Date: 20th November 2021

Subject: Excel-Advance Features Course (Session-Even-2021-22)

Attention: Registered Students of B.Pharm (5th 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 **Ms. Divya Saini (Senior Executive- CIIES- DIT University).**

NOTE:

1. The training will commence on 1st December 2021 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 24th November 2021.
3. In case of any query please contact the Career Development Centre, DIT University.

Gaurav Singh
Head- CDC
Head -CDC
Career Development Cell
DIT University, Dehradun

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

For information please

Registrar
DIT University, Dehradun

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 **Ms. Divya Saini (Senior Executive- CIIES- DIT University).**

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

Registrar
DIT University, Dehradun

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

****

Registrar
DIT University, Dehradun

Annexure - I

Value added course Details (Academic Year: 2021-22)

VAT Course Name: Excel-Advance Features Course

VAT Code: VAT 19

Duration in Hours: 30

Number of Students Enrolled:77

Number of Students Completed: 76

Grades:	G= GOOD ; S = Satifactory ; P = Poor ; W = Withdraw			
Student ID	Student Name	Program/Course	Year	Passing Grade
190921002	SHUBHAM GAUTAM	Bachelor of Pharmacy	3rd Year	G
190921003	RAVI SINGH	Bachelor of Pharmacy	3rd Year	S
190921004	ABHISHEK RAHI	Bachelor of Pharmacy	3rd Year	S
190921005	FOZIA KHANUM	Bachelor of Pharmacy	3rd Year	S
190921028	SAANIDHYA BAREJA	Bachelor of Pharmacy	3rd Year	P
190921030	LAXITA CHAUHAN	Bachelor of Pharmacy	3rd Year	G
190921031	MANAV CHHABRA	Bachelor of Pharmacy	3rd Year	G
190921032	MANISH RANA	Bachelor of Pharmacy	3rd Year	G
190921033	ABHISHEK KUMAR	Bachelor of Pharmacy	3rd Year	G
190921034	MOHD. ARMAN	Bachelor of Pharmacy	3rd Year	S
190921035	ANSHIKA TOMAR	Bachelor of Pharmacy	3rd Year	G
190921036	MOHD FARHAN	Bachelor of Pharmacy	3rd Year	S
190921038	RONIT MALIK	Bachelor of Pharmacy	3rd Year	G
190921041	AKSHAY KAMBOJ	Bachelor of Pharmacy	3rd Year	G
190921042	MOHD HARIS KHAN	Bachelor of Pharmacy	3rd Year	S
190921043	ASIF CHAUDHARY	Bachelor of Pharmacy	3rd Year	S
190921045	VIKRANT SIROHI	Bachelor of Pharmacy	3rd Year	S
190921046	GARV AGGARWAL	Bachelor of Pharmacy	3rd Year	G
190921047	SHIVANGI SHARMA	Bachelor of Pharmacy	3rd Year	G
190921048	ABHISHEK KUMAR	Bachelor of Pharmacy	3rd Year	G
190921049	SUMIT BHATT	Bachelor of Pharmacy	3rd Year	G
190921050	MEGHA KUMARI	Bachelor of Pharmacy	3rd Year	G
190921051	ALFISHA	Bachelor of Pharmacy	3rd Year	S
190921053	AAKASH RANJAN	Bachelor of Pharmacy	3rd Year	G
190921054	RADHA YADAV	Bachelor of Pharmacy	3rd Year	S
190921055	CHANDAN KUMAR	Bachelor of Pharmacy	3rd Year	G
190921056	ABHISHEK KUMAR	Bachelor of Pharmacy	3rd Year	G
190921057	DIKSHITA SAINI	Bachelor of Pharmacy	3rd Year	S
190921058	PALAK BHATNAGAR	Bachelor of Pharmacy	3rd Year	S

