



# **Basic MS Excel Certification Program**

**SYLLABUS (32 Hours)**

<b>Session</b>	<b>Course Contents</b>
<b>Session 1</b>	<b>Introduction to Excel</b> <ul style="list-style-type: none"><li>● Understanding the Excel Interface</li><li>● Workbook</li><li>● Worksheet</li><li>● Cells and Data Entry</li></ul>
<b>Session 2</b>	<b>Data Formatting</b> <ul style="list-style-type: none"><li>● Formatting Texts</li><li>● Numbers and Dates and using Cell Styles</li><li>● Simple data analysis techniques including PIVOT Tables</li></ul>
<b>Session 3</b>	<b>Basic Formulas</b> Learning to use basic functions like <ul style="list-style-type: none"><li>● SUM</li><li>● AVERAGE</li><li>● MIN and</li><li>● MAX</li></ul>
<b>Session 4</b>	<b>Cell References</b> <ul style="list-style-type: none"><li>● Understanding relative</li><li>● Absolute cell references</li><li>● Mixed cell references</li><li>● Creating basic charts like bar charts, pie charts and line graphs</li></ul>



**SCHEDULE**

<b>Session</b>	<b>Content</b>	<b>Time</b>	<b>Date</b>
S1	Understanding the Excel Interface Workbook	9:00 am-11:00 am	06-12-2022
S2	Worksheet Cells and Data Entry	9:00 am-11:00 am	08-12-2022
S3	logical operations	9:00 am-11:00 am	12-12-2022
S4	Using shortcuts and best practices	9:00 am-11:00 am	14-12-2022
S5	Simple data analysis techniques	9:00 am-11:00 am	16-12-2022
S6	mean, median, mode	9:00 am-11:00 am	19-12-2022
S7	mathematical functions and their operations in MS Excel.	9:00 am-11:00 am	22-12-2022
S8	conversion of numbers to text within a spreadsheet.	9:00 am-11:00 am	26-12-2022
S9	Insertion of date and time in excel cell	9:00 am-11:00 am	28-12-2022



S10	Formulas mix and match	9:00 am-11:00 am	30-12-2022
S11	Data sorting and filtering	9:00 am-11:00 am	03-01-2023
S12	Pivot table	9:00 am-11:00 am	06-01-2023
S13	Conditional formatting	9:00 am-11:00 am	10-01-2023
S14	MS Excel tools used for analyzing the data	9:00 am-11:00 am	12-01-2023
S15	Data validation and advanced data validation tricks	9:00 am-11:00 am	13-01-2023
S16	relative, absolute and mixed cell references	9:00 am-11:00 am	16-01-2023

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

**MR. TARUN KUMAR, Data Analytics Trainer, Microsoft**

### **EDUCATIONAL QUALIFICATION**

B.Tech in Computer Science Engineering from Kalinga Institute Of Industrial Technology.

### **EXPERIENCE**

**INFOSYS BPM LIMITED | PUNE, MAHARASHTRA, INDIA**

**Associate Consultant, Team Lead | December 2022 – Present**

- Collaborated with a team of Business Analysts and Technology Leads to create an AI immersed platform in the Order to Cash domain with the

OCR and Chatbots Technology using Enate software.

- Key resource for client-facing tasks and providing solutions creating a process design documents for Digital Transformation services, conducting project



overview sessions while consulting with the team for a portfolio of 2-3 projects simultaneously of medium and high complexity.

- Worked with Technical Team for File Processing code review and update using OCR Technology.

## **MANGALMAY GROUP OF INSTITUTIONS | NEW DELHI, DELHI, INDIA**

**Data Analytics Trainer** (Freelance) | *November 2022 – December 2022*

- Conducted a detailed Data Analytics Workshop via the Quantum Learning platform for 300 students from varied backgrounds i.e. B.Com,

B.B.A. & M.B.A. at Mangalmai Group of Institutions.

- **Data Analytics Training Topics:** Microsoft Excel · Microsoft Power BI · Statistical Data Analysis · Python (Programming Language) · Microsoft

Office.

## **HIGHRADIUS TECHNOLOGIES PRIVATE LIMITED | HYDERABAD, TELANGANA, INDIA**

**Associate Consultant – I, Team Lead** | *January 2022 – November 2022*

- Accountable for regular deliverables of 4 Team Members, review daily tasks and bandwidth of the team; Coach and mentor them to ensure

an invariant and increased level of performance.

- Lead team adoption to new systems and playbooks ensuring compliance.
- Collaborate with the product engineering team on enhancement requests, resolutions, and change requests to uplift customer value and for successful deployment of the application.

