

# CAREER DEVELOPMENT CENTRE



Date: 12<sup>th</sup> December 2019

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

**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 (Aptitude Trainer- DIT University)**.

**NOTE:**

1. The training will commence on 2<sup>nd</sup> January 2020 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 20<sup>th</sup> December 2019.
3. In case of any query please contact the Career Development Centre, DIT University.

*Gaurav Singh*  
Gaurav Singh  
Head - CDC  
Career Development Cell  
DIT University, Dohradun

**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

*IR*  
Registrar  
DIT University, Dohradun

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

**Venue:** VEDA Lab 323 | **Duration:** 40 Hrs. (2<sup>nd</sup> January 2020 – 15<sup>th</sup> January 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. Divya Saini (Senior Executive- CIES- DIT University)**.

### **Course Objective:**

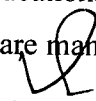
Through this course students learned all the tips, tricks, shortcuts, functions and formulas that are needed to become an Excel power user. Moreover it will help students to build a strong foundation in Excel for careers in: Investment banking, Private equity, corporate development, Equity research,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

  
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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.

  
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**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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## Annexure - II

### Value added course Details (Academic Year: 2019-20)

VAT Course Name: Excel-Advance Features Course

VAT Code: VAT 19

Duration in Hours: 30

Number of Students Enrolled: 47

Number of Students Completed: 47

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

Student ID	Student Name	Program/Course	Year	Passing Grade
170921004	TANNU KUMARI	BPharm	3rd Year	S
170921032	KRISHNA MADHESIYA	BPharm	3rd Year	S
170921039	PRASHANT KUMAR	BPharm	3rd Year	S
170921044	TWINKLE CHATTERJEE	BPharm	3rd Year	S
170921018	RITIKA YADAV	BPharm	3rd Year	G
170921008	SUMANTA KUMAR SINGH	BPharm	3rd Year	G
170921010	PRIYANKA PAL	BPharm	3rd Year	S
170921058	NEETU KUMARI	BPharm	3rd Year	G
170921041	SHADAB SIDDIQUI	BPharm	3rd Year	S
170921033	AGRIM SRIVASTAVA	BPharm	3rd Year	S
170921036	SIMRAN KUMARI	BPharm	3rd Year	S
170921046	SAMYANK GAUTAM	BPharm	3rd Year	G
170921023	UMANG .	BPharm	3rd Year	S
170921026	SAURAV PANWAR	BPharm	3rd Year	S
170921038	GAURI GUPTA	BPharm	3rd Year	G
170921006	PRAJWAL SINGH	BPharm	3rd Year	S
170921007	PRIYA UNIYAL	BPharm	3rd Year	S
170921043	SIMRAN SINGH RATHORE	BPharm	3rd Year	S
170921056	ABHISHEK SHARMA	BPharm	3rd Year	G
170921027	NISCHAY PANDITA	BPharm	3rd Year	S
170921031	ADITYA RAJ JOSHI	BPharm	3rd Year	G
170921021	KUNAL BISHT	BPharm	3rd Year	S
170921029	MUSKAN MADAN	BPharm	3rd Year	S
170921049	HIMANSHU SINGH	BPharm	3rd Year	S
170921016	ANKIT BHARDWAJ	BPharm	3rd Year	S
170921024	POONAM SINGH	BPharm	3rd Year	G
170921059	SAWAN BAJAJ	BPharm	3rd Year	S
170921003	ADITYA RANA	BPharm	3rd Year	S
170921022	UTSAV TYAGI	BPharm	3rd Year	G
170921042	SARA CHAUHAN	BPharm	3rd Year	G
170921037	ABHINAV CHAUDHARY	BPharm	3rd Year	S
170921045	SAURABH KUMAR	BPharm	3rd Year	G
170921057	ABHAY SIROHI	BPharm	3rd Year	S
170921053	RAJESH KUMAR CHOUBEY	BPharm	3rd Year	S
170921034	PUJA KUMARI	BPharm	3rd Year	S
170921009	NITESH KAPRI	BPharm	3rd Year	G
170921054	NISHANT NIRWAL	BPharm	3rd Year	S
170921015	KRITIKA BADOLA	BPharm	3rd Year	G
170921020	MONIKA .	BPharm	3rd Year	S
170921025	ANKITA CHATURVEDI	BPharm	3rd Year	S

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Career Development Cell  
DIT University, Dehradun

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170921014	PATHSARTHAK SAXENA	BPharm	3rd Year	S
170921040	DEVANSHI GUPTA	BPharm	3rd Year	S
170921005	ZAINUB SAALEHA FIRDAUS	BPharm	3rd Year	G
170921055	SAKSHI ANAND	BPharm	3rd Year	G
170921060	CHARUL BAHUKHANDI	BPharm	3rd Year	S
170921062	AADITYA CHAUHAN	BPharm	3rd Year	G
180921901	MAYANK RAWAT	BPharm	3rd Year	S

  
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