

Excel for Data Analysis – 11 Hours

Module 1: Excel Basics & Data Handling (2.5 Hours)

Goal: Build a strong foundation in navigating Excel and managing structured data.

- Excel interface: Ribbon, tabs, workbooks, worksheets
 - Cell referencing: Relative, Absolute, Mixed
 - Data entry, formatting (text, numbers, dates)
 - Sorting (single/multi-level) and Filtering (text, number, date)
 - Basic formulas: SUM, AVERAGE, MIN, MAX, COUNT, COUNTA
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Module 2: Logical & Lookup Functions (2.5 Hours)

Goal: Perform dynamic and condition-based analysis using logic and lookup tools.

- Logical functions: IF, AND, OR, NOT, Nested IF
 - Error handling: IFERROR, ISERROR, ISBLANK
 - Lookup functions: VLOOKUP, HLOOKUP, INDEX, MATCH, INDEX-MATCH
 - Use cases: Conditional bonus rules, data mapping, default value handling
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Module 3: Pivot Tables & Data Visualization (2 Hours)

Goal: Summarize, analyze, and visualize data using Pivot tools.

- Create and format Pivot Tables
 - Grouping, custom calculations, percentage analysis
 - Pivot Charts and appropriate chart types
 - Add interactivity with Slicers and Timelines
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Module 4: Data Cleaning & Advanced Filtering (2 Hours)

Goal: Clean messy datasets and prepare them for analysis.

- Remove duplicates, trim spaces

- Split and merge columns (Text to Columns, CONCATENATE, TEXTJOIN)
 - Advanced filters and custom sort rules
 - Conditional formatting for spotting errors or trends
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Module 5: Dashboard Creation & Presentation (2 Hours)

Goal: Design and present interactive dashboards with best practices.

- Combine Pivot Tables, Charts, and Slicers
- Use dynamic ranges and named ranges
- Optional: Add Form Controls (drop-downs, scroll bars)
- Layout and design best practices for clean, client-ready dashboards
- Exporting dashboards as PDF/print-friendly views