

VAC125	MS OFFICE SUITE
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

The course on Microsoft Office Suite is designed to empower participants with advanced skills in using Microsoft Office applications to enhance their productivity and efficiency in various professional and academic settings. This comprehensive course covers Microsoft Word, Excel, PowerPoint, and Outlook, providing in-depth knowledge and practical skills that go beyond the basics. Participants will gain a competitive edge by mastering these essential tools and understanding their valuable applications in the modern workplace.

Course Objectives

Students will be able to:

- Develop proficiency in Microsoft Word, Excel and PowerPoint
- Utilize advanced features and functions of Microsoft Office applications.
- Enhance document creation, data analysis, presentation design, and email management.

Course Outcomes

On completion of the course, students will be able to:

CO 1: Apply the techniques of Excel for data analysis, visualization and presentation.

CO 2: Apply the techniques of PPT for impactful power point presentations.

Course Content (Hands-On -Learning)

Module I

7 hours

New in Excel 2013 / 2016 & 365 , New Charts – Tree map & Waterfall , Sunburst, Box and whisker Charts , Combo Charts – Secondary Axis , Adding Slicers Tool in Pivot & Tables , Using

Power Map and Power View , Forecast Sheet, Sparklines -Line, Column & Win/ Loss , Using 3-D Map , New Controls in Pivot Table – Field, Items and Sets , Various Time Lines in Pivot Table , Auto complete a data range and list , Quick Analysis Tool , Smart Lookup and manage Store Sorting and Filtering , Filtering on Text, Numbers & Colors, Sorting Options , Advanced Filters on 15-20 different criteria(s) Printing Workbooks , Setting Up Print Area , Customizing Headers & Footers , Designing the structure of a template , Print Titles –Repeat Rows / Columns.

Module II

8 hours

Data Validation , Number, Date & Time Validation , Text and List Validation , Custom validations based on formula for a cell , Dynamic Dropdown List Creation using Data Validation – Dependency List Lookup Functions , V lookup / HLookup, Index and Match , Creating Smooth User Interface Using Lookup , Nested V Lookup, Reverse Lookup using Choose Function , Worksheet linking using Indirect , V lookup with Helper Column Pivot Tables , Creating Simple Pivot Tables , Basic and Advanced Value Field Setting , Classic Pivot table , Choosing Field , Filtering PivotTables , Modifying PivotTable Data , Grouping based on numbers and Dates , Calculated Field & Calculated Items , Arrays Functions , What are the Array Formulas, Use of the Array Formulas? , Basic Examples of Arrays (Using ctrl+shift+enter). , Array with if, len and mid functions formulas. , Array with Lookup functions. , Advanced Use of formulas with Array. Charts and slicers , Various Charts i.e. Bar Charts / Pie Charts / Line Charts , Using SLICERS, Filter data with Slicers , Manage Primary and Secondary Axis Excel Dashboard , Planning a Dashboard, Adding Tables and Charts to Dashboard , Adding Dynamic Contents to Dashboard VBA Macro Introduction to VBA , What Is VBA? , What Can You Do with VBA? , Recording a Macro , Procedure and functions in VBA Variables in VBA , What is Variables? , Using Non-Declared Variables , Variable Data Types , Using Const variables Message Box and Input box Functions , Customizing Msgboxes and Inputbox, Reading Cell Values into Messages , Various Button Groups in VBA If and select statements , Simple If Statements , The Elseif Statements , Defining select case statements Looping in VBA , Introduction to Loops and its Types , The Basic Do and For Loop , Exiting from a Loop , Advanced Loop Examples Mail Functions – VBA , Using Outlook Namespace , Send automated mail , Outlook Configurations, MAPI , Worksheet / Workbook Operations, Merge Worksheets using Macro , Merge multiple excel files into one sheet , Split worksheets using VBA filters , Worksheet copiers.



