

Excel & Advanced Excel Course for MBA Students for PTVA's Institute of Management

Course Overview:

This course is specifically designed for MBA students to equip them with essential Excel and Advanced Excel skills necessary for data analysis, decision-making, and reporting in various business contexts. Throughout the course, students will learn the fundamental concepts of Excel, progress to advanced techniques, and culminate in the Intro of Visual Basic for Applications (VBA) for automation. Each session will include hands-on projects aimed at reinforcing theoretical knowledge with practical application, ensuring students develop proficiency in Excel tools and techniques relevant to their future careers in management and business analysis.

Excel & Advanced Excel Course Schedule:

Day 1: Basic Excel Skills – 5 hrs

- ◆ Introduction to Excel Interface
- ◆ Basics of Data Entry and Formatting
- ◆ Formulas and Functions (SUM, AVERAGE, MAX, MIN, IF, Nested IF, Compound IF)
- ◆ Cell Referencing (Relative, Absolute, Mixed)
- ◆ Introduction to Sorting and Filtering
- ◆ Conditional Formatting
- ◆ Project: Creating a Student Database Management System with Reporting

Day 2: Intermediate Excel Skills – 5 hrs

- ◆ Advanced Formulas and Functions (VLOOKUP, HLOOKUP, INDEX, MATCH, Nested VLOOKUP)
- ◆ Data Validation and Drop-down Lists
- ◆ Introduction to PivotTables
- ◆ Charts and Graphs (Including Gantt Chart)
- ◆ Basic Data Analysis Techniques
- ◆ Statistical Functions (MEAN, MEDIAN, MODE)
- ◆ Project: Product Database Creation with Data Analysis using PivotTables & Charts (Including Trend & Forecast Charts). Dashboard Creation.

Day 3: Advanced Excel Techniques – 5 hrs

- ◆ Advanced PivotTable Features (Slicers, Calculated Fields, Grouping)
- ◆ Data Cleaning and Data Transformation Techniques
- ◆ Advanced Charting Techniques (Including Candlestick Chart)
- ◆ Introduction to Power Query
- ◆ Types of Error & Error Functions
- ◆ Project: Sales Analysis Project with Forecasting (Using Trend & Forecast Charts)





Excel & Advance Excel with Introduction to VBA & Macros

Curriculum with Examination: 30hrs + 3hrs Assessment

Day 4: Advanced Data Analysis – 5 hrs

- ◆ Advanced Data Analysis Functions (INDEX, MATCH, CONCATENATE)
- ◆ Text Functions and Formulas (FIND, MID, LEFT, RIGHT, UPPER, LOWER, PROPER, REPLACE, SUBSTITUTE)
- ◆ Statistical Functions (AVERAGEIF, COUNTIFS, etc.)
- ◆ What-if Analysis with Scenario Manager
- ◆ Project: Performing Advanced Data Analysis on Financial Data

Day 5: Advanced Data Visualization – 5 hrs

- ◆ Advanced Charting and Graphing Techniques
- ◆ Sparklines and Conditional Formatting for Data Visualization
- ◆ Customizing Excel Features and Settings
- ◆ Introduction to Excel Add-ins
- ◆ Data Visualization Best Practices
- ◆ Project: Creating Interactive Dashboards for Sales Performance Analysis

Day 6: Introduction to VBA & Macros – 5 hrs

- ◆ Basics of VBA Programming
- ◆ Recording and Editing Macros
- ◆ Introduction to VBA Editor
- ◆ Automating Tasks with VBA Macros
- ◆ Project: Automating Repetitive Tasks with VBA Macros

Day 7: Examination and Conclusion – 3 hrs

- ◆ Review of Course Content
- ◆ Online Exam (60 Marks- 1 hr)
- ◆ Case Study/Assignment Submission (40 Marks – 1 hr)
- ◆ Feedback and Conclusion

Projects:

1. Student Database Management System with Reporting
2. Product Database Creation with Data Analysis using PivotTables & Charts (Including Trend & Forecast Charts). Dashboard Creation.
3. Sales Analysis Project with Forecasting (Using Trend & Forecast Charts)
4. Automating Repetitive Tasks with VBA Macros

Note: Throughout the course, emphasis will be placed on practical application and hands-on projects to reinforce learning. Participants will have access to resources and support materials for continued learning beyond the course duration.



