



EXCEL ANALYTICS

DURATION 20 HOURS

Course Content

Introduction to data analytics

- * What is Data Analytics
- * Stages of Data Analytics
- * What is OLTP and OLAP
- * Normalisation, Denormalisation,

Introduction to Excel

- * Introduction to Excel
- * Excel Workbook, Worksheet, Cell
- * Ribbon & Quick Access Toolbar

Excel Features

- * Data input and Update
- * How to use formulas
- * How to use pictures, shapes & other objects
- * Important Excel Shortcuts
- * Working in multiple worksheets
- * Working with Data (copy, paste, Hide, Sorting, Filtering etc)

Formatting along with Conditional formatting

- * Alignment, Borders, Merge & more
- * Excel number and date formatting options
- * Conditional Formatting



We are a group of senior Business Intelligence experts with the passion and definite objective to leverage the ever expanding base of data and drive 'change' in every sphere using business intelligence. with knowledge precipitated from the data, we use business intelligence and analytics to enable intelligent, timely and actionable decisions and deliver greater value from same resources for you.

faculty



Kedar Puranik
(Data Visualization using Power BI)

+91 72763 26565

Flat No.3, Yogeshwari Society, Mehendale Garage Road, Above IDBI Bank, Survey No. 27/1, Near Abhishek Veg, Erandawane, Pune 411 004.India.



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Important Excel Functions (useful to aggregation of data)

- * COUNT, COUNTA, COUNTBLANK
- * COUNT based on a condition (COUNTIFS)
- * SUM & AVERAGE functions in excel
- * SUM by criteria 9 (SUMIFS, AVERAGEFS)
- * MAX & MIN (MAXIFS & MINIFS)
- * Rounding values (ROUND, ROUNDUP & ROUNDDOWN)
- * Date functions

Data analysis using Excel

- * Preparation of data for reports
- * Use of VLookup function
- * working on Pivot table
- * Creating charts
- * Creating Dashboard

Assignments

- * Assignments based on the data analytics
- * Revision of assignments given



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