



Department of Management Sciences
(Session: 2019-20)

Ref: TIAS/2019-20/BBA/ACAD/VAC/101

Dated: 13/11/2019

(Batch-1)

Value Added Course: Certificate Course in Advanced Excel

Status as on date: 13/11/2019

This is to certify that the course module for Value Added Course titled Certificate Course in Advanced Excel scheduled from 22.07.19 to 13.11.19 comprising of 30 Hours deliverance has been completed by the resource person Dr. Sandeep Kumar, Faculties in Department of Management Sciences with the module contents as under:-

S.No.	Contents Deliverance	Learning Outcomes
1	Introduction (3 hours)	Understand basics concept of Advanced excel
2	Working with Functions (4 hours)	Apply advanced functions and productivity tools to assist in developing worksheets
3	Data Validations (3 hours)	Describe the valid range of values for a cell and custom validations
4	Working with Templates (3 hours)	Learn the ability to use the hyperlinks to move around worksheets
5	Sorting and Filtering Data (3 hours)	Learn about sorting tables and filtering of data
6	Working with Reports (3 hours)	Understand consolidation to summaries and report results from multiple worksheets
7	Creating Pivot tables (5 hours)	Able to manipulate data lists using Outline, Auto filter and PivotTables
8	Data Visualization using excel (4 hours)	Learn about visualization of data using charts, graphs, bar charts etc.
9	New Features Of Excel (2 hours)	Able to record repetitive tasks by creating Macros

All the above contents are delivered to the best of my knowledge and belief and nothing is withheld.

Sandeep

Signature of Resource Person

Dr. Sandeep Kumar
 Name of Resource Person:

Dated: 13/11/2019

Submitted to HoD-

Navit
 HoD
 BBA-TIAS



Department of Management Sciences
(Session: 2019-20)

Ref: TIAS/2019-20/BBA/ACAD/VAC/101

Dated: 13/11/2019

(Batch-2)

Value Added Course: Certificate Course in Advanced Excel

Status as on date: 13/11/2019

This is to certify that the course module for Value Added Course titled Certificate Course in Advanced Excel scheduled from 22.07.19 to 13.11.19 comprising of 30 Hours deliverance has been completed by the resource person Ms. Alka Batra Faculties in Department of Management Sciences with the module contents as under: -

S.No.	Contents Deliverance	Learning Outcomes
1	Introduction (3 hours)	Understand basics concept of Advanced excel
2	Working with Functions (4 hours)	Apply advanced functions and productivity tools to assist in developing worksheets
3	Data Validations (3 hours)	Describe the valid range of values for a cell and custom validations
4	Working with Templates (3 hours)	Learn the ability to use the hyperlinks to move around worksheets
5	Sorting and Filtering Data (3 hours)	Learn about sorting tables and filtering of data
6	Working with Reports (3 hours)	Understand consolidation to summaries and report results from multiple worksheets
7	Creating Pivot tables (5 hours)	Able to manipulate data lists using Outline, Auto filter and PivotTables
8	Data Visualization using excel (4 hours)	Learn about visualization of data using charts, graphs, bar charts etc.
9	New Features Of Excel (2 hours)	Able to record repetitive tasks by creating Macros

All the above contents are delivered to the best of my knowledge and belief and nothing is withheld.


 Signature of Resource Person

Ms. Alka Batra
 Name of Resource Person:

Dated: 13/11/2019

Submitted to HoD:


 HO D
 BBA-TIAS



Department of Management Sciences
(Session: 2019-20)

Ref: TIAS/2019-20/BBA/ACAD/VAC/101

Dated: 13/11/2019

(Batch-3)

Value Added Course: Certificate Course in Advanced Excel

Status as on date: 13/11/2019

This is to certify that the course module for Value Added Course titled Certificate Course in Advanced Excel scheduled from 22.07.19 to 13.11.19 comprising of 30 Hours deliverance has been completed by the resource person Ms. Indu Sharma, Faculties in Department of Management Sciences with the module contents as under:-

S.No.	Contents Deliverance	Learning Outcomes
1	Introduction (3 hours)	Understand basics concept of Advanced excel
2	Working with Functions (4 hours)	Apply advanced functions and productivity tools to assist in developing worksheets
3	Data Validations (3 hours)	Describe the valid range of values for a cell and custom validations
4	Working with Templates (3 hours)	Learn the ability to use the hyperlinks to move around worksheets
5	Sorting and Filtering Data (3 hours)	Learn about sorting tables and filtering of data
6	Working with Reports (3 hours)	Understand consolidation to summaries and report results from multiple worksheets
7	Creating Pivot tables (5 hours)	Able to manipulate data lists using Outline, Auto filter and PivotTables
8	Data Visualization using excel (4 hours)	Learn about visualization of data using charts, graphs, bar charts etc.
9	New Features Of Excel (2 hours)	Able to record repetitive tasks by creating Macros

All the above contents are delivered to the best of my knowledge and belief and nothing is withheld.

Indu Sharma
 Signature of Resource Person

Ms. Indu Sharma
 Name of Resource Person:

Dated: 13/11/2019

Submitted to HoD-

Navit
 HoD
 BBA-TIAS

**TECNIA INSTITUTE OF ADVANCED STUDIES**

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**Department of Management Sciences
(Session: 2019-20)**

Ref: TIAS/2019-20/BBA/ACAD/VAC/101

Dated: 13/11/2019

(Batch-4)

Value Added Course: Certificate Course in Advanced Excel

Status as on date: 13/11/2019

This is to certify that the course module for Value Added Course titled Certificate Course in Advanced Excel scheduled from 22.07.19 to 13.11.19 comprising of 30 Hours deliverance has been completed by the resource person Dr. Deepak, Faculties in Department of Management Sciences with the module contents as under:-

S.No.	Contents Deliverance	Learning Outcomes
1	Introduction (3 hours)	Understand basics concept of Advanced excel
2	Working with Functions (4 hours)	Apply advanced functions and productivity tools to assist in developing worksheets
3	Data Validations (3 hours)	Describe the valid range of values for a cell and custom validations
4	Working with Templates (3 hours)	Learn the ability to use the hyperlinks to move around worksheets
5	Sorting and Filtering Data (3 hours)	Learn about sorting tables and filtering of data
6	Working with Reports (3 hours)	Understand consolidation to summaries and report results from multiple worksheets
7	Creating Pivot tables (5 hours)	Able to manipulate data lists using Outline, Auto filter and PivotTables
8	Data Visualization using excel (4 hours)	Learn about visualization of data using charts, graphs, bar charts etc.
9	New Features Of Excel (2 hours)	Able to record repetitive tasks by creating Macros

All the above contents are delivered to the best of my knowledge and belief and nothing is withheld.

Signature of Resource Person

Dr. Deepak Sonner
Name of Resource Person:

Dated: 13/11/2019

Submitted to HoD:

Navita