- Liable for client-facing tasks such as User Acceptance Testing sessions, and conducting project briefs while consulting with the stakeholders for a portfolio of projects.

**Associate Consultant – I, Individual Contributor** | *June 2021 – January 2022*

- Carefully trained to work as a **Digital Transformation Consultant** and helped clients to enforce strategies and reinvent customer experience for companies like Kraft Heinz, Clorox, Anheuser Busch - InBev, Smithfield Foods, Amplify Snacks Brands, Wellness Pet Foods, and Energizer mainly in Agile and Waterfall methodology.

- Delivered End-to-End Finance Transformation Implementations in the Accounts Receivables space specifically in optimizing **Deductions**

**Processes.**



- Problem solving and requirement gathering from clients - Cleaning, validating and analyzing large quantity of data to get insights and identify patterns used to finally deploy solutions that address issues of the organization and elevate benefit to customers.

- Provided Out of Box solutions targeting more than 80% of automation and necessary enhancements making the Claims, Invoices, and Products Delivery Tracking Information easily accessible and the Deduction process seamless for analysts.

- Prepared Process Design Document of the product features to be implemented for the project; Circulate to the Configuration Team in order for them to build the system based on client specifications and review the same.

**Trainee | June 2020 – June 2021**

- Deployed the Cloud Deductions Tool for companies like Newman's Own, Corelle Brands, Caleres Inc. and Rust-Oleum automating their Deductions process.
- Part of rigorous training that covered topics like O2C Cycle, different modules across High Radius and their use cases.
- Completed Deductions Cloud product & platform training and induction into the Cloud Consulting Team as a Techno-Functional Consultant.00

**TECHNICAL SKILLS (TOOLS & SOFTWARES)**

- JIRA - Fluent with Issue Tracking and Project Management - Sprints, Epics, Monitoring Issues, Priorities
- FileZilla - SFTP Access Utility; Notepad++ - SAML and Based 64 URL Encoding and Decoding using MIME Tools.
- Smartsheet- Creating and maintaining RAID Logs, Project, Defect,Hypercare and Feedback Trackers.
- Python - Intermediate proficiency.
- Machine Learning - Modeling to create a prescriptive analysis backed up with Data Driven Methodology.
- MySQL - Schemas, Tables, Databases, Servers; Familiar with writing SQL Queries for troubleshooting, debugging and data analysis purposes.
- Tableau - Creating Reports to visualize data for segregating customers on the basis of time taken by analysts to resolve a dispute, age of a deduction metric, and the volume of significant information to be captured by claim information provided by customers.



- MS Office - Advanced proficiency in MS Excel and intermediate proficiency in MS Word & MS PowerPoint; Familiar with Online Collaboration tools like G- Suite, Zoom, G-meet, MS Team, Cisco WebEx.
- Integrated with Amazon SES providing DKIM, DMARC Authentication to verify digital signatures for secured email deliveries.

	<b>Report</b>
Name of Activity	Basic 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	201 BBA I Year students
Resource Person	Mr. Tarun Sharma, Data Analytics Trainer
Activity Coordinator	Ms. Shakti Shukla & Ms. Sonali Chauhan (MIMT Faculty)
Objective	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.
Content	Microsoft Office Specialist for Office Excel 2016 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.  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.

This Certificate Course was the initiative taken under the aegis of IQAC, Mangalmai Institute of Management and Technology, for undergraduate students.

The programme extended for a period of 16 days, covering two hours per day (theory and practical -1hour each)

Topics covered under the program are as follows:

### **Day 1**

The resource person had an introductory session based on the overview of the programme, where he discussed how such programs always give an edge to the students when it comes to working in the corporate world. Knowledge of excel has become the essential part of every business and job.

### **Day 2**

#### **Excel Formula Basics**

Basic formulas were explained to the students, after which they were taken to labs to practice the same.

### **Day 3 & 4**

#### **Logical formulas**

Students were taught logical operations through which they were able to test and compare the values in cells and perform different actions based on those results.

### **Day 5& 6**

#### **Stats formulas**

An extensive range of Statistical Functions like mean, median, mode to more complex statistical distribution was taught to students. The same was practiced in the practical session in computer lab.

### **Day 7**

#### **Math formulas**

Students learned various mathematical functions and their operations in MS Excel.

### **Day 8**

#### **Text formulas**

Students learned the conversion of numbers to text within a



spreadsheet.

**Day 9**

**Date and time formulas**

Insertion of date and time in excel cell was taught to students.

