



Microsoft Excel

Program Highlights

Microsoft Excel is the one of the most used software application of all the time. Hundreds of millions of people around the world use Microsoft Excel. You can use Excel to enter all sorts of data and perform financial mathematical or statistical calculations.

Excel Introduction

- Overview
- Various Selection Techniques
- Shortcut Keys

Customizing Excel

- Customizing the Ribbon
- Using and Customizing Autocorrect

- Changing Excel's Default Option

Using Basic Function

- Using Function- Sum, Average, Max, Min, Count, Counta
- Absolute, Mixed and Relative Referencing

Formatting and Proofing

- Formatting Cells with number formats, Alignment, Borders, etc.
- Basic Conditional

Formatting Mathematical Functions

- Sumif, Sumifs,
- Countif, Countifs,
- Averageif, Averageifs

Protecting Excel

- File Level Protection
- Workbook, worksheet protection

Text Functions

- Upper, Lower, Proper
- Left, Mid, Right
- Trim, Len, Exact
- Concatenate
- Find, Substitute

Date and Time function

- Today, Now
- Day, Month, Year
- Date, Dateif, DateAnd
- EOMonth, Weekday

Advanced Paste Special Techniques

- Paste formulas, Paste Formats
- Paste Validations
- Transpose Tables

New in Excel

- New Charts - Tree Map & waterfall
- Sunburst, box, whisker charts
- Combo Charts- Secondary Axis
- Adding Slicer Tool in Pivot & Tables

Using Power Map and Power View

- Forecast Sheet
- Sparklines - line, Column & win/Loss
- Using 3-D Map
- New Controls in pivot Table - Field, Items and sets
- Various Timelines in pivot Table
- Auto Complete a data range and list
- Quick Analysis Tool
- Smart Lookup and manage store

Sorting and Filtering

- Filtering on Text, Numbers & colors
- Sorting option
- Advanced Filter on 15-20 Different Criteria

Printing Workbooks

- Setting up Print Area
- Customizing Header and Footer
- Designing the structure of a template
- Print Titles - Repeats Rows/ Columns

What if Analysis

- Goal Seek
- Scenario Analysis
- Data Tables (PMT Function)
- Solver Tool

Logical Function

- If Function
- How to fix Errors - iferror
- Nested if
- Complex if and or function
- Charts and Slicer
- Various Charts i.e. Bar Charts / pie
- charts/Line charts
- Using Slicers , Filter data with Slicers.
- Manage Primary and Secondary Axis

Data Validation

- Number, Date & Time Validation
- Text and List Validation
- Custom Validations based on formula
- for a cell

- Dynamic Dropdown list creation using
- data Validation-Dependency list

Lookup Functions

- Vlookup / Hlookup
- Index and Match
- Creating Smooth User Interface using
- Lookup
- Nested Vlookup
- Reverse Lookup using Choose Function
- Worksheet Linking using Choose
- Function
- Worksheet Linking using Indirect
- Vlookup with Helper Column

Pivot Tables

- Creating Simple Pivot tables
- Basic and Advance Value Field Setting
- Classic Pivot table
- Grouping based on numbers and dates
- Calculated Field & Calculated items
- Arrays Functions
- What are the array Formulas, use of the
- Array Formulas
- Basic Examples of Arrays(Using ctrl+shift+enter)
- Array with if, len and mid function
- formulas
- Advanced use of Formulas with array

Excel Dashboard

- Planning a dashboard
- Adding Tables and charts to Dashboard
- Adding Dynamic Contents to
- Dashboard



POWER BI & BUSINESS ANALYTICS

About Power BI Certification Course - Overview

- ❖ Power BI is BI & Data Visualization Tool by Microsoft way advanced than SSRS by Microsoft
- ❖ According to Gartner's Magic Quadrant, it is amongst top 3 BI Tools in Industry
- ❖ Since it is a Microsoft Product it is widely used with Ms SQL Server and many other databases. Hence there is huge opportunity in Industry.
- ❖ Since it is among Top BI Tools in Industry it is one of High Paying Technologies in Industry
- ❖ Pre-requisites To Learn - none. To Implement Basic SQL is required

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Program Curriculum

❖ Introduction to Power BI

- What is Power BI and Why Power BI
- Installing Power BI Desktop
- Exploring the Power BI Workflow
- Adjusting the settings of the Power BI Desktop
- Comparison of Power BI vs Other Reporting Tools

❖ Getting and Transforming Data with Power BI Desktop

- Connecting to different sources
- Different connecting Options (Direct Query vs Import Data Vs Live Connection)
- Shaping and transforming data with Power Query
- Editing, Merging, Appending queries etc.

❖ Modeling with Power BI

- Introduction to Modeling
- Building Relational Models (Setup and Manage Relationships)
- Creating table relationships
- Understanding the filter flow
- Cardinality and Cross filtering

❖ DAX

- Understanding Dax Syntax
- Calculated
- Columns vs Measures
- Common Dax functions and formula
- Understanding the evaluation context in DAX

❖ **Visualising Data with Reports**

- Creating Visualisations
- Color & Conditional Formatting
- Setting Sort Order
- Scatter & Bubble Charts & Play Axis
- Tooltips
- Slicers, Timeline Slicers & Sync Slicers
- Cross Filtering and Highlighting
- Visual, Page and Report Level Filters
- Drill Down/Up
- Hierarchies
- Constant Lines
- Tables, Matrices & Table Conditional Formatting
- KPI's, Cards & Gauges
- Map Visualisations
- Custom Visuals
- Managing and Arranging
- Drill through
- Custom Report Themes
- Grouping and Binning
- Bookmarks & Buttons

❖ **Introduction to Power BI Service**

- Introduction to the Power BI Service
- Quick Tour of Power BI Service
- Connecting to Data from Power BI service
- Building Blocks of Power BI Service

❖ **Sharing and Collaboration Tools in Power BI Service**

- Sharing and Collaboration Options Overview
- Publish from Power BI Desktop
- Publish Reports to Web
- Printing and Exporting from Power BI Service
- Sharing Reports & Dashboards
- Workspaces (My Workspace vs App Workspace)
- Publishing Apps in Power BI Service
- Row Level Security in Power BI Desktop and Service

❖ **Power BI Gateway and Refreshing Datasets**

- Understanding Gateways in Power BI
- Difference between Personal and On-Premise Gateway
- Installation of Personal Gateway
- Installation of On-Premise Enterprise Gateway
- Setting Up a Gateway in Power BI Service
- Understanding Data Refresh (Manual vs Scheduled Refresh) ➤
Troubleshooting Refreshing scenarios