Antrix Academy of Data Science

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Get Certified with Microsoft*

77-420 : MOS on MS Excel Module

Microsoft® Office Specialist

Course: Data Visualization - Associate Program

Duration: 2 Months (Weekend)

Microsoft Office Specialist Certificate Voucher would be given to every participant

MS Excel

Introduction to Data Science - Advanced Analytics

- Relevance in industry & need of the hour
- Types of analytics – Marketing, Risk, Operations, etc
- Business & Technology drivers for analytics
- Future of analytics & critical requirement
- Types of problems and business objectives in various industries
- Different phases of Analytics Project

Excel - Basic

- Introduction to Excel
- Working with Formulas and functions
- Formating & Conditional Formating
- Filtering, sorting, paste special etc
- Functions (Logical & Text, Mathematical, Statistical etc)
- Data Manipulation & Data Aggregation
- Data Analysis using functions

Excel - Advanced

- Analyzing Data using Pivots
- Descriptive Statistics
- Creating Charts & Graphics
- Data analytics tool (What -if analysis, Goal seek, Data Table, Solver)
- Protecting Workbooks, worksheets and formulas

Excel - Dashboard

- Start by building bar charts, column charts, pie charts and line charts to display your data.
- Build more complex charts like scatter plots, combination charts and more to really tell your story.
- Add interactivity to your dashboard with the slicer and timelines.
- Leverage pivot tables within your dashboard to add even more interactivity.

Introduction to VBA

- Working with VBE (Visual Basic Editor)
- Introduction to Excel Object Model
- Understanding of Sub and Function Procedures
- Key Component of Programming Language
- Understanding of If, Select Case, With End With Statements
- Looping with VBA
- User Defined Function
- Some Commonly Used Macro Examples
- Error Handling
- Object and Memory Management in VBA
- User Form Controls
- ActiveX Controls
- Communicating with Database MS Access through ADO - Exporting/Importing Data