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Certification	Programme on
SPREADSHEET MOI	DELLING: EXCEL 2013
For MBA 1st Semester (Bridge Course)	For MBA 2nd Semester (Advance Course)
Resource Person Ms. Nehea Ohingra Assistant Projessor-MINT	Resource Person Mr. Vishal ~ Or. Oiwakar Chaudhary Assistant Progessor-MMT
	Venue~ ~Date~ om, Block B, MIMT 20 April to 23 June 2024
Toll Free : 1800 103 3797 www.m Plot No. 8 & 9, Knowledge Park-II, Greater No	



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Knowledge Park-II, Greater Noida (U.P.)

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MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY (Approved by AICTE, New Delhi & Affiliated to AKTU, Lucknow) Knowledge Park-II, Greater Noida (U.P.)

Date: 01st August, 2023

NOTICE

Mangalmay Institute of Management & Technology is going to organise an Add-on Certification Program in collaboration with Harvard Business Publishing. This program is designed specifically for MBA Ist Year students and aims to provide a comprehensive introduction to use of spreadsheet modelling and practices

The details of the program are as follows:

Foundation Module:

- Dates: 8th August to 18th August, 2023
- Total Duration: 10 Hours
- Number of Classes: 05
- Venue: MBA Classroom
- Beneficiaries: MBA Ist Year Students (Ist Sem)
- Teaching Assistants: Ms. Neha Dhingra

Advance Module:

- Dates:20th April to 23rd June, 2024
- Total Duration:20 Hours
- Number of Classes: 13
- Venue: MBA Classroom
- Beneficiaries: MBA 1st Year Students (IInd Sem)
- Teaching Assistants: Dr. Diwakar Chaudhary, Mr. Vishal

Dr. Ruchika Gupta Director. MIMT

CC to:

IQAC Director HOD, MIMT All Faculty members All Students Notice Board Office File



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SYLLABUS

Certification Program "Spreadsheet Modeling Online Course: Excel 2013"

Duration: 20 Hours

S. No.	Content
1.	Day 1: Introduction to Spreadsheets: We'll begin with a comprehensive overview of spreadsheet software, primarily focusing on Excel and Google Sheets. You'll learn about the basic interface, navigation techniques, and essential file management operations. We'll delve into cell formatting, customization options, and fundamental data entry and manipulation techniques.
2.	Day 2: Basic Functions and Formulas: Today, we'll introduce you to the world of formulas and functions. You'll learn how to use common mathematical functions like SUM, AVERAGE, MAX, and MIN to perform calculations. We'll explore cell references, both relative and absolute, and how to effectively copy formulas to save time and effort. Additionally, we'll cover the summation icon and techniques for editing or correcting formulas. To reinforce learning, we'll conduct hands-on exercises.
3.	Day 3: Formulas and Data Management: Building upon the previous day's knowledge, we'll delve deeper into data management techniques. You'll learn how to sort and filter data to extract specific information, validate data to ensure accuracy, and import and export data between different formats. We'll also explore lookup functions to retrieve specific values from a dataset.
4.	 Day 4: Excel Solver: Today, we'll introduce you to a powerful tool in Excel: Solver. You'll learn how to use Solver to solve optimization problems, develop solver models, and configure Solver to find optimal solutions. This will enable you to make data-driven decisions and optimize various processes.
5.	Day 5: The Art of Spreadsheet Modeling: In this final session, we'll delve into the art of spreadsheet modeling. You'll learn about the model-building process, best practices for intelligent modeling, and the steps involved in building a robust spreadsheet model. We'll cover data tables, two-way data tables, and goal seek, which are advanced techniques for analyzing data and making informed decisions. Auditing: Throughout the course, we'll emphasize the importance of auditing spreadsheets to ensure accuracy and reliability. We'll discuss techniques for checking formulas, validating data, and identifying potential errors. Proper auditing practices are essential for maintaining the integrity of your spreadsheet models and the decisions based on them.
6.	Introduction The Company