Registrar
DIT University, Dehradun

190921059	RAMANKANT SINGH	Bachelor of Pharmacy	3rd Year	S
190921060	ARIHANT PRATAP SINGH	Bachelor of Pharmacy	3rd Year	G
190921061	VISHAL PANDEY	Bachelor of Pharmacy	3rd Year	G
190921062	GUNJA KUMARI	Bachelor of Pharmacy	3rd Year	G
190921063	TANZILA ASLAM SIDDIQUI	Bachelor of Pharmacy	3rd Year	G
190921064	MOHD SAQUIB KHAN	Bachelor of Pharmacy	3rd Year	G
190921065	ANIKET GARG	Bachelor of Pharmacy	3rd Year	S
190921066	BITTU KUMAR	Bachelor of Pharmacy	3rd Year	G
190921067	MOHIT SHARMA	Bachelor of Pharmacy	3rd Year	S
190921069	VASU BATRA	Bachelor of Pharmacy	3rd Year	G
190921074	RIMSHA ASHFAQ	Bachelor of Pharmacy	3rd Year	G
190921075	PRINCE KUMAR	Bachelor of Pharmacy	3rd Year	S
190921076	GYANENDRA JOSHI	Bachelor of Pharmacy	3rd Year	S
190921077	DISHA VERMA	Bachelor of Pharmacy	3rd Year	S
190921078	NEERAJ SHUKLA	Bachelor of Pharmacy	3rd Year	G
190921079	RIYA SINHA	Bachelor of Pharmacy	3rd Year	G
190921080	HARIOM PANDEY	Bachelor of Pharmacy	3rd Year	S
190921081	PRIYANSHI PUSHKAR	Bachelor of Pharmacy	3rd Year	S
190921082	AYUSH CHAUHAN	Bachelor of Pharmacy	3rd Year	S
190921083	WARISH ANSARI	Bachelor of Pharmacy	3rd Year	G
190921084	ABHISHEK RAWAT	Bachelor of Pharmacy	3rd Year	G
190921085	ARUMOY BRAHMA	Bachelor of Pharmacy	3rd Year	G
190921086	SATYAM SHARMA	Bachelor of Pharmacy	3rd Year	G
190921087	RAJAN KUMAR	Bachelor of Pharmacy	3rd Year	G
190921088	ANUSHTHI JAIN	Bachelor of Pharmacy	3rd Year	S
190921089	TANIA	Bachelor of Pharmacy	3rd Year	G
190921090	JYOTI TIWARI	Bachelor of Pharmacy	3rd Year	S
190921091	VISHAL BHANDARI	Bachelor of Pharmacy	3rd Year	G
190921092	MOHD HAROON	Bachelor of Pharmacy	3rd Year	G
190921093	ABHISHEK SINGH	Bachelor of Pharmacy	3rd Year	S
190921094	KABIN SHRESTHA	Bachelor of Pharmacy	3rd Year	S
190921095	SASMIT THARU	Bachelor of Pharmacy	3rd Year	S
190921096	AVNI SINGH	Bachelor of Pharmacy	3rd Year	G
190921097	MANIK KHURANA	Bachelor of Pharmacy	3rd Year	G
190921098	ANKIT ANAND	Bachelor of Pharmacy	3rd Year	G
190921099	TARUN SHARMA	Bachelor of Pharmacy	3rd Year	G
190921100	VIKAS KUMAR YADAV	Bachelor of Pharmacy	3rd Year	G
190921101	SUSHIL YADAV	Bachelor of Pharmacy	3rd Year	S
190921102	MOHAMMAD SHAHEED ANSARI	Bachelor of Pharmacy	3rd Year	G
200921900	ABHINAV KUMAR SINGH	Bachelor of Pharmacy	3rd Year	S
200921901	SAVLEEN SETHI	Bachelor of Pharmacy	3rd Year	G
200921903	SHRADDHA TRIPATHI	Bachelor of Pharmacy	3rd Year	G
200921904	DIKSHA NEGI	Bachelor of Pharmacy	3rd Year	G
200921905	NIDHI DWIVEDI	Bachelor of Pharmacy	3rd Year	G
200921906	DEEPAK KUMAR	Bachelor of Pharmacy	3rd Year	S
200921907	SHIVI KASHYAP	Bachelor of Pharmacy	3rd Year	G
200921908	DEWANSHI TRIPATHI	Bachelor of Pharmacy	3rd Year	S

Registrar
DIT University, Dehradun

19P277006	RAHUL KUMAR	Bachelor of Pharmacy	3rd Year	G