

# CAREER DEVELOPMENT CENTRE



**Date: 21<sup>st</sup> November 2022**

**Subject: Excel-Advance Features Course (Session-Even-2022-23)**

**Attention: Registered Students of B.Pharm (5<sup>th</sup> Semester)**

**VAT- 19**

Career Development Centre, DIT University is organizing a training on “Excel Skills for Business” It will be an in-house training which will include the Excel user interface, perform basic calculations with formulas and functions, professionally format spreadsheets, and create visualizations of data through charts and graphs. The coordinator for the training is Mr. Ankit Kapil.

## **NOTE:**

1. The training will commence on 1<sup>st</sup> December 2022 and the class timings are 10:00 AM to 12:00 PM. Duration of course is 30 hrs.
2. Students can enroll for the training program through their class coordinator or through your respective training coordinator from Career Development Centre. Kindly register for the course on or before 24<sup>th</sup> November 2022.
3. In case of any query please contact the Career Development Centre, DIT University.

Career Services Cell  
DIT University, Dehradun  
**Mr. Santav Baidya**  
In charge- CDC

## **To:**

- All Deans / Directors
- HoDs
- Head CDC

With the request to bring the above  
to the notice of the students

## **Copy to:**

- Chairman
- Chancellor
- Vice Chancellor
- Pro Vice Chancellor
- ICT Manager – to upload on website

For information please

## **VAT-19 Excel Skills for Business**

**Venue:** VEDA Lab 323 | **Duration:** 40 Hrs. ( 1st December 2021 to 30th December 2021)

The training on Excel Skills for Business was conducted for students of Bachelor of Pharmacy program (5th Semester), in this course of Excel Skills for Business, the students learned the essentials of Microsoft Excel. Within the training duration, students learned the Excel user interface, perform basic calculations with formulas and functions, professionally format spreadsheets, and create visualizations of data through charts and graphs. It was organized by the Career Development Centre, DIT University, the coordinator for the training was Mr. Ankit Kapil.

### **Course Objective:**

Through this course students learned all the tips, tricks, shortcuts, functions and formulas that are needed to become an Excel power user. Moreover it will help students to build a strong foundation in Excel for careers in: Investment banking, Private equity, corporate development, Equity research, Financial Planning & Analysis (FP&A)

### **Prerequisite:**

The students of this training are expected to have a good prior understanding of the basic features available in Microsoft Excel.

### **Overview of Training:**

Microsoft Excel is something that we work in our daily life be a student or an accountant or any other business professional. While Microsoft excel is an irreplaceable part of the business field it is also widely used in other fields such as nonprofit organizations, hospitals, and educational institutions. Every one of us knows all the basic functions of Microsoft Excel but there are many advance terms associated with it that not many are aware of. Advanced Excel today is the need of

the hour and learning the skills of advanced excel can make you stand out among a big crowd of people. We train you on advance MS Excel topics to make you more productive and highly paid person in your organization.

This training course starts with the Excel basics and quickly progresses to a more advanced level where even experts will learn something new. We believe it is important to start at the bottom and build a solid base, which is why we review all the foundational skills you need before building more advanced spreadsheets. In this Excel, you will learn to leave behind the mouse and use keyboard shortcuts to dramatically improve and speed up your spreadsheet building skills. In the second half of the Excel course, you'll notice that the functions and formulas get more sophisticated and the quality of financial analysis and financial modeling become much higher. This half of the course focuses on finance-specific formulas that you would use as an analyst performing financial analysis on the job.

### **Benefits of Microsoft Excel:**

- Build great charts. Excel allows business users to unlock the potential of their data, by using formulas across a grid of cells.
- Use conditional formatting.
- Help identify trends.
- Bring data together.
- Online access.

### **Intended Audience:**

This course has been designed for all those readers who depend heavily on MS-Excel to prepare charts, tables, and professional reports that involve complex data. It will help all those readers who use MS-Excel regularly to analyze data.