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Director
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Behind M. L. Dahanukar College,
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Excel & Advance Excel with Introduction to VBA & Macros

Curriculum with Examination: 30hrs + 3hrs Assessment

Key Learning of the Course

Day 1-2: Basic and Intermediate Excel Skills In the initial days of the course, students will delve into the basics of Excel, including data entry, formatting, basic formulas, and functions. They will learn how to organize and analyze data using PivotTables, perform data visualization with charts, and explore fundamental statistical functions. The projects during these days, such as the Student Database Management System and Product Database Creation, will help students grasp essential Excel functionalities while also applying them to real-world scenarios commonly encountered in business management.

Day 3-5: Advanced Excel Techniques and Data Analysis As the course progresses, students will advance to more sophisticated Excel techniques. They will learn advanced PivotTable features, data cleaning and transformation techniques, and how to perform advanced data analysis using functions and tools like What-if Analysis and Power Query. Projects during these days, such as the Sales Analysis Project with Forecasting and creating Interactive Dashboards, will provide students with practical experience in analyzing business data, identifying trends, and making informed decisions based on their findings.

Day 6: Introduction to VBA & Macros In the final session, students will be introduced to Visual Basic for Applications (VBA) and Macros. They will learn how to automate repetitive tasks and streamline processes using VBA programming. By understanding the basics of VBA, students will gain valuable skills to enhance their efficiency and productivity in various business scenarios. The project on this day, focused on Automating Repetitive Tasks with VBA Macros, will allow students to apply their newly acquired programming skills to solve real-world business challenges.

Certification

1. **Certificate of Appreciation** will be provided by the institute Recognized under NCCA/ MKCL for students who have fulfilled the Assessment Parameters
2. **Certificate of Participation** will be provided by the institute Recognized under NCCA/ MKCL for students who have not fulfilled the Assessment Parameters or not attended the exams.
3. The College name will be Mentioned in the Certificate. (Certificate is Valid All Across India)



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PTVA's Institute of Management

(Approved by AICTE, DTE and affiliated to University of Mumbai)

Chitrakar Ketkar Marg, Behind M. L. Dahanukar College of Commerce, Vile Parle (East), Mumbai – 400 057.

Tel.: 022-31061594/31099598, Email: admin@ptvaim.com, Web: www.ptvaim.ac.in

MMS (Semester- III) (Batch 2021-23) (Academic Year 2022-23)

Student's feedback taken on 21 November 2022

Course conducted between 02/11/2022 to 21/11/2022

Scale: Rank 5 is highest and 1 is lowest.

VALUE ADDED COURSE FEEDBACK REPORT

Course Name: Certificate Course in Advanced Excel with Introduction to VBA & Macros

Faculty Name: Mr. Tushar Suvarna

Sr. No.	Criteria↓	Avg.
1	How would you rate the relevance of the course to your needs?	4.42
2	How would you rate the quality of this course session?	4.31
3	How would you rate the interactivity and engagement of the course program?	4.32
4	How would you rate the helpfulness of the course material and content?	4.43
	Overall Rating →	4.37

1	Do you think this Guest Lecture was beneficial to you? - Yes/No	YES - 74 , NO -00
2	Do You like to have more of such lectures? Yes/No	YES - 74 , NO -00



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PTVA's Institute of Management
MMS Semester III (Marketing/HR/ Finance/ Operation/ IT)

