is no 'Negative Marking'.

### MULTIPLE CHOICE QUESTIONS

1. What is the file extension for an Excel workbook?  
a) .xls  
 b) .xlsx  
c) .exl  
d) .xl
2. What is the function of the "SUM" function in Excel?  
a) Find the average  
b) Count the number of cells  
 c) Add a range of numbers  
d) Multiply numbers
3. Which ribbon in Excel contains commands related to formatting and styles?  
 a) Home  
b) Insert  
c) Page Layout  
d) Formulas
4. In Excel, what is the intersection of a row and a column called?  
 a) Cell  
b) Range  
c) Grid  
d) Table
5. Which keyboard shortcut is used to save an Excel workbook?  
a) Ctrl + S  
 b) Ctrl + P  
c) Ctrl + X  
d) Ctrl + C
6. What is the purpose of the "AutoFill" feature in Excel?  
a) Automatically correct errors in formulas  
b) Automatically create charts  
 c) Automatically copy values or formulas to adjacent cells



d) Automatically format cells

7. Which function is used to find the highest value in a range in Excel?

- a) MAX()
- b) MIN()
- c) AVG()
- d) SUM()

8. What does the formula " $=A1+B1$ " do in Excel?

- a) Adds the values in cells A1 and B1
- b) Multiplies the values in cells A1 and B1
- c) Divides the value in cell A1 by the value in cell B1
- d) Concatenates the values in cells A1 and B1

9. Which Excel feature allows you to freeze rows and columns so that they remain visible while scrolling?

- a) Freeze Panes
- b) Split Cells
- c) Lock Cells
- d) Protect Sheet

10. What is the purpose of the "Sort" function in Excel?

- a) Rearrange data alphabetically or numerically
- b) Merge cells
- c) Change font color
- d) Find and replace text

11. Which function is used for conditional formatting in Excel?

- a) IF()
- b) LOOKUP()
- c) VLOOKUP()
- d) CONCATENATE()

12. What is the default orientation of text in a cell in Excel?

- a) Horizontal
- b) Vertical
- c) Diagonal
- d) Inverted

13. Which chart type is used to show the relationship between individual data points in Excel?

- a) Pie Chart
- b) Bar Chart
- c) Scatter Plot
- d) Line Chart

14. Which feature in Excel allows you to validate data entry based on a set of rules?

- a) Data Sorting
- b) Data Filtering
- c) Data Validation
- d) Data Consolidation



15. Which function is used to count the number of cells in a range that meet a specific condition in Excel?  
a) COUNT()  
b) SUM()  
c) IF()  
d) COUNTIF()
16. What is the purpose of the "Merge & Center" button in Excel?  
a) Combine multiple workbooks into one  
b) Merge cells and center-align the content  
c) Merge and split cells simultaneously  
d) Center-align the content in a single cell
17. Which function is used to find the average value of a range in Excel?  
a) AVG()  
b) MEAN()  
c) AVERAGE()  
d) MEDIAN()
18. In Excel, what does the "Find and Replace" feature allow you to do?  
a) Change font styles  
b) Locate and replace specific text or values  
c) Insert new rows and columns  
d) Create hyperlinks
19. Which Excel function is used to join two or more text strings into one?  
a) TEXT()  
b) CONCAT()  
c) JOIN()  
d) CONCATENATE()
20. What is the purpose of the "PivotTable" feature in Excel?  
a) Create charts and graphs  
b) Summarize and analyze data  
c) Apply conditional formatting  
d) Protect the workbook with a password



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