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	Spreadsheet Modeling Overview
7.	The Excel Environment
	Opening a Workbook
	The Excel Ribbon
	The Quick Access Toolbar
	Worksheets
	Moving Around a Worksheet and Workbook
	Printing a Worksheet
	Saving a Workbook File
8.	Working with Data: Basic Techniques
	Cells and Ranges
	Selecting Ranges
	Selecting All Cells in a Dataset Using Shortcut Keys
	Selecting All Cells in a Worksheet
	Selecting Noncontiguous Ranges
	Selecting Cells and Named Ranges
	Selecting Otherwise Difficult to Select Cells with Go To Special Filling Series
	Copying and Moving Entries
	The Undo Command
9.	Increasing Spreadsheet Readability
	Working with Rows and Columns
	Making Better Use of Screen Space
	Basic Cell Formatting
	Basic Number Formatting
	Conditional Formatting
	Formatting and Other Options with Paste Special
	Setting Up a Worksheet for Printing
10.	Excel Formulas
	Copying Formulas
	The Autocomplete Formula Option
	Entering Formulas by Pointing
	Other Ways to Copy Formulas
	"Absolute" Addressing
	Using the "F4" Key
	Hierarchy of Mathematical Operations
	Summation Icon
	Editing or Correcting Formulas
	Showing Actual Formulas in Cells



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11.	Useful Excel Functions
	IF Statements
	Text Functions
	Flash Fill
	Basic Date and Time Functions
	Range Names
	Lookup Functions
	Other Lookup and Reference Functions
	Error Trapping
	Rounding Functions
	The SUMPRODUCT Function
	Modeling Uncertainty in Excel
	Excel Financial Functions
	COUNT, COUNTA, and COUNTBLANK Functions
	Excel Statistical Functions
	Conditional Counts
	Conditional Sums
	Removing Duplicates
	Sorting in Excel
	Filtering Data
	Subtotals
	Pivot Tables
	Pivot Charts
	Conditional Formatting: The Formula Option
12.	Charts
	Creating Charts
	Moving and Resizing Charts
	Basic Formatting of Charts
	Formatting Axes and Data Series
	Customizing Charts
13.	Importing Data into Excel
	Importing from a Text or Word file
	Using Web Queries to Import Data from the Web
14.	The Art of Spreadsheet Modeling
	Model Building Blocks
	Model Terminology
	The Spreadsheet Model Building Process
	Rules to Guide Intelligent Modeling
	Building a Model
	Set up the Spreadsheet Model
	One-Way Data Tables
	•
	Two-Way Data Tables



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	Goal Seek
	Auditing
	Flexibility
	Using Comments and Text Boxes
	Error Trapping
	Using F9 and Evaluate-Formula Feature
	Scenarios
	Spinners
	Model Limitations
15.	Using Excel Solver
	Solving Optimization Problems
	Developing a Solver Model
	Configuring Solver to Find Solutions
16.	Three-Dimensional Formulas and the Table Feature
	Three-Dimensional Formulas
	Using the Excel Table Feature
	Circular References
17.	Monte Carlo Simulation
	Uncertainty and Monte Carlo Simulation
	Random Variables
	Using @RISK1 to simulate a New Product Introduction



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SCHEDULE

Spreadsheet Modeling Online Course: Excel 2013

S.No.	Date	Day	Time	Hours
1.	08-08-2023	Tuesday	12:00-01:00	2
			02:00-03:00	
2.	10-08-2023	Thursday	12:00-01:00	2
			02:00-03:00	
3.	12-08-2023	Saturday	12:00-01:00	2
			02:00-03:00	
4.	16-08-2023	Wednesday	12:00-01:00	2
			02:00-03:00	
5.	18-08-2023	Friday	12:00-01:00	2
			02:00-03:00	
				10 Hrs
6.	20-04-2024	Saturday	10:00-11:00	1
7.	21-04-2024	Sunday	10:00-01:00	3
8.	28-04-2024	Sunday	12:00-01:00	1
9.	04-05-2024	Saturday	10:00-01:00	2
10.	05-05-2024	Sunday	12:00-01:00	1
11.	12-05-2024	Sunday	12:00-01:00	1
12.	18-05-2024	Saturday	12:00-01:00	1
13.	19-05-2024	Sunday	10:00-01:00	3
8. 28-04-2024 9. 04-05-2024 10. 05-05-2024 11. 12-05-2024 12. 18-05-2024 13. 19-05-2024 14. 01-06-2024		Saturday	11:00-01:00	1
15.	02-06-2024	Sunday	12:00-01:00	1
16.	16-06-2024	Sunday	10:00-12:00	2
17.	22-06-2024	Saturday	12:00-01:00	1
18.	23-06-2024	Saturday	11:00-01:00	2
19.			Total	20 Hrs