### **Course Outline:**

Chapter 1	Introduction	3 hours
Chapter 2	Excel Layout	6 hours
Chapter 3	Excel Settings	4 hours
Chapter 4	Basic Financial Analysis Setup	4 hours
Chapter 5	Advanced Financial Analysis Setup	4 hours
Chapter 6	Functions & Formulas	6 hours
Chapter 7	Wrap Up	6 hours
Chapter 8	Qualified Assessment	3 hours

### **Training Outcome?**

- Learn everything you need to know about Excel spreadsheets for a career in corporate finance and investment banking
- Master keyboard shortcuts, functions, and formulas to save time and speed up your modeling skills
- Follow industry-leading best practices; simulate on-the-job analyst training
- Stand out in an interview or move up the ladder at work by dramatically boosting your MS Excel skills and confidence

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**Value added course Details (Academic Year: 2022-23)**

VAT Course Name: Excel-Advance Features Course

VAT Code: VAT 19

Duration in Hours: 30

Number of Students Enrolled:96

Number of Students Completed: 90

**Grades: G= GOOD ; S = Satisfactory ; P = Poor ; W = Withdraw**

Student ID	Student Name	Program/Course	Passing Grade
190921049	SUMIT BHATT	Bachelor of Pharmacy	G
190921055	CHANDAN KUMAR	Bachelor of Pharmacy	S
200921021	ANUJ KUMAR SINGH	Bachelor of Pharmacy	S
200921018	MOHAMMAD ABU BAKR	Bachelor of Pharmacy	S
200921019	SHUBHANKAR KUMAR	Bachelor of Pharmacy	G
200921015	HIMANSHU RANJAN	Bachelor of Pharmacy	S
200921014	UTSAV RAJ	Bachelor of Pharmacy	P
200921016	RAKSHA GURURANI	Bachelor of Pharmacy	S
200921013	TRISHIR SHARMA	Bachelor of Pharmacy	G
200921010	PRITHA DALAPATI	Bachelor of Pharmacy	S
200921011	VINAY PANDEY	Bachelor of Pharmacy	S
200921012	UTKARSH SRIVASTAVA	Bachelor of Pharmacy	S
200921070	AKANSHA PUNDIR	Bachelor of Pharmacy	G
200921030	PUJA SHAH	Bachelor of Pharmacy	S
200921069	AVANTIKA PUNDIR	Bachelor of Pharmacy	S
200921017	NEHAL NAGARKOTI	Bachelor of Pharmacy	S
200921043	ANMOL THAPA THAPA	Bachelor of Pharmacy	G
200921003	RATIKA YADAV	Bachelor of Pharmacy	S
200921008	HITANSHI YADAV	Bachelor of Pharmacy	S
200921022	STUTI SINGH	Bachelor of Pharmacy	S
200921023	ABJIT SAH	Bachelor of Pharmacy	G
200921002	LAKSHAY SHARMA	Bachelor of Pharmacy	S
200921009	ANUGRAH A. MASIH	Bachelor of Pharmacy	S
200921001	KARAN NEGI	Bachelor of Pharmacy	S
200921005	MBARA NJIE	Bachelor of Pharmacy	G
200921006	DANISH SIDDIQUI	Bachelor of Pharmacy	S
200921004	RATNESH KUMAR YADAV	Bachelor of Pharmacy	S
200921007	ARYAN THAPLI	Bachelor of Pharmacy	P
200921040	SAMEER PATEL	Bachelor of Pharmacy	G
200921042	MANREET KAUR	Bachelor of Pharmacy	S
200921024	MAHAK SAWAN	Bachelor of Pharmacy	S
200921028	ADITI TIWARI	Bachelor of Pharmacy	S
200921027	ATHAR KHAN	Bachelor of Pharmacy	G
200921051	KAVITA RAWAT	Bachelor of Pharmacy	S
200921026	HIMANSHU PANDEY	Bachelor of Pharmacy	S
200921039	ADARSH KUMAR	Bachelor of Pharmacy	S
200921038	ABHISHEK BHOURIYAL	Bachelor of Pharmacy	G
200921029	YASHIKA TYAGI	Bachelor of Pharmacy	S
200921078	MANISH KUMAR YADAV	Bachelor of Pharmacy	S
200921032	BHARAT KUMAR	Bachelor of Pharmacy	S
200921036	SHAH HUSSAIN	Bachelor of Pharmacy	G
200921087	AAKASH KUMAR JHA	Bachelor of Pharmacy	S