Module III

8 hours

MS Office PPT: Creating Shapes, SmartArt and WordArt; Drawing, resizing and formatting shapes in PowerPoint; Duplicating shapes using shortcuts; Using shortcuts to copy formatting to one or more shapes; Inserting SmartArt to create cycle diagrams, Venn diagrams and organization charts; Formatting SmartArt objects; Creating different text effects with WordArt, BONUS EXTRAS: Applying a spotlight and other tricks to focus on part of an image or slide area by combining drawing objects and animations, Importing Excel worksheets into a slide as a table or an object; Visualizing Data using Charts

Inserting a chart on a PowerPoint slide; Changing chart type; Editing a chart's datasheet and returning to PowerPoint; Understanding color in charts; Applying different formats to chart elements; Using tips and tricks when working with charts; Reusing chart formatting; Animating Text, Pictures, Shapes, SmartArt and Charts; Adding entrance, exit and emphasis animation effects to text, pictures and shapes; Adding motion path animations; Setting effect options; Animating multiple objects and adding multiple animations; Removing animations; Animating charts and strategies for chart animation issues; BONUS EXTRA: Quickly copying animations from one object to another.

Module IV

7 hours

Inserting, Formatting and Managing Audio and Video; Inserting video and sound into presentations; Controlling playback settings of video and audio; Embedding vs linking videos and audio; Trimming video and audio files; Changing the brightness, contrast and color of videos; Selecting a starting frame for a video; Adding and removing bookmarks in video and audio objects; Playing videos and sounds from a bookmarked location; BONUS EXTRA: Inserting text to appear at specific times over videos during a slide show.

Creating Interactive Presentations Using Hyperlinks; Inserting hyperlinks to other slides, presentations, web sites or other files such as an Excel worksheet; Using different types of hyperlinks; Editing and formatting hyperlinks; Adding hyperlinks on masters and layouts; Creating a main menu slide with hyperlinks; Importing Slides and Content; Importing slides from other PowerPoint presentations in different ways; Benefits of reusing vs copying slides; Importing an outline from Microsoft Word and creating presentations automatically; Dealing with formatting

issues when importing from Microsoft Word; Running Slide Shows Efficiently; Running slide shows and using tips and tricks to control the show; Jumping to a specific slide during a slide show; Applying transition effects that appear during a slide show; Controlling timing; Running Custom Shows; Creating different custom shows for multiple audiences; Running a custom show using different strategies Updating shows.

Textbooks

Microsoft Office 365 & Office 2019: Introductory by David W. Beskeen, Carol M. Cram, and Jennifer Duffy.

Microsoft Office 2019 Step by Step by Joan Lambert and Curtis Frye.

	Evaluation Component	Weightage (%)
1	Activities and Assignments	20
2	Project/Presentation	20
3	Attendance	10


Registrar
K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



K.R. MANGALAM UNIVERSITY
E D U C A T I O N F O R L I F E
(Recognized by UGC and a member of AIU)

Ref.No.:KRMU/Admin./Notice/2022-23/ 3071(c)

Dated: 4th August, 2022

NOTICE

This is to put for information that School of Management and Commerce is offering Value-Added Course (VAC) for all interested students during ODD Semester as per the following specifications.

Course Code	Course Title	Coordinating Department / School	Duration
SMMC651A	Leadership Development	SOMC	30 Hrs.
VAC121	Employability Skills-I	SOMC	30 Hrs.
VAC123	Employability Skills-III	SOMC	30 Hrs.
VAC125	MS Office Suite	SOMC	30 Hrs.
VAC127	Search Engine Optimization	SOMC	30 Hrs.
VAC128	Digital Marketing Essentials	SOMC	30 Hrs.
VAC147	Leadership and Management	SOMC	30 Hrs.

Maximum 100 seats are available for the course.

Course Start Date: 05 September 2022

Course End Date: 29 December 2022

All interested students are required to confirm their registration with the Dean-School of Management and Commerce latest by 26th August, 2022.



Registrar

Copy to:

- Vice Chancellor
- Dean (Academics Affairs)
- Controller of Examinations
- All Deans/ School Coordinators
- All Faculty Members/ Mentors
- Notice Board
- Office Copy

For kind information



Registrar
K.R. Mangalam University
Sector Road, Sonapatna (Haryana)

ATTENDANCE SHEET
VAC COURSE FOR ACADEMIC YEAR 2022-23
COURSE CODE: VAC125
COURSE TITLE: MS OFFICE SUITE

ROLL NO	NAME	PROGRAMME	SEMESTER	5-Sep-22	8-Sep-22	10-Sep-22	12-Sep-22	15-Sep-22
2202390001	VAIBHAV SAINI	BBA in BI and Analytics SAMATRIX	Semester I	P	P	P	P	P
2202390006	AMAN KUMAR	BBA in BI and Analytics SAMATRIX	Semester I	A	P	P	P	P
2202390012	TRISH	BBA in BI and Analytics SAMATRIX	Semester I	P	P	P	P	A
2202390022	REIA AGGARWAL	BBA in BI and Analytics SAMATRIX	Semester I	P	P	P	P	P
2202080257	MAHI GARG	BBA	Semester I	P	P	P	P	P
2202080250	SAGAR TYAGI	BBA	Semester I	P	P	P	P	P
2202080244	NIKHIL RAJ	BBA	Semester I	P	P	P	P	P
2202080224	KASHISH NEUPANE	BBA	Semester I	P	P	P	P	P
2202080214	ARPITA RAI	BBA	Semester I	P	P	P	P	P
2202390003	SUJAL BOSE	BBA in BI and Analytics SAMATRIX	Semester I	P	P	P	P	P
2202390010	AKASH BHARDWAJ	BBA in BI and Analytics SAMATRIX	Semester I	P	P	P	P	P
2202080181	AAKANKSHA KUMARI	BBA	Semester I	P	P	P	P	P
2202390009	RASHI SHARMA	BBA in BI and Analytics SAMATRIX	Semester I	P	P	P	P	P
2202080188	ANSH AGGARWAL	BBA	Semester I	P	P	P	P	P

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Sohna Road, Gurugram, (Haryana)

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Sohna Road, Gurugram, (Haryana)



ATTENDANCE SHEET
VAC COURSE FOR ACADEMIC YEAR 2022-23
COURSE CODE: VAC125
COURSE TITLE: MS OFFICE SUITE

ROLL NO	NAME	17-Sep-22	22-Sep-22	22-Sep-22	24-Sep-22	26-Sep-22	29-Sep-22	1-Oct-22	3-Oct-22	6-Oct-22
2202390001	VAIBHAV SAINI	P	P	P	P	P	P	P	P	P
2202390006	AMAN KUMAR	P	P	P	P	P	P	P	P	P
2202390012	TRISH	P	P	P	P	P	P	P	P	P
2202390022	REIA AGGARWAL	P	P	P	P	P	P	P	P	P
2202080257	MAHI GARG	P	P	P	P	P	P	P	P	P
2202080250	SAGAR TYAGI	P	P	P	P	P	P	P	P	P
2202080244	NIKHIL RAJ	P	A	P	P	P	P	P	P	P
2202080224	KASHISH NEUPANE	P	P	P	P	P	P	P	P	P
2202080214	ARPITA RAI	P	P	P	P	P	P	P	P	P
2202390003	SUJAL BOSE	P	P	P	P	P	P	P	P	P
2202390010	AKASH BHARDWAJ	P	P	P	P	P	P	P	P	P
2202080181	AAKANKSHA KUMARI	P	P	P	P	P	P	P	A	P
2202390009	RASHI SHARMA	P	P	P	P	P	P	P	P	P
2202080188	ANSH AGGARWAL	P	P	A	P	P	P	P	P	P

Noble
COURSE INCHARGE

J.P.

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K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)

D. J. J. J.
School of Management & Commerce (SOMC)
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Sohna Road, Gurugram
Uttar Pradesh 201302



ATTENDANCE SHEET
VAC COURSE FOR ACADEMIC YEAR 2022-23
COURSE CODE: VAC125
COURSE TITLE: MS OFFICE SUITE

ROLL NO	NAME	8-Oct-22	10-Oct-22	13-Oct-22	15-Oct-22	17-Oct-22	20-Oct-22	22-Oct-22	23-Oct-22	24-Oct-22
2202390001	VAIBHAV SAINI	P	P	P	P	P	P	P	P	P
2202390006	AMAN KUMAR	A	P	P	P	P	P	P	P	P
2202390012	TRISH	P	P	P	P	P	P	P	P	P
2202390022	REIA AGGARWAL	P	A	P	P	P	A	P	P	A
2202080257	MAHI GARG	P	P	P	P	P	A	P	P	P
2202080250	SAGAR TYAGI	P	A	P	P	P	A	A	P	P
2202080244	NIKHIL RAJ	P	P	P	A	P	P	P	A	P
2202080224	KASHISH NEUPANE	P	A	P	P	P	P	P	P	P
2202080214	ARPITA RAI	A	P	P	P	A	P	P	P	P
2202390003	SUJAL BOSE	P	P	P	P	A	P	P	P	P
2202390010	AKASH BHARDWAJ	P	A	P	P	A	A	P	A	A
2202080181	AAKANKSHA KUMARI	P	A	P	P	P	P	P	P	P
2202390009	FASHI SHARMA	P	A	P	P	P	P	A	P	P
2202080188	ANSH AGGARWAL	P	P	P	P	P	P	P	P	A

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K.R. Mangalam University

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VAC COURSE FOR ACADEMIC YEAR 2022-23
COURSE CODE: VAC125
COURSE TITLE: MS OFFICE SUITE

ROLL NO	NAME	27-Oct-22	29-Oct-22	31-Oct-22	1-Nov-22	5-Nov-22	7-Nov-22	10-Nov-22	12-Nov-22	14-Nov-22
2202390001	VAIBHAV SAINI	P	P	P	P	P	P	P	P	P
2202390006	AMAN KUMAR	P	P	P	P	P	A	P	P	P
2202390012	TRISH	P	P	P	P	P	P	P	P	P
2202390022	REIA AGGARWAL	P	A	P	P	P	P	P	P	P
2202080257	MAHI GARG	P	A	P	P	P	P	P	P	P
2202080250	SAGAR TYAGI	P	A	P	A	P	P	P	P	P
2202080244	NIKHIL RAJ	P	P	P	P	P	P	P	P	P
2202080224	KASHISH NEUPANE	P	A	P	A	P	P	P	P	P
2202080214	ARPITA RAI	P	A	P	P	P	P	P	P	P
2202390003	SUJAL BOSE	P	P	P	P	P	P	P	P	P
2202390010	AKASH BHARDWAJ	P	P	P	P	P	A	P	P	P
2202080181	AAKANKSHA KUMARI	P	P	P	P	P	A	P	P	P
2202390009	RASHI SHARMA	P	P	P	P	P	P	P	P	P
2202080183	ANSH AGGARWAL	P	P	P	P	P	A	P	P	A

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VAC COURSE FOR ACADEMIC YEAR 2022-23
COURSE CODE: VAC125
COURSE TITLE: MS OFFICE SUITE

ROLL NO.	NAME	17-Nov-22	19-Nov-22	21-Nov-22	24-Nov-22	26-Nov-22	28-Nov-22	1-Dec-22	3-Dec-22	5-Dec-22
2202390001	VAIBHAV SAINI	P	P	P	P	P	P	P	P	P
2202390006	AMAN KUMAR	P	P	P	P	P	P	P	P	P
2202390012	TRISH	P	P	P	P	P	P	P	P	P
2202390022	REIA AGGARWAL	P	A	P	P	A	P	P	P	P
2202080257	MAHI GARG	P	A	P	P	P	P	P	P	P
2202080250	SAGAR TYAGI	P	P	P	P	P	P	P	P	P
2202080244	NIKHIL RAJ	P	P	P	A	A	A	P	P	P
2202080224	KASHISH NEUPANE	P	P	P	P	P	P	P	P	P
2202080214	ARPITA RAI	P	P	P	A	P	P	P	A	P
2202390003	SUJAL BOSE	P	P	P	P	P	A	A	A	A
2202390010	AKASH BHARDWAJ	P	A	P	P	A	P	P	P	P
2202080181	AAKANKSHA KUMARI	A	P	P	P	A	P	P	P	P
2202390009	RASHI SHARMA	P	P	P	P	A	P	P	P	P
2202080188	ANSH AGGARWAL	P	P	P	P	P	P	P	P	A

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Registrar
K.R. Mangalam University
 Sohna Road, Gurugram, (Haryana)

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 School of Management
 Commerce (SOMC)
 K.R. Mangalam University
 Sohna Road, Gurugram



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VAC COURSE FOR ACADEMIC YEAR 2022-23
COURSE CODE: VAC125
COURSE TITLE: MS OFFICE SUITE

ROLL NO	NAME	8-Dec-22	10-Dec-22	12-Dec-22	15-Dec-22	17-Dec-22	19-Dec-22	22-Dec-22	24-Dec-22	26-Dec-22
2202390001	VAIBHAV SAINI	P	P	P	P	P	P	P	P	P
2202390006	AMAN KUMAR	P	P	P	P	P	P	P	P	P
2202390012	TRISH	P	P	P	P	P	P	P	P	P
2202390022	REIA AGGARWAL	P	P	P	P	A	P	P	P	P
2202080257	MAHI GARG	P	P	P	P	A	P	P	P	P
2202080250	SAGAR TYAGI	P	P	P	A	P	P	P	A	P
2202080244	NIKHIL RAJ	P	P	P	P	P	A	P	P	P
2202080224	KASHISH NEUPANE	P	P	P	A	P	P	P	A	P
2202080214	ARPITA RAI	A	P	P	P	A	P	P	P	P
2202390003	SUJAL BOSE	P	A	P	P	A	P	P	P	P
2202390010	AKASH BHARDWAJ	P	P	P	P	A	P	P	P	P
2202080181	AAKANKSHA KUMARI	A	P	P	P	A	P	P	P	P
2202390009	RASHI SHARMA	P	P	A	P	A	P	P	P	P
2202080188	ANSH AGGARWAL	P	P	P	P	P	A	P	P	P

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Haryana 122103

Registrar
K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)

ATTENDANCE SHEET

VAC COURSE FOR ACADEMIC YEAR 2022-23

COURSE CODE: VAC125

COURSE TITLE: MS OFFICE SUITE

ROLL NO	NAME	29-Dec-22	Total	Present	Percentage
2202390001	VAIBHAV SAINI	P	51	50	98.04
2202390006	AMAN KUMAR	P	51	48	94.12
2202390012	TRISH	P	51	48	94.12
2202390022	REJA AGGARWAL	A	51	43	84.31
2202080257	MAHI GARG	P	51	45	88.24
2202080250	SAGAR TYAGI	P	51	44	86.27
2202080244	NIKHIL RAJ	P	51	44	86.27
2202080224	KASHISH NEUPANE	P	51	45	88.24
2202080214	ARPITA RAI	P	51	43	84.31
2202390003	SUJAL BOSE	P	51	39	76.47
2202390010	AKASH BHARDWAJ	P	51	43	84.31
2202080181	AAKANKSHA KUMARI	P	51	43	84.31
2202390009	RASHI SHARMA	P	51	45	88.24
2202080188	ANSH AGGARWAL	A	51	42	82.35

COURSE INCHARGE

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K.R. Mangalam University
Sohna Road, Gurugram, Haryana

School of Management & Commerce (SOM)
K.R. Mangalam University
Sohna road, Gurugram
Haryana 122103



VALUE ADDED COURSE (VAC)

ACADEMIC YEAR 2022-23

COURSE CODE: VAC125

COURSE TITLE: MS OFFICE SUITE

COURSE OFFERED BY: SCHOOL OF MANAGEMENT AND COMMERCE (SOMC)

LIST OF STUDENTS COMPLETING THE COURSE

S.NO	SESSION	ROLL NO	NAME	PROGRAMME	SEMESTER	COURSE CODE	COURSE TITLE	SCHOOL
1	2022-23	2202390001	VAIBHAV SAINI	BBA in BI and Analytics SAMATRIX	Semester I	VAC125	MS OFFICE SUITE	SCHOOL OF MANAGEMENT AND COMMERCE (SOMC)
2	2022-23	2202390006	AMAN KUMAR	BBA in BI and Analytics SAMATRIX	Semester I	VAC125	MS OFFICE SUITE	SCHOOL OF MANAGEMENT AND COMMERCE (SOMC)
3	2022-23	2202390012	TRISH	BBA in BI and Analytics SAMATRIX	Semester I	VAC125	MS OFFICE SUITE	SCHOOL OF MANAGEMENT AND COMMERCE (SOMC)
4	2022-23	2202390022	REIA AGGARWAL	BBA in BI and Analytics SAMATRIX	Semester I	VAC125	MS OFFICE SUITE	SCHOOL OF MANAGEMENT AND COMMERCE (SOMC)
5	2022-23	2202080257	MAHI GARG	BBA	Semester I	VAC125	MS OFFICE SUITE	SCHOOL OF MANAGEMENT AND COMMERCE (SOMC)
6	2022-23	2202080250	SAGAR TYAGI	BBA	Semester I	VAC125	MS OFFICE SUITE	SCHOOL OF MANAGEMENT AND COMMERCE (SOMC)
7	2022-23	2202080244	NIKHIL RAI	BBA	Semester I	VAC125	MS OFFICE SUITE	SCHOOL OF MANAGEMENT AND COMMERCE (SOMC)
8	2022-23	2202080224	KASHISH NEUPANE	BBA	Semester I	VAC125	MS OFFICE SUITE	SCHOOL OF MANAGEMENT AND COMMERCE (SOMC)
9	2022-23	2202080214	ARPITA RAI	BBA	Semester I	VAC125	MS OFFICE SUITE	SCHOOL OF MANAGEMENT AND COMMERCE (SOMC)
10	2022-23	2202390003	SUJAL BOSE	BBA in BI and Analytics SAMATRIX	Semester I	VAC125	MS OFFICE SUITE	SCHOOL OF MANAGEMENT AND COMMERCE (SOMC)
11	2022-23	2202390010	AKASH BHARDWAJ	BBA in BI and Analytics SAMATRIX	Semester I	VAC125	MS OFFICE SUITE	SCHOOL OF MANAGEMENT AND COMMERCE (SOMC)
12	2022-23	2202080181	AAKANKSHA KUMARI	BBA	Semester I	VAC125	MS OFFICE SUITE	SCHOOL OF MANAGEMENT AND COMMERCE (SOMC)
13	2022-23	2202390009	RASHI SHARMA	BBA in BI and Analytics SAMATRIX	Semester I	VAC125	MS OFFICE SUITE	SCHOOL OF MANAGEMENT AND COMMERCE (SOMC)
14	2022-23	2202080188	ANSH AGGARWAL	BBA	Semester I	VAC125	MS OFFICE SUITE	SCHOOL OF MANAGEMENT AND COMMERCE (SOMC)

[Signature]

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K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **Vaibhav Saini**, University Enrolment No **2202390001** of **BBA in BI and Analytics SAMATRIX** programme has successfully qualified **VALUE ADDED COURSE VAC125 (MS OFFICE SUITE)** during Academic Session **2022-23 (Odd Semester)**.

Date: 20.02.2023

[Signature]
Registrar
K.R. Mangalam University
(Saini Road, Gurugram, Haryana)

[Signature]

Controller of Examination



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CERTIFICATE OF COMPLETION

This is to certify that **Aman Kumar**, University Enrolment No **2202390006** of **BBA in BI and Analytics SAMATRIX** programme has successfully qualified **VALUE ADDED COURSE VAC125 (MS OFFICE SUITE)** during Academic Session **2022-23 (Odd Semester)**.

Date: 20.02.2023


Registrar
K.R. Mangalam University, (Haryana)
Sohna Road, Gurugram, (Haryana)

Controller of Examination



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CERTIFICATE OF COMPLETION

This is to certify that **Trish**, University Enrolment No **2202390012** of **BBA in BI and Analytics SAMATRIX** programme has successfully qualified **VALUE ADDED COURSE VAC125 (MS OFFICE SUITE)** during Academic Session **2022-23 (Odd Semester)**.

Date: 20.02.2023

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THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **Reia Aggarwal**, University Enrolment No **2202390022** of **BBA in BI and Analytics SAMATRIX** programme has successfully qualified **VALUE ADDED COURSE VAC125 (MS OFFICE SUITE)** during Academic Session **2022-23 (Odd Semester)**.