**Day 10**

**Formulas mix and match**

Students learned how to identify the relative position of any item in a range of cells through match function of Excel.

**Day 11**

**Data sorting and filtering**

Data was provided to the students which was sorted and filtered by them.

**Day 12**

**Pivot table**

Practical sessions were taken to make the students understand and draw pivot tables in computer lab.

**Day 13**

**Conditional formatting**

Formulas with conditional formatting was explained theoretically as well as practically to the students.

**Day 14**

**Data analysis**

Various MS Excel tools used for analysing the data were taught in theory class and the same was practiced in the practical session.

**Day 15**

**Data validation and advanced data validation tricks**

Students were able to understand how to validate the data in excel using tricks.

**Day 16**



**Revision and Mentorbuddy Students Onboarding Session**

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.

It was a great learning experience for the students.





<p>Assessment</p>	<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>
<p>Outcome of Activity</p>	<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 Microsoft Office Specialist for Office Excel 2016, students were able to understand the basic concepts of 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 MS Excel program.</p>

- Integrated with SAP,NetSuite,Oracle and other custom-developed ERPs in order to extract AR Information using HEX Tool.

### **Examination/ Evaluation**

Online examination by Microsoft was conducted to evaluate the performance of students.



**Glimpses of the MS Excel Certification Program:**

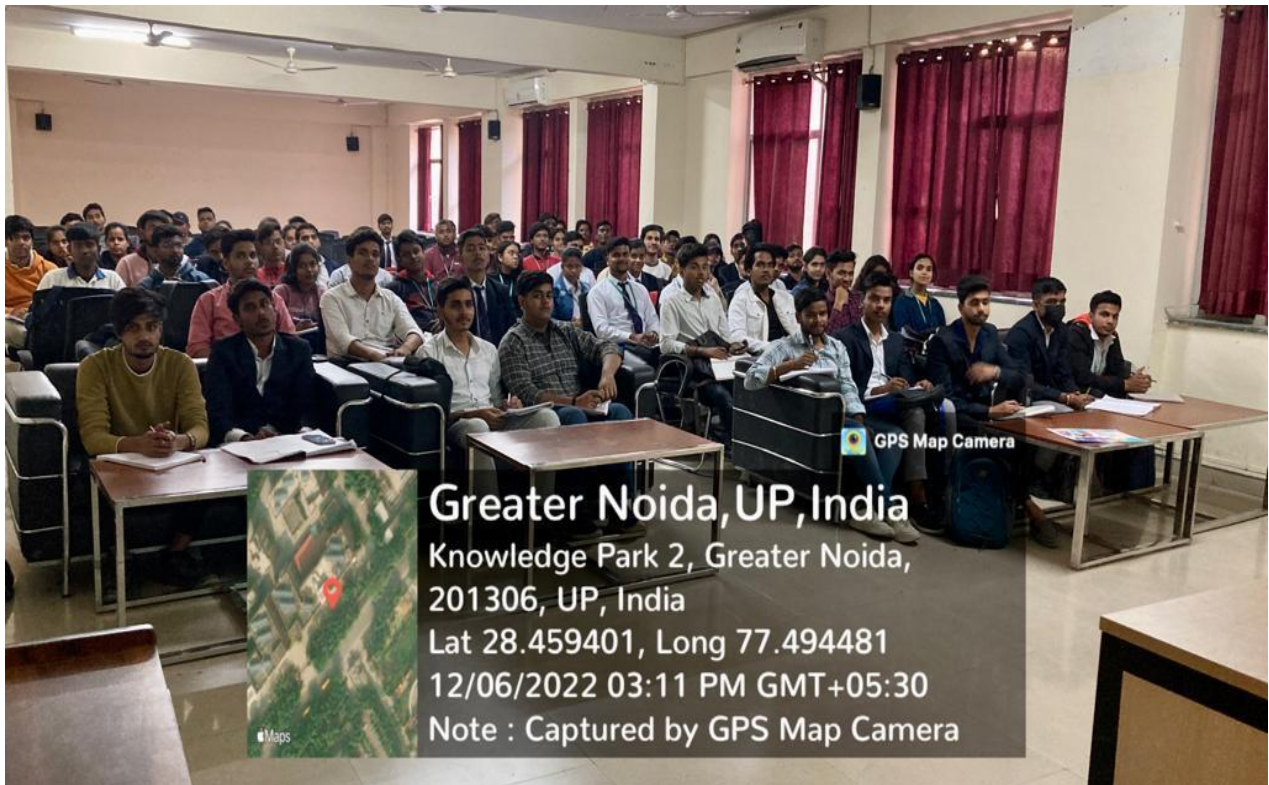


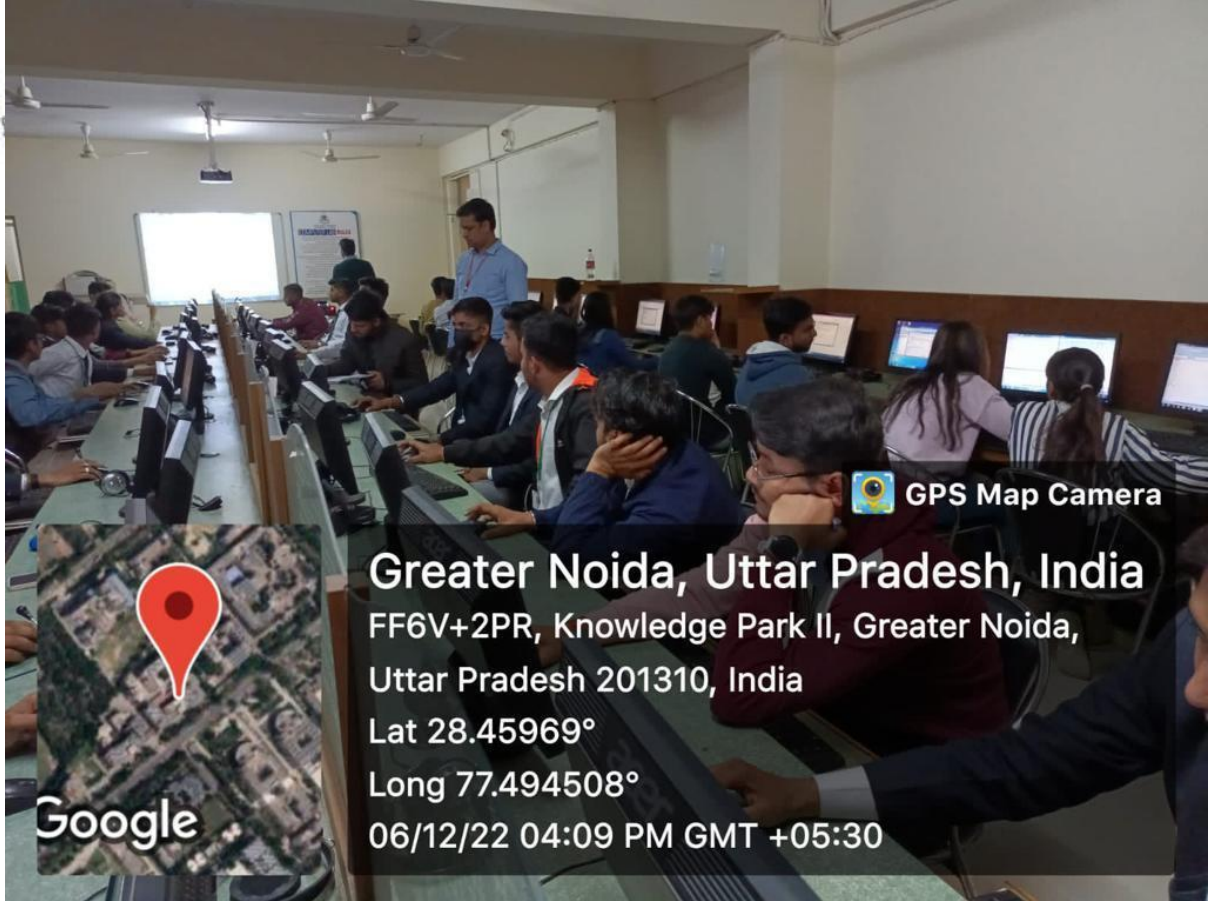
Introductory session of the MS Excel program





Dr. GeetiSharma(Director MIMT) addressing the students, explaining the benefits of the program.





