

Get Certified with Microsoft*
77-420 : MOS on MS Excel Module



Course: Data Visualization - Professional Program

Duration: 2 Months (Weekend)

Microsoft Office Specialist Certificate Voucher would be given to every participant

MS Excel

Tableau

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

Introduction to Tableau Desktop

- Overview of Business Intelligence
- Introduction to Tableau Desktop
- Use and benefits of Tableau Desktop
- Tableau's Offerings

Tableau Desktop Interface

- Data Source Page
- Worksheet Interface
- Creating a Basic View

Connecting Data Sources

- Data Types
- Data Roles
- Visual Cues for Fields
- Data Preparation

- Data Source optimization
- Joins
- Cross Database Joins
- Data Blending
- Joining vs. Blending
- Union
- Creating Data Extracts
- Writing Custom SQL

Organizing Data

- Filtering Data
- Sorting Data
- Creating Combined Fields
- Creating Groups and Defining Aliases
- Working with Sets and Combined Sets
- Drilling and Hierarchy
- Adding Grand Totals and Subtotals
- Changing Aggregation Functions
- Creating Bins
- Cross Data Source Filter

Formatting Data

- Effectively use Titles, Captions, and Tooltips
- Format Results with the Edit Axes
- Formatting your View
- Formatting results with Labels and Annotations
- Enabling Legends per Measure
- Calculations
- Use Strings, Date, Logical, and Arithmetic Calculations
- Create Table Calculations
- Discover Ad-hoc Analytics
- Perform LOD Calculations

Visualizations

- Creating Basic Charts such as Heat Map, Tree Map, Bullet Chart, and so on
- Creating Advanced Chart as Waterfall, Pareto, Gantt, Market Basket

Create Dashboards and Stories

- Dashboard Interface
- Build Interactive Dashboards
- Explore Dashboard Actions

- Best Practices for Creating Effective Dashboards
- Story Interface
- Creating Stories