Date: 20.02.2023

[Signature] Maahajan

Registrar
K.R. Mangalam University (Haryana)
Sohna Road, Gurgaon.

Controller of Examination



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **Mahi Garg**, University Enrolment No **2202080257** of **BBA** programme has successfully qualified **VALUE ADDED COURSE VAC125 (MS OFFICE SUITE)** during Academic Session **2022-23 (Odd Semester)**.

Date: 20.02.2023

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K.R. Mangalam University (Haryana)
Sector Road, Gurugram, Haryana
Controller of Examination



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **Sagar Tyagi**, University Enrolment No **2202080250** of **BBA** programme has successfully qualified **VALUE ADDED COURSE VAC125 (MS OFFICE SUITE)** during Academic Session **2022-23 (Odd Semester)**.

Date: 20.02.2023

Sagar Tyagi
Registrar
K.R. Mangalam University (Gurgaon)
Gurgaon Road, Gurgaon, Haryana

hachajan
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K. R. MANGALAM UNIVERSITY

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CERTIFICATE OF COMPLETION

This is to certify that **Nikhil Raj**, University Enrolment No **2202080244** of **BBA** programme has successfully qualified **VALUE ADDED COURSE VAC125 (MS OFFICE SUITE)** during Academic Session **2022-23 (Odd Semester)**.

Date: 20.02.2023

Registrar

**K.R. Mangalam University
Sohna Road, Gurgaon, (Haryana)**

Controller of Examination



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This is to certify that **Kashish Neupane**, University Enrolment No **2202080224** of **BBA** programme has successfully qualified **VALUE ADDED COURSE VAC125 (MS OFFICE SUITE)** during Academic Session **2022-23 (Odd Semester)**.

Date: 20.02.2023

Registrar

K.R. Mangalam University Controller of Examination
Sohna Road, Gurugram, (Haryana)

Kashish Neupane



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This is to certify that **ARPITA RAI**, University Enrolment No **2202080214** of **BBA** programme has successfully qualified **VALUE ADDED COURSE VAC125 (MS OFFICE SUITE)** during Academic Session **2022-23 (Odd Semester)**.

Date: 20.02.2023

h. rajan

h. rajan
Registrar
K.R. Mangalam University
Subodh Road Gurugram, Haryana

Controller of Examination



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This is to certify that **Sujal Bose**, University Enrolment No **2202390003** of **BBA in BI and Analytics SAMATRIX** programme has successfully qualified **VALUE ADDED COURSE VAC125 (MS OFFICE SUITE)** during Academic Session **2022-23 (Odd Semester)**.

Date: 20.02.2023

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This is to certify that **Akash Bhardwaj**, University Enrolment No **2202390010** of **BBA in BI and Analytics SAMATRIX** programme has successfully qualified **VALUE ADDED COURSE VAC125 (MS OFFICE SUITE)** during Academic Session **2022-23 (Odd Semester)**.

[Signature]
Registrar
K.R. Mangalam University (Haryana)
Solina Road, Gurgaon

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Shahajan

Date: 20.02.2023

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This is to certify that **Aakanksha Kumari**, University Enrolment No **2202080181** of **BBA** programme has successfully qualified **VALUE ADDED COURSE VAC125 (MS OFFICE SUITE)** during Academic Session **2022-23 (Odd Semester)**.

Date: 20.02.2023


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K.R. Mangalam University
Sahana Road, Gurugram (H)


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This is to certify that **Rashi Sharma**, University Enrolment No **2202390009** of **BBA in BI and Analytics SAMATRIX** programme has successfully qualified **VALUE ADDED COURSE VAC125 (MS OFFICE SUITE)** during Academic Session **2022-23 (Odd Semester)**.

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hachajan

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This is to certify that **Ansh Aggarwal**, University Enrolment No **2202080188** of **BBA** programme has successfully qualified **VALUE ADDED COURSE VAC125 (MS OFFICE SUITE)** during Academic Session **2022-23 (Odd Semester)**.

Date: 20.02.2023


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