ACADEMIC YEAR : 2021 -2022

COURSE CODE : ADD-CC-02

TRAINING FACULTY : Mr. JISMON AUGUSTINE

TOTAL HOURS : 30

FUNDAMENTALS OF DATA ANALYSI USING EXCEL 2013

SYLLABUS

MODULE 1- 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

MODULE 2- Freeze Panes, Conditional Format, Creating Formula, copying Formula, Formula Reference, using functions, built in Functions. Data Filtering, Sorting of Data, Using ranges, Data validation, Using Styles, using Themes & Styles, Sorting Data by Color, Excel Slicers.

MODULE 3- 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.

MODULE 4- 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.

MODULE 5- Create a Power View Sheet, Excel – Visualizations Create Charts and other Visualizations, Visualization – Matrix, Visualization – Card, Visualization – Charts.

COURSE OUTCOME

1. Students will be provided with a basic understanding of the Excel applications

2. Students will be able to create the relationship between data and tables.

3. Students will be learnt how to derive and update the data connections

4. Students will be able to understand the visualization procedure of charts and other data presentations.