

<b>Academic Year</b>	:	2021-2022
<b>Course Name</b>	:	Data Analysis Using Advanced Excel
<b>Course Code</b>	:	ADD-SC-08
<b>Training Firm</b>	:	Santhisoft Technologies

## Syllabus

### PART 1: FUNDAMENTAL OF MICROSOFT EXCEL 2013

#### Chapter 1 [5 Hours]

How to start MS Excel 2013, Explore window, Back Stage View, Entering Values, Save Work Book, Create work Book, Copy Work Book, Hiding Work Book, Delete Work Book, close Work Book, Open Work Book. Insert data, Select Data, Delete data, Move Data, Rows & Columns, Copy & Paste, find & replace, inserting Comments. Setting fonts, rotate cells, Merging & Wrap, Borders and Wrap and Formatting Protecting Excel work Book.

### PART 2: FUNDAMENTAL DATA ANALYSIS

#### Chapter 2 [5 Hours]

Freeze Panes, Conditional Format, Creating Formula, copying Formula, Formula Reference, using functions, built in Functions.

#### Chapter 3 [5 Hours]

Data Filtering, Sorting of Data, Using ranges, Data validation, Using Styles, using Themes & Styles, Sorting Data by Color, Excel Slicers.

### PART 3: POWERFUL DATA ANALYSIS

#### Chapter 4 [5 Hours]

Create a PivotTable to analyze external data, Explore data using Pivot table, Create relationship between Tables, Data Model using Calculated Columns, Create Relationship between Tables.

#### Chapter 5 [5 Hours]

Excel – External Data Connection, Update the Data Connections, Automatically Refresh Data, Automatically refresh data at regular intervals.

Excel – Pivot Table Tools, Source Data for a PivotTable, Change to a Different External Data Source. Delete a PivotTable, Using the Timeline, Use a Timeline to Filter by Time Period. Create a Standalone PivotChart.

#### Chapter 6 [5 Hours]

Create a Power View Sheet, Excel – Visualizations Create Charts and other Visualizations, Visualization – Matrix, Visualization – Card, Visualization – Charts