Name of the Course: Certificate Course on Advanced Excel

Sr. No.	Roll No.	Name of the Students	Specialization	Batch	Academic Year
1	F-301	/AGHOR ANISHA SHRIPADRAO VIDYA	Finance	2021-2023	2022-2023
2	F-302	/BABREKAR AKSHARA PRASHANT SMITA	Finance	2021-2023	2022-2023
3	F-303	BANSODE PARESH PRABHAKAR SUCHITA	Finance	2021-2023	2022-2023
4	F-304	/CHALKE SWAGATA SHEKHAR NIKITA	Finance	2021-2023	2022-2023
5	F-305	CHAUDHARI HITESH SANJAY CHHAYA	Finance	2021-2023	2022-2023
6	F-306	CHOUDHARY ABHISHEK RAJU ANJU	Finance	2021-2023	2022-2023
7	F-307	/CHOWHAN AYUSHI ANIL ALKA	Finance	2021-2023	2022-2023
8	F-308	CONTRACTOR JASH SANJAY MEENAL	Finance	2021-2023	2022-2023
9	F-309	DUBEY PRADEEPKUMAR BRIJBHUSHAN SANDHYA	Finance	2021-2023	2022-2023
10	F-310	/GADA NIDHI HITESH JAYSHREE	Finance	2021-2023	2022-2023
11	F-311	/GAIKWAD SRUSHTI DIPAK MEENAKSHI	Finance	2021-2023	2022-2023
12	F-312	/INGALE KAAMEYA SUNILKUMAR ANEETA	Finance	2021-2023	2022-2023
13	F-313	JANGAM VEDANT VASANT VRUSHALI	Finance	2021-2023	2022-2023
14	F-314	/JHA MANSI BHIMKUMAR PRAMILA	Finance	2021-2023	2022-2023
15	F-315	/KADAM RUCHITA VIJAY VINITA	Finance	2021-2023	2022-2023
16	F-316	/KAMBLE SNEHAL RAGHUNATH KANCHAN	Finance	2021-2023	2022-2023
17	F-317	/KHAMKAR SALONI VIJAY VINAYA	Finance	2021-2023	2022-2023
18	F-318	/LOKHANDE TEJAL DEEPAK LALITA	Finance	2021-2023	2022-2023
19	F-319	MALPANI ADITYA ANIL AJITA	Finance	2021-2023	2022-2023
20	F-320	/MANJREKAR HEENAL SUNIL SUREKHA	Finance	2021-2023	2022-2023
21	F-321	MEDGE VINIT DATTARAM SUHASINI	Finance	2021-2023	2022-2023
22	F-322	MISHRA RISHABH SHIVENDRA ANITA	Finance	2021-2023	2022-2023
23	F-323	/NAIK PAYAL SHASHIKANT SHRADDHA	Finance	2021-2023	2022-2023



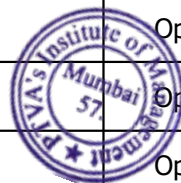
B. Sharma
Finance
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Chitrakar Keshar Marg,
Behind M. L. Dahanukar College,
Vandri, Mumbai-402021