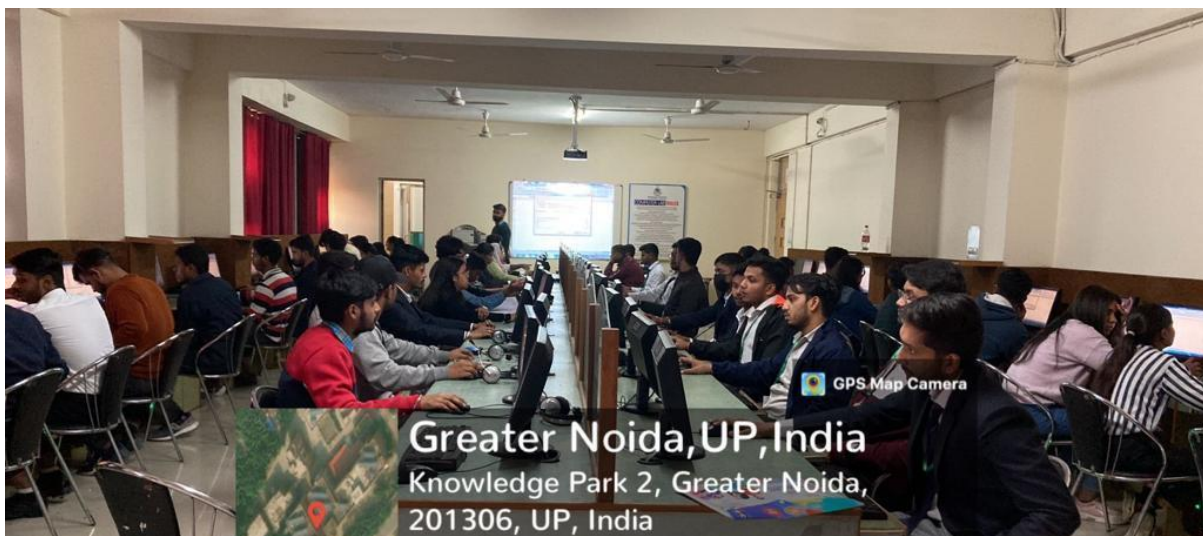
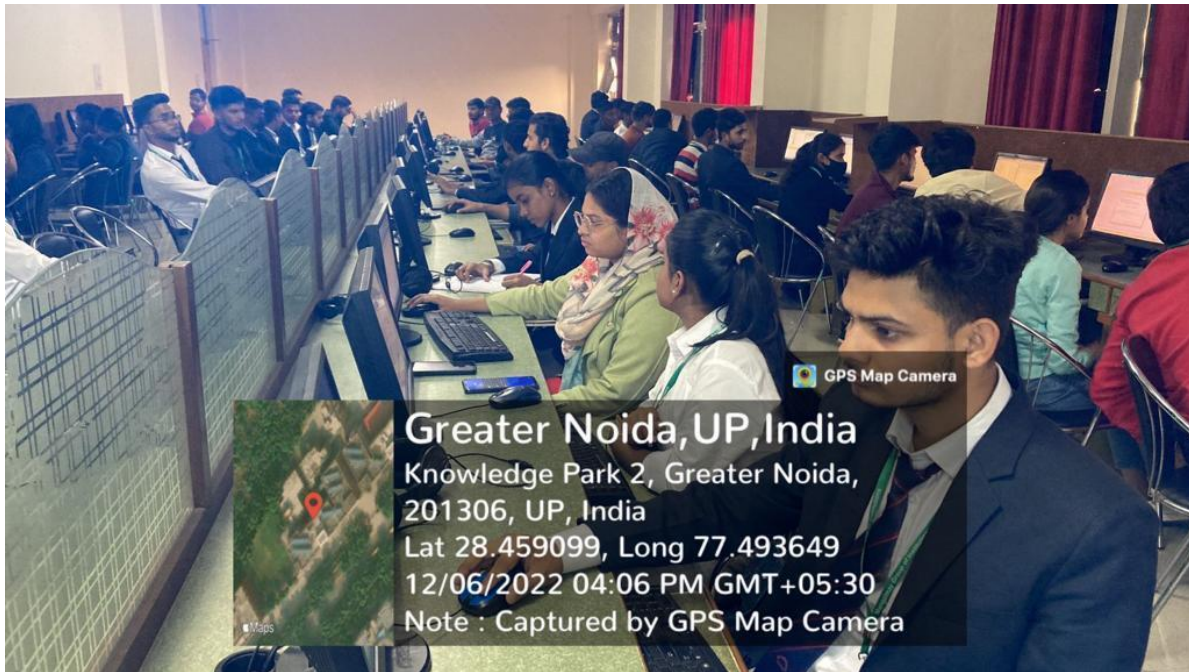
The Resource person, MrTarun Sharma, explaining the concepts of MS Excel in Theory Session

Students working on MS Excel in Computer Lab





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







# Microsoft Office Specialist

Sudhanshu Ranjan

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2016

Office Excel® 2016

Date of achievement: May 4, 2023  
verify.certipoint.com wXbnu-4ScY

  
Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist