RUZIFA BUSINESS SKILLS DEVELOPMENT CENTRE

TRAINER – PROF. AWESH BHORNYA (MANGEMENT EDUCATOR & MS-OFFICE TRAINER)

COURSE NAME - EXCEL AND DATA ANALYTICS   DURATION – 30 Hours

FESS – Rs. 15,000/-

- Excel Basics
    - Getting Started with Excel
    - Usage of the Cloud (Google Drive, One Drive, Sugarsync, etc.)
    - Creating and opening workbooks
    - Saving and Sharing workbooks
- Working with Cells and Sheets
    - Cell Basics
    - Modifying Columns, Rows and Cells
    - Formatting Cells
    - Understanding number formats
    - Working with multiple worksheets
    - Find & Replace
    - Page Layout and Printing
    - Flash Fill
- Formulas and Functions
    - Introduction to formulas
    - Creating complex formulas
    - Relative and absolute references
    - Formula Auditing
    - Quick Analysis
    - Functions
        1. Text Functions
        2. Math Functions
        3. Logical Functions
        4. Lookup Functions
        5. Financial Functions
        6. Date & Time Functions
        7. Statistical Functions

- Working with data
    - Basic tips for working with data
    - Freezing Panes and View options
    - Sorting Data
    - Filtering Data
    - Groups and Subtotals
    - Tables
    - Charts & Sparkline
    - Conditional Formatting
- Decision making
    - Track changes and Comments
    - Inspecting and protecting workbooks
    - What if Analysis
    - Data Validation
    - Solver
    - Pivot Tables
    - Dashboard Creation
    - Data Modelling Basics and BI
        1. Power Pivot
        2. Power View
        3. 3D Maps
    - Basics of Macros
    - ASAP Utilities