200921095	PREM KUMAR THAKUR	Bachelor of Pharmacy	S
200921037	CHRISTINE ANNA ANIL	Bachelor of Pharmacy	S
200921031	RAJNEESH SHARMA	Bachelor of Pharmacy	G
200921033	NAMITA ARORA	Bachelor of Pharmacy	S
200921041	BISHWJEET PRATAP SAH	Bachelor of Pharmacy	S
200921081	PRIYANKA KUMARI GUPTA	Bachelor of Pharmacy	S
200921098	RAHUL SAH	Bachelor of Pharmacy	G
200921035	SHAHBAZ ANWAR	Bachelor of Pharmacy	P
200921034	ARYAN MALIK	Bachelor of Pharmacy	S
200921090	KESHAB KUMAR SINGH	Bachelor of Pharmacy	S
200921060	MOHD. ANAS FIROZ	Bachelor of Pharmacy	G
200921065	SATYAM KUMAR SINGH	Bachelor of Pharmacy	S
200921082	PRASHANT KUMAR SARRAF	Bachelor of Pharmacy	S
200921091	RAGHBENDRA KUMAR YADAV	Bachelor of Pharmacy	S
200921096	SAURAV BACHHAR	Bachelor of Pharmacy	G
200921080	SIBANI PODDAR	Bachelor of Pharmacy	S
200921044	TUSHAR PAL	Bachelor of Pharmacy	S
200921077	SIDDHANT RANDHAWA	Bachelor of Pharmacy	S
200921093	PRATIK KUMAR	Bachelor of Pharmacy	P
200921046	KAUSTUBH RANJAN	Bachelor of Pharmacy	S
200921048	MD SAJJAD ALAM	Bachelor of Pharmacy	S
200921079	ROHIT RAJ	Bachelor of Pharmacy	S
200921058	AISHWARYA SRIVASTAVA	Bachelor of Pharmacy	G
200921061	VIVEK TAMTA	Bachelor of Pharmacy	S
200921083	ABHAY KUMAR	Bachelor of Pharmacy	S
200921075	SUBISH GUPTA	Bachelor of Pharmacy	S
200921085	RACHITA GABA	Bachelor of Pharmacy	G
200921057	ABHISHEK KUMAR	Bachelor of Pharmacy	S
200921052	NISHITA SHARMA	Bachelor of Pharmacy	S
200921073	GAUTAM SINGH	Bachelor of Pharmacy	S
200921053	ANUBHAV KASHYAP	Bachelor of Pharmacy	G
200921056	ASHISH SINGH	Bachelor of Pharmacy	S
200921050	GAURANGI NAITHANI	Bachelor of Pharmacy	S
200921054	DEEPANSHU BHAN	Bachelor of Pharmacy	S
200921062	AAMIR QUISHER	Bachelor of Pharmacy	G
200921063	PRASHANT RANJAN	Bachelor of Pharmacy	P
200921059	ASHUTOSH KAINTHOLA	Bachelor of Pharmacy	S
200921072	PARUL VIDYARTHY	Bachelor of Pharmacy	S
200921064	RAHUL ADHIKARI	Bachelor of Pharmacy	G
200921099	MUDIT SINGH PAYAL	Bachelor of Pharmacy	S
200921088	MOHD. ASHIF ALI	Bachelor of Pharmacy	S
200921071	ANUSHKA	Bachelor of Pharmacy	S
200921066	SIMRAN JAISWAL	Bachelor of Pharmacy	G
200921067	AUSAF HUSSAIN	Bachelor of Pharmacy	S
200921097	SAURAV KUMAR ADHIKARI	Bachelor of Pharmacy	S
200921089	DEEPAK SINGH	Bachelor of Pharmacy	S
200921074	HARSH DHIMAN	Bachelor of Pharmacy	P
200921100	ROHAN DHAKAL	Bachelor of Pharmacy	S
200921076	MADHUR DHINGRA	Bachelor of Pharmacy	S
200921094	ABHISEKH SAH	Bachelor of Pharmacy	S
210921900	PRITESH KHOLIA	Bachelor of Pharmacy	G
210921903	AMAN KUMAR	Bachelor of Pharmacy	S
210921905	MUKUL AWASTHI	Bachelor of Pharmacy	S
210921906	ANKIT AWASTHI	Bachelor of Pharmacy	S