Sr. No.	Roll No.	Name of the Students	Specialization	Batch	Academic Year
24	F-324	/NEMADE UTKARSHA SANTOSH PRITI	Finance	2021-2023	2022-2023
25	F-325	/PADTE GAYATRI SUNIL SHITAL	Finance	2021-2023	2022-2023
26	F-326	PATIL BHAGYESH MADHUKAR MANGAL	Finance	2021-2023	2022-2023
27	F-327	PISAT BHAGYESH LALIT SHRADDHA	Finance	2021-2023	2022-2023
28	F-328	RANE SIDDHESH ASHOK ANGHA	Finance	2021-2023	2022-2023
29	F-329	/RAVAL BIJAL DILIP SHOBHANA	Finance	2021-2023	2022-2023
30	F-330	/SALVI SIDDHI SUBHASH SUVIDHA	Finance	2021-2023	2022-2023
31	F-331	/SANGLE RUTIKA ARJUN SUNITA	Finance	2021-2023	2022-2023
32	F-332	SARANG PRATHAMESH RAGHUNATH MAMATA	Finance	2021-2023	2022-2023
33	F-333	/SAWANT GAYATRI DARSHAN HARSHALI	Finance	2021-2023	2022-2023
34	F-334	/SAWANT SHARVARI SHIVRAM SHEELA	Finance	2021-2023	2022-2023
35	F-335	SAWANT SURAJ SHAMSUNDAR SHITAL	Finance	2021-2023	2022-2023
36	F-336	/SINGH DURGAVATI SURENDRA SINDHU	Finance	2021-2023	2022-2023
37	F-337	SONAWANE SHREYAS VIJAY VANITA	Finance	2021-2023	2022-2023
38	F-338	SURYAVANSHI ANKIT HARI CHHAYA	Finance	2021-2023	2022-2023
39	F-339	/THAKKAR HEENAL VINOD JAYSHREE	Finance	2021-2023	2022-2023
40	F-340	/VIRNODKAR VAISHAKHI SUDESH NEHA	Finance	2021-2023	2022-2023
41	F-341	YADAV SAHIL GULABCHAND SAROJ	Finance	2021-2023	2022-2023
42	M-301	AVHAD ABHIJEET BALASAHEB GEETA	Marketing	2021-2023	2022-2023
43	M-302	/CHAUBAL POORNA MILIND MANISHA	Marketing	2021-2023	2022-2023
44	M-303	/GARALE GAURI SAMBHAJI SANGITA	Marketing	2021-2023	2022-2023
45	M-304	/JAIN MEGHAL DEVENDRA BHAVANA	Marketing	2021-2023	2022-2023
46	M-305	/KAVANKAR AKANKSHA SUDHAKAR ASHWINI	Marketing	2021-2023	2022-2023
47	M-306	MISHRA SURAJ KUMAR ANANT ASHA	Marketing	2021-2023	2022-2023
48	M-307	NIMBALKAR SUSHANT ASHOK VIDYA	Marketing	2021-2023	2022-2023
49	M-308	/PATEL MAUSAM KANJI NISHA	Marketing	2021-2023	2022-2023
50	M-309	RANA JAYDEEPSINGH DIGVIJAY GEETABEN	Marketing	2021-2023	2022-2023
51	M-310	RAUT PARITOSH GAJANAN SAVITA	Marketing	2021-2023	2022-2023
52	M-311	REVANWAR AKASH SANJAY VARSHA	Marketing	2021-2023	2022-2023



Director
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Hemant M. L. Daga
Vile Parle (E), Mumbai-400 057.

