

Business Analytics and Data Visualization Certification

(Ms Excel, Dashboards, VBA Macros)

Duration: 24 hours live training + 30 hours of practice

Hands on, Instructor Led, Use-Case Project Based, Classroom Training

Weekday and Weekend batches

Ms Excel 2016

Introduction

Overview of Ms Excel

Introduction to Ms Excel and data handling

Ms Excel Shortcuts, hotkeys, tips and tricks

Conditional Formatting

Basic and Advanced formatting with formula

Data Validation

Extended user of Data Validation

Working with validation formula

Lists and lists that depend on others list selection

Lots of method of tracing down invalid or duplicate entries

Importing Data

Importing Text / CSV, JSON, SQL, Facebook, Websites, Hadoop files

Pivot Tables

Creating Pivot tables

Use of Pivot for data analysis

Pivot Advanced: Do more with your data

Calculated fields and calculated items

Data Modeling and Dynamic Dashboards

Creating relationships between multiple databases using RDBMS

Power Pivot

- Introduction
- Compilation of the multiple sheets into in one
- Slicer on filter and on Pivot Table
- Connection between tables
- Power Query
- Creating Dynamic Dashboards using Slicer
- Consolidate multiple sheets quickly
- Elements of Charts
- Creating Dynamic Charts using PivotTable Functions

Data Visualization using Power View



Functions

Lookup functions:

- choose, hlookup, indirect, match, transpose, vlookup, lookup, lookup (vector), etc.

Logical functions

- and, if, not, or, True, False, IFFS, IFFERROR, etc.

Date functions:

- date, datedif, datevalue, day, edate, minute, month, days360, eomonth, hour, timevalue, networkdays, now, second, time, today, weekday, workday, year etc.

Information functions:

- Cell, Countblank, Info, Isblank, Iserr, Iserror, Iseven, Islogical, Isna, Isnumber, Isodd, Isref, Istext, N, Na etc.

Mathematical functions:

- Abs, Combin, Countif, Even, Fact, Gcd, Int, Lcm, Mod, Odd, Pi, Power, Product, Quotient, Rand, Randbetween, Roman, Round, Roundup, Sign, Sum, Sumif, Sumproduct, Rounddown, Sum (RunningTotal), Sumifs, Countifs, etc.

Test functions:

- Char, Clean, Code, Concatenate, Dollar, Exact, Find, Fixed, Left, Len, Value, Lower, Mid, Proper, Replace, Rept, Right, Substitute, Text, Trim, Upper, Offset, Sumifs, Countifs, Workday.Intl, NetworkdayIntl, Iferror, Etc. Split, Merging Formula and Dynamic Formulas, etc.

Excel VBA Macros

Introduction

Where to apply the VBA Macro

Benefits and limitation of VBA Macro

Types of VBA Macro

Display of developers tab and VB editor

Macro security

How to record a VBA Macro

Execution of recorded Macro

Editing the recorded Macro

Key board shortcuts

Writing basic VBA codes

Saving Off your Macro

VBA Macro Programming Concepts

Defining Variables to Macro

Types of Variables

Use of Local Window

Working on programming and understanding of VBA language

Message Box

Input Box

Decision making: If and Else conditions, And /OR conditions.

Loops and Worksheet Ranges

Introduction

Type of loops: For & Next LOOP, For & Each Loop, and While and Wend Loop



Ranges: Selecting, Coping and Pasting the Ranges and extract the data on Worksheet and Workbook level

Writing of Formula and Error Handling

Writing of the basic formulas

Writing of the complex formulas

Writing of Logical formulas and Lookup formulas

Error handling

Advanced VBA Functions

User Define Function (UDF)

Working with ADD-IN

Working with VBA Events

User Forms

Communicating with Databases – Exporting / Importing Data from Ms Access and SQL

Sending e-mails via Outlook



 DexLab