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20. 02	2-07-2024	Tuesday	10:00-12:00	2
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	REPORT
Name of Activity	Certification Program "Spreadsheet Modeling: Excel 2013"
Date	08-08-2023-18-08-2023
	20-04-2024-23-06-2024
Venue	Classroom, Block B, MIMT.
Organised by	MIMT
Participated by	MBA II Sem students (118 students)
Resource Person	Ms. Neha Dhingra, Dr. Diwakar Chaudhary &Mr. Vishal
Objective	The Spreadsheet Modeling course will provide appropriate training that equips participants with comprehensive skills in the use of Microsoft Excel for spreadsheet modeling. Each student will be able to carry out simple Excel operations like navigation and formatting, and basic data manipulation during the course of training. They will learn how to construct and manage formulas, functions for data analysis, and conditional logic. Advanced topics to be covered will include data visualization through charting, importing external data sources, and how to use advanced modeling techniques—goal seek, scenarios, and simulation—for decision-making. Upon course completion, participants will be empowered to build robust spreadsheet models able to handle large data sets, analyze uncertainties, and yield valuable insights for making informed business decisions in a multidimensional professional context.
Content	Mangalmay Institute of Management and Technology organized a certification course of Harvard Certification Program "Spreadsheet Modeling Online Course: Excel 2013". Session details of this certification program is as follows:
	For First Session (Bridge Course):
	 Day 1: Introduction to Spreadsheets: We'll begin with a comprehensive overview of spreadsheet software, primarily focusing on Excel and Google Sheets. You'll learn about the basic interface, navigation techniques, and essential file management operations. We'll delve into cell formatting, customization options, and fundamental data entry and manipulation techniques. Day 2: Basic Functions and Formulas: Today, we'll introduce you to the world of formulas and functions. You'll learn how to use
	common mathematical functions like SUM, AVERAGE, MAX, and MIN to perform calculations. We'll explore cell references, both



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relative and absolute, and how to effectively copy formulas to save time and effort. Additionally, we'll cover the summation icon and techniques for editing or correcting formulas. To reinforce learning, we'll conduct hands-on exercises.

Day 3: Formulas and Data Management: Building upon the previous day's knowledge, we'll delve deeper into data management techniques. You'll learn how to sort and filter data to extract specific information, validate data to ensure accuracy, and import and export data between different formats. We'll also explore lookup functions to retrieve specific values from a dataset.

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For Second Session (Advance Course):

Session 1 (20-04-2024): Introduced Excel interface, workbook navigation, and basic modeling concepts to build foundational understanding.

Session 2 (21-04-2024): Explored cell management, data selection techniques, and basic formatting to enhance data handling skills.

Session 3 (**28-04-2024**): Covered conditional formatting, advanced paste special options, and preparation of worksheets for efficient printing.

Session 4 (04-05-2024): Learned formula basics, copying techniques, absolute addressing, and introduction to essential Excel functions for data manipulation.

Session 5 (05-05-2024): Delved into lookup functions, statistical analysis tools, error trapping methods, and basic financial functions application.



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	Session 6 (12-05-2024): Practiced data cleansing with techniques like removing duplicates, sorting, filtering, and using conditional sums.
	Session 7 (18-05-2024): Introduced PivotTables for data summarization and PivotCharts for visual representation, emphasizing creation and customization.
	Session 8 (19-05-2024): Explored advanced charting features, including formatting axes, data series, and customization options for effective data visualization.
	Session 9 (01-06-2024): Discussed importing data from text files and web queries, and managing external data connections in Excel.
	Session 10 (02-06-2024): Studied essential modeling blocks, terminology, and principles to guide intelligent spreadsheet model development.
	Session 11 (16-06-2024): Practiced what-if analysis using one-way and two-way data tables, goal seek, and scenario analysis for decision-making.
	Session 12 (22-06-2024): Introduced Solver tool for solving optimization problems in Excel, configuring parameters for achieving desired outcomes.
	Session 13 (23-06-2024): Explored advanced techniques like three- dimensional formulas, Excel tables, handling circular references, and effective error handling.
	Session 14 (02-07-2024): Conducted comprehensive exam covering all topics studied, assessing practical application of Excel skills and spreadsheet modeling proficiency.
Outcome of Activity	 This includes proficient navigation and how to use Microsoft Excel for the management and analysis of data. Advanced level in building, formatting, and improving spreadsheet readability. Proficiency with Excel formulas and functions for data processing and analysis. This involves having the capability to import data from any possible source and properly include it in Excel. Competence in building dynamic models and performing complex analyses using Solver and Monte Carlo simulation. Preparedness to apply spreadsheet modeling techniques to real-life situations across a wide range of professional domains for data-driven decision-making and process optimization.