Sr. No.	Roll No.	Name of the Students	Specialization	Batch	Academic Year
53	M-312	/SAWANT RIDDHI VIDYADHAR CHITRA	Marketing	2021-2023	2022-2023
54	M-313	/SAWANT VIDISHA RAJEEV ARCHANA	Marketing	2021-2023	2022-2023
55	M-314	SHELKE SIDDHARTH SHARAD SUMAN	Marketing	2021-2023	2022-2023
56	M-315	SHIRKE PRATHAMESH VINOD SULOCHANA	Marketing	2021-2023	2022-2023
57	M-316	SOLANKI MEHUL RAMESH MEENA	Marketing	2021-2023	2022-2023
58	M-317	THAKUR ASIMKANT SUNILKANT BINITA	Marketing	2021-2023	2022-2023
59	M-318	TULASANKAR TANMAY PRABHAKAR POOJA	Marketing	2021-2023	2022-2023
60	M-319	VANASKAR ROHIT PARMESHWAR SUREKHA	Marketing	2021-2023	2022-2023
61	M-320	YELVE VINAY SANJAY URMILA	Marketing	2021-2023	2022-2023
62	M-321	/ZAVERI RIDDHI ARVIND CHAYA	Marketing	2021-2023	2022-2023
63	H-301	BADEKAR MAHANTI SURESH PURNIMA	HR	2021-2023	2022-2023
64	H-302	/CHHEDA BHOOMI BHAVESH SANGITA	HR	2021-2023	2022-2023
65	H-303	/IRMALWAR ROOTUJA SUHAS MANJUSHA	HR	2021-2023	2022-2023
66	H-304	/JADHAV VAISHNAVI MILIND KALPANA	HR	2021-2023	2022-2023
67	H-305	/MALIK DIVYA PRAVIN SEEMA	HR	2021-2023	2022-2023
68	H-306	/SAWANT PURVA NARAYAN NANDINI	HR	2021-2023	2022-2023
69	H-307	/SHETTY RUCHI MAKARAND RATNA	HR	2021-2023	2022-2023
70	H-308	/TIPNIS NIKITA NITIN NEHA	HR	2021-2023	2022-2023
71	H-309	/ZADE GAURI NITIN VANDANA	HR	2021-2023	2022-2023
72	O-301	KADAM ANUJ RAJENDRA VARSHA	Operations	2021-2023	2022-2023
73	O-302	NADARGI ABHISHEK JAIPRAKASH ANURADHA	Operations	2021-2023	2022-2023
74	O-303	PAHADE OMKAR DILIPRAO VIJAYA	Operations	2021-2023	2022-2023
75	O-304	PANSARE VAIBHAV RAJESH VANDANA	Operations	2021-2023	2022-2023
76	O-305	PARKAR VAISHNAV CHANDRAKANT SUNITA	Operations	2021-2023	2022-2023
77	O-306	PARMAR DHRUWAL HARESH NISHA	Operations	2021-2023	2022-2023
78	O-307	PAWAR SIDDHESH SUNIL SONAL	Operations	2021-2023	2022-2023
79	O-308	PIRWANI HARSH JEETENDRA DIPTI	Operations	2021-2023	2022-2023
80	O-309	SALUNKE SARVESH RAKESH RASHMI	Operations	2021-2023	2022-2023
81	O-310	TARFE YUG GHANSHAM RADHA	Operations	2021-2023	2022-2023



Director
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Sr. No.	Roll No.	Name of the Students	Specialization	Batch	Academic Year
82	I-301	DUPARE ATIT NARESH SUNANDA	IT	2021-2023	2022-2023
83	I-302	PARKAR SAGAR VINAYKUMAR VINITA	IT	2021-2023	2022-2023
84	I-303	/SHAIKH SHAHEEN PARVEEN MOHAMMAD ALIM AFSARUN	IT	2021-2023	2022-2023
85	I-304	TIWARI AKASH SURESHCHANDRA SHASHIKALA	IT	2021-2023	2022-2023
86	I-305	YADAV NEERAJ SHITALAPRASAD MADHURI	IT	2021-2023	2022-2023



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Vile Parle (E), Mumbai-400 057.



MKCL

Creating a Knowledge Lit World

Appreciation Certificate

This is to certify that

SHETTY RUCHI MAKARAND RATNA

the withsigned has appeared and satisfactorily completed
***Certificate Course in Advance Excel with
Introduction to VBA & Macros***

Examination in NOV-2022
S/he has been graded

80 ***with Score*** A

Conducted at

***Parle Tilak Vidyalaya Association's
PTVA's Institute of Management***

On behalf of

Maharashtra Knowledge Corporation Limited

*In Testimony whereof are set the seal and signature of the
Managing Director & CEO, MKCL*

Managing Director & CEO

Maharashtra Knowledge Corporation Limited (MKCL)

Conducted by



Certificate No : 6012354

---Conducted On : Nov - 2022 ---

A Grade : Above 75%
B Grade : 61%-75%
C Grade : 50%-60%



Behmab
Director
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Behind M. L. Dahanukar College,
Vile Parle (E), Mumbai-400 057.