



Microsoft Excel and Advanced Functionalities

(12 hours class room + 10 hours of practice sessions)

About the Course

Excel has become one of the prerequisites for almost all jobs in the analytics and consulting sector. Through this course, you'll learn the advanced functions that are used by analysts on a day to day basis. You'll also get accustomed to even more advanced stages of excel use like Macros which further come handy. Throughout the course, you'll be given hands-on assignments and case-studies to put the theoretical knowledge to practical. In this course you will learn the basic to advanced features of MS Excel and how to analyze data to crease insights out of it, using MS Excel.

Overview of the course

Class 1: Introduction to Excel

Introduction to Excel Workbook and worksheets
Entering data into the spread sheet Undo & Redo
Adding Comments
Formatting and conditional formatting All types of borders
Moving & Coping and inserting data Finding and replacing
Filtering and Sorting of data
Logical operators
Practice sessions

Class 2: Different Functionalities of MS Excel

Text to column V-look up
Duplicate removal
Concatenate
Functions of excel – Logical, Mathematical, Statistical, Others
Practice sessions



Class 3: Analytics with Excel

Pivot Table

Data manipulation with pivot tables Pivot table charts

Data visualization with Excel

Practice sessions

Class 4: Advanced Analytics with Excel

Pivot Table

Functions of excel – Financial functions What if analysis – Goal Seek, Solver etc.

Macros

Analytics using Excel

Practice sessions

Important points:

1. After each class, assignments will be given as homework which is needed to be completed before the next class. The first 15 minutes of every class will be reserved to answer the participant's queries.
2. After every session, the discussed codes, presentations, handouts will be emailed to all the participants. Participants are advised to carry it either in soft copy or as print outs in the class.
3. Participants are advised to bring their own computers so that they can practice the codes along with the instructor.
4. Normally the class duration would be 3 hours, with a break of maximum 5-10 minutes depending of the requirement of the participants. In case all the queries of the participants are not answered with in the stipulated time of 3 hours then the instructor will extend the class by 15 minutes to 30 minutes.