

## EXCEL TRAINING SESSIONS

**-Conducted regularly**

**Trainer: Mr. Rajinder Hira**



Microsoft Excel (or simply MS Excel) is one of the most fundamental and vital Application Softwares offered in the package of Microsoft Windows Operating System. Simply placed, it is a spreadsheet software allowing for storage, manipulation and retrieval of data in the desired

format. Today's competitive corporate scenario requires a Manager or an Executive to be highly effective and efficient at the use of this basic, yet the most important, operational tool.

In light of this, Maharaja Agrasen Institute of Management Studies (MAIMS) with the help of its alumnus Mr. Rajinder Hira arranged for training the students from the current batches.

From the very fundamental concepts of MS Excel to its specific usages and functions, all aspects were duly covered and conveyed to the audience. The session was not only highly informative but it was also well enjoyed. The delivery was so engaging that we had lost all track of time. All are queries



were encouraged to be put forward and responded to in the most humble and understandable manner. We as students appreciate how Mr. Hira time and again linked the various functional tools of MS Excel with their potential practical applications in the corporate world. We were also given useful tips and advices on how to cleverly respond in telephonic and face-to-face

interviews and be able to make through the Campus Placement procedures involving the knowledge of MS Excel.

In totality, it turned out to be a rich learning experience and a highly productive investment in terms of time. We are deeply thankful to Mr. Hira for his undying efforts. We are grateful that he took out time from his busy work schedule to help us out in gathering necessary business administrative skills. It remains a memorable training session and we look forward to gain from his knowledge and expertise in the future as well.