

Data Analysis using Excel

Module 1: Introduction to Excel (Basics)

- Understanding the Excel Interface
- Workbook, Worksheet, Cells, Rows, and Columns
- Data Entry and Basic Formatting (Fonts, Borders, Colors)
- Saving, Opening, and Managing Excel Files
- Keyboard Shortcuts for Efficiency

Module 2: Data Handling and Formatting

- Data Types: Text, Numbers, Dates
- Formatting Cells (Number, Date, Currency, Custom Formats)
- Conditional Formatting (Highlighting Important Data)
- Sorting and Filtering Data
- Removing Duplicates
- Data Validation (Drop-down Lists, Input Restrictions)

Module 3: Basic Formulas and Functions

- Arithmetic Operations (+, -, *, /)
- Text Functions: LEFT(), RIGHT(), MID(), LEN(), TRIM(), CONCATENATE()
- Logical Functions: IF(), AND(), OR(), NOT()
- Lookup Functions: VLOOKUP(), HLOOKUP(), XLOOKUP(), INDEX() & MATCH()
- Date & Time Functions: TODAY(), NOW(), DATEDIF(), TEXT()

Module 4: Data Manipulation & Cleaning

- Text-to-Columns and Flash Fill
- Find & Replace, Go To Special
- Removing Extra Spaces, Cleaning Messy Data
- Splitting and Merging Data
- Handling Blank Cells and Errors

Module 5: Data Analysis Tools in Excel

- Pivot Tables & Pivot Charts
- Creating Custom Calculations in Pivot Tables
- Grouping and Filtering Data in Pivot Tables
- What-If Analysis: Goal Seek, Scenario Manager, Data Tables
- Solver for Optimization Problems

Module 6: Charts & Visualization

- Creating Basic Charts: Bar, Column, Line, Pie
- Advanced Charts: Waterfall, Histogram, Pareto, Combo Charts
- Customizing Charts (Labels, Legends, Colors)
- Creating Dynamic Charts using Named Ranges
- Using Slicers for Interactive Dashboards

Module 7: Advanced Excel Functions

- Array Formulas: FILTER(), SORT(), UNIQUE() (for Excel 365)
- Advanced Lookup & Reference: OFFSET(), INDIRECT()
- Statistical Functions: COUNTIF(), SUMIF(), AVERAGEIF(), RANK()
- Financial Functions: NPV(), IRR(), PMT()

Module 8: Introduction to Power Query & Power Pivot

- Power Query for Data Cleaning & Transformation
- Merging & Appending Datasets
- Power Pivot for Advanced Data Modeling
- Creating Calculated Measures & Columns using DAX

Module 9: Introduction to Macros

- Recording & Running Macros

Module 10: Excel Dashboard Creation

- Understanding the Components of a Dashboard
- Creating Interactive Data Models using Pivot Tables
- Using Slicers & Timelines for Interactivity
- Dynamic Charts & Graphs
- KPI (Key Performance Indicator) Dashboards
- Best Practices for Dashboard Design & Storytelling
- Hands-on Project: Building a Sales/Finance/HR Dashboard

Module 11: Case Studies & Real-Life Applications

- Case Study 1
- Case Study 2

We are providing Training in Below Courses

Project Training

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Internship

C/C++	Python / Django	Data Analysis
DSA	React Js / Angular Js	Power BI
DBMS	MERN / MEAN	AI / ML
Mongo DB	Full Stack Development	Data Science
Java/Ad. Java		Generative AI

- ***Certified Courses.***
- ***100% job assistance*.***
- ***Courses with Hands-On Projects.***