

CAREER DEVELOPMENT CENTRE



Date: 16th August 2020

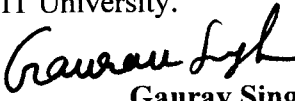
VAT 19: Excel-Advance Features Course (Session-Odd-2020-21)

Attention: Registered Students of B.Pharm (5th Semester)

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. Jasneet Kohli** (Trainer- CDC- DIT University).

NOTE:

1. The training will commence on 24th August 2020 and the class timings are 10:00 AM to 12:00 PM. Duration of course is 30 hrs.
2. The training will run in online mode (till further notice) on MS Team. Students will be assigned batch (as per the schedule) and will be added to their respective MS Teams.
3. It is suggested to all the above-mentioned students to attend the training (detailed schedule will be shared in your respective batch on MS Team).
4. The Department concerned shall notify the details about timings and MS Team batch of the training sessions. In case of any query please contact the Career Development Centre, DIT University.


Gaurav Singh

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
- ICT Manager – to upload on website

For information please


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VAT-19 Excel Skills for Business (Online- MS Team)

Platform: MS Team | **Duration:** 30 Hrs. (24th August 2020 to 18th September 2020)

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. Meghna Gupta (CDC Trainer- DIT University)**. The training was conducted online on MS Team due to pandemic situation.

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


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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.



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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.


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- 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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Annexure - II

Value added course Details (Academic Year: 2020-21)

VAT Course Name: Excel-Advance Features Course

VAT Code: VAT 19

Duration in Hours: 30

Number of Students Enrolled: 64

Number of Students Completed: 59

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

Student ID	Student Name	Program/Course	Year	Passing Grade
180921004	TARUN KUMAR	BPharm	3rd Year	G
180921002	NAND KISHOR	BPharm	3rd Year	G
180921043	SHAHROKH KHAN	BPharm	3rd Year	S
180921062	PRAKASH KUMAR GUPTA	BPharm	3rd Year	S
160921031	MADHURJYA BORA	BPharm	3rd Year	G
190921903	SURAJ KUMAR SINGH	BPharm	3rd Year	S
180921009	UJJAWAL KAKRAN	BPharm	3rd Year	S
180921003	SAPTARSHI DUTTA	BPharm	3rd Year	G
180921040	UTKARSH .	BPharm	3rd Year	G
180921027	PRASHANT KUMAR	BPharm	3rd Year	S
180921061	HIMANSHI CHAUHAN	BPharm	3rd Year	S
190921902	VISHAL SINGH	BPharm	3rd Year	S
180921047	YASH BHATT	BPharm	3rd Year	P
180921056	GULSHAN KUMAR SINGH	BPharm	3rd Year	G
170921017	DIBYA DARSHAN KASHYAP	BPharm	3rd Year	S
180921011	AROHI SAXENA	BPharm	3rd Year	S
190921906	NEERAJ JOSHI	BPharm	3rd Year	G
180921015	MANSI SINGHAL	BPharm	3rd Year	G
180921044	ANISH KUMAR	BPharm	3rd Year	S
180921052	VISHAL KUMAR	BPharm	3rd Year	P
180921037	SHUBH SINGHAL	BPharm	3rd Year	G
180921010	PRAJVAL .	BPharm	3rd Year	S
180921008	PRADEEP KUMAR	BPharm	3rd Year	S
170921011	ANURAG MISHRA	BPharm	3rd Year	G
180921046	SANJANA RAJ	BPharm	3rd Year	G
180921048	SAURABH .	BPharm	3rd Year	S
180921035	SANJANA CHAMOLI	BPharm	3rd Year	S
180921054	MUNAL KUMAR	BPharm	3rd Year	G
180921053	RITESH KUMAR	BPharm	3rd Year	G
180921042	PRASHANT KUMAR	BPharm	3rd Year	P
180921050	AMAN VERMA	BPharm	3rd Year	S
180921055	YASHODHAR CHAUDHARY	BPharm	3rd Year	G
180921017	NAMAN KULSHRESTHA	BPharm	3rd Year	G
180921001	SHEETAL DHULL	BPharm	3rd Year	P
180921028	SHAGUN ARORA	BPharm	3rd Year	S
190921900	SHIVANK SHARMA	BPharm	3rd Year	G
180921025	SUYASH TRIVEDI	BPharm	3rd Year	S
190921901	ANUSHKA .	BPharm	3rd Year	S
180921020	ASHWANI PUNDIR	BPharm	3rd Year	G

Revised
Prashant Kumar

Head - CDC
Career Development Cell
DIT University, Dehradun

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180921060	SHREYA SHARMA	BPharm	3rd Year	G
180921021	PIYUSH SAINI	BPharm	3rd Year	S
180921034	VISHAL PANJWANI	BPharm	3rd Year	S
180921039	SHIVANGI SINGH	BPharm	3rd Year	G
180921045	BHARTI JANGRA	BPharm	3rd Year	G
18P277050	AAKASH SAINI	BPharm	3rd Year	G
180921006	SAMARDEEP SINGH RAWAT	BPharm	3rd Year	S
180921038	RITIK .	BPharm	3rd Year	S
180921014	MOHD ARSH FIROZ	BPharm	3rd Year	G
180921029	SUDHANSHU PANWAR	BPharm	3rd Year	S
190921905	KARISHMA CHAUHAN	BPharm	3rd Year	S
180921005	ABHINAV GUPTA	BPharm	3rd Year	G
180921026	PRANAV PRAKASH	BPharm	3rd Year	G
180921007	SUMERA SHAMIM	BPharm	3rd Year	S
180921058	ROHIT DHIMAN	BPharm	3rd Year	S
180921024	RITIK VERMA	BPharm	3rd Year	S
180921051	MUKUL PAL	BPharm	3rd Year	G
190921904	ARJUN SINGH RANA	BPharm	3rd Year	G
180921030	GURPREET SINGH	BPharm	3rd Year	S
180921013	MOHD SHAZEB .	BPharm	3rd Year	S
180921057	HARSH SINGH	BPharm	3rd Year	G
180921018	NOMAN SHAREEF	BPharm	3rd Year	G
180921031	AMIT JOSHI	BPharm	3rd Year	S
180921019	CHIRAG RAWAT	BPharm	3rd Year	S
180921016	ROHIT KUMAR	BPharm	3rd Year	G


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