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Attendance Sheet (Scanned copy)

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80	Pritika Kumari	PUNC	- Billip	Bitites	Billis	Auto	per ra		Pounc	_	Princ	Print	Princ	sting
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S.No.	Student's Name	
103	Someshwar Singh	
104	Sonia Gusain	In first course course course time time fine give and four tong
105	Sumit Nigam	Sonit Somet Sonit Sonit Somet
106	Sumit kumar	Sunit Somit
107	Tanu Sharma	Rhay The Thy Thy The Rhot that the Khat Sha the
108	Tushar vashishtha	twite the twite the twite the twite the twite the twite the
109	Uday Sharma	New Day
110	Vaibhav omer	The way way and and the the the test way the test way the test way to the test the test to
111	Vaibhav Bhargava	Ver the verter verter verter verter verter verter verter verter water with verter with verter to bereide barrie de ander
112	VANSHIKA TYAGI	handla hanguta hanklika Varikan Markila Varika kankula hankula hankula hankula maan Tyan Tyan Tyan Tyan Tyan Tyan
113	Vanshika Tomar	Norshi ke Unahi ke Kartinika Norshi ke
114	Vikas Tyagi	when when the when when when when when when when and an one of an and and and
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116	Vishwajeet Pandey	The second of the second and the second water and second with a second second water and the second water and the
117	Vishwakarma Kumar	Vising Vi
118	Yaman Panchal	Janen Verran Verrangeren frus las Grees Fan grees land lyong breen lager



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Pictures of Classes



Picture – 1: Engaging and Interactive Session



Picture – 2: The Instructor Handling The Session On Introduced Excel interface, workbook Navigation.



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Picture – 3: The Instructor Discussed importing data from text files and web queries.

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S.No.	Student's Name	Registered	Completed
1.	Abhijeet Jaiswal	Registered	Completed
2.	Abhishek tripathi	Registered	Completed
3.	Abinashkumar	Registered	Completed
4.	Ajay Kumar Pandey	Registered	Completed
5.	Akash Saxena	Registered	Completed
6.	Aman Panchal	Registered	Completed
7.	Aman Kumar Dhoni	Registered	Completed
8.	Amit Raj	Registered	Completed
9.	Amit Kumar Jha	Registered	Completed
10.	Amritha K Nair	Registered	Completed
11.	Anila Kumari	Registered	Completed
12.	Anisha Raj	Registered	Completed
13.	Anjali Gupta	Registered	Completed
14.	Anjali sharma	Registered	Completed
15.	Anjali Tyagi	Registered	Completed
16.	Ankit Kumar	Registered	Completed
17.	Anmol Tyagi	Registered	Completed
18.	Ansh Panwar	Registered	Completed
19.	Anshika Singh	Registered	Completed
20.	Archana Rajput	Registered	Completed
21.	Arihant Virendra Jain	Registered	Completed
22.	Ashish Kumar Mishra	Registered	Completed
23.	Avakash Kumar	Registered	Completed
24.	Avantika Srivastava	Registered	Completed
25.	Awnish Kumar	Registered	Completed
26.	Ayush Dubey	Registered	Completed
27.	Ayushi A	Registered	Completed
28.	Bhaskar Shukla	Registered	Completed
29.	Chahat Ansari	Registered	Completed
30.	Chandan Kumar	Registered	Completed
31.	Chandani Singh	Registered	Completed
32.	Deepak Kumar	Registered	Completed
33.	Divyansh Agrawal	Registered	Completed
		Registered	-

LIST OF REGISTERED & COMPLETED STATUS



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35.	Garima Rathore	Registered	Completed
36.	Gautam Kumar	Registered	Completed
37.	Gayatri G	Registered	Completed
38.	Harsh Rai	Registered	Completed
39.	Harsh Bhatt	Registered	Completed
40.	Harsh Tripathi	Registered	Completed
41.	Harsh Bhargava	Registered	Completed
42.	Harsha Bharti	Registered	Completed
43.	Himanshu khanmapuri	Registered	Completed
44.	Himanshu Yadav	Registered	Completed
45.	Hrishav Anand	Registered	Completed
46.	Injmamul Ansari	Registered	Completed
47.	Ishita Kumari	Registered	Completed
48.	Jayesh Joshi	Registered	Completed
49.	Joyshi Dwivedi	Registered	Completed
50.	Kajal K	Registered	Completed
51.	Kamini Singh	Registered	Completed
52.	kashish K	Registered	Completed
53.	Kirti Tyagi	Registered	Completed
54.	Lavanshi Bhardwaj	Registered	Completed
55.	Mahima Sharma	Registered	Completed
56.	Manish Pal	Registered	Completed
57.	Mayur Mohan	Registered	Completed
58.	Meghna Sharma	Registered	Completed
59.	MohdMehtab	Registered	Completed
60.	Mustafa ahamad	Registered	Completed
61.	Nandanikumari	Registered	Completed
62.	Nandini Saluja	Registered	Completed
63.	Nandre Sujit Ujwal	Registered	Completed
64.	Nidhi Kumari	Registered	Completed
65.	Nikhil Nagar	Registered	Completed
66.	Nirupam Pandey	Registered	Completed
67.	Nitish Kumar Chaubey	Registered	Completed
68.	Pankaj Sharma	Registered	Completed
69.	Pawan kumar	Registered	Completed
70.			



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71.	Payal Verma	Registered	Completed
72.	Piyush Ranjan	Registered	Completed
73.	Pranjal Singh	Registered	Completed
74.	Prashant Kumar	Registered	Completed
75.	Prince Tomar	Registered	Completed
76.	Pritika Kumari	Registered	Completed
77.	Priya Shishodia	Registered	Completed
78.	Priyanka P	Registered	Completed
79.	Radhika R	Registered	Completed
80.	Ranjana Kumari	Registered	Completed
81.	Ravinder Solanki	Registered	Completed
82.	Rishabh Nagar	Registered	Completed
83.	Riya Dhama	Registered	Completed
84.	Robin Kumar	Registered	Completed
85.	Sagar S	Registered	Completed
86.	Sajjan chaupal	Registered	Completed
87.	Sandeep Sharma	Registered	Completed
88.	Sandip Kumar Shan	Registered	Completed
89.	Santoshi Mandal	Registered	Completed
90.	Satyam giriraj	Registered	Completed
91.	Shanukumar	Registered	Completed
92.	Shekhar Kumar	Registered	Completed
93.	Shikha kumari	Registered	Completed
94.	Shivangi Sinha	Registered	Completed
95.	Shivani Jha	Registered	Completed
96.	Shreyanshjaiswal	Registered	Completed
97.	Simran Bhardwaj	Registered	Completed
98.	Sneha Kashyap	Registered	Completed
99.	Someshwar Singh	Registered	Completed
100.	Sonia Gusain	Registered	Completed
101.	Sumit Nigam	Registered	Completed
102.	Sumitkumar	Registered	Completed
103.	Tanu Sharma	Registered	Completed
104.	Tushar vashishtha	Registered	Completed
105.	Uday Sharma	Registered	Completed
106.	Vaibhav omer	Registered	Completed



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107.	Vaibhav Bhargava	Registered	Completed
108.	VANSHIKA TYAGI	Registered	Completed
109.	VanshikaTomar	Registered	Completed
110.	Vikas Tyagi	Registered	Completed
111.	Vikas Kumar Kamat	Registered	Completed
112.	Vishwajeet Pandey	Registered	Completed
113.	Vishwakarma Kumar	Registered	Completed
114.	Yaman Panchal	Registered	Completed



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Certificate





Nandani kumari

HAS SUCCESSFULLY COMPLETED

Spreadsheet Modeling Online Course

PRESENTED BY Harvard Business Publishing June 26, 2024

Ellen Jesmarais

Ellen Desmarais Senior Vice President, Higher Education Harvard Business Publishing



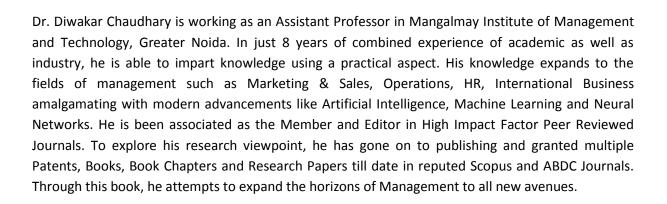
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Knowledge Park-II, Greater Noida (U.P.)

Resource Person Profile

Dr. Diwakar Chaudhary

Ph.D,MBA(Marketing & Operations), DBM (IBMI, Berlin, Germany)





Mr. Vishal MBA

Mr. Vishal, an Assistant Professor at Mangalmay Institute of Management and Technology, holds a B.Tech in Mechanical Engineering and an MBA in Marketing. With over three and a half years of corporate experience at IndiaMART Intermesh Pvt Ltd and InfoEdge India Pvt Ltd, he integrates his expertise in sales, client retention, and business development into his teaching. Mr. Vishal has twice qualified for the UGC NET exam and actively participates in societal initiatives like Unnat Bharat Abhiyan and the National Service Scheme.