



Education Nest



Data Analytics and Visualisation with Excel Training Course

(Basic and Advanced)



About the Course

Microsoft Excel is the most widely used spreadsheet program, and Education Nest's MS Excel (Basic and Advanced) certificate course will teach you everything you need to know about it. By taking this course and learning the basics of MS Excel, you can quickly move on to intermediate and advanced levels. This training course is made to help you become proficient with all aspects of Excel, from the fundamentals to the more advanced techniques. You will be well-versed in this topic after successfully completing the course.

The course will:

- give you a deep understanding of the basics of MS Excel.
- teach how to sort and filter data, use pivot tables and charts and analyze Excel data.
- enhance an individual's efficiency in performing data analysis and reporting tasks.
- enable you to complete assignments with greater accuracy and in less time.

About Education Nest



Education Nest

As a subsidiary of Sambodhi Research and Communications Pvt. Ltd., Education Nest is a global knowledge exchange platform that empowers learners with data-driven decision-making skills. It features online courses designed by experts to help you expand your skills and engage with a global network of learners through live training sessions, case-based learning, and interactions with the best from the field.

About Sambodhi



Sambodhi Research has over 18 years of experience and expertise in creating high-impact knowledge and accountability in the public domain through data science and evidence-based solutions. As an organization with expertise in field building and nurturing outcomes-driven ecosystems, we relentlessly pursue our vision of empowering individuals with the best learning programs. Our focus is to enable each student to emerge as an 'industry-ready' professional, equipped with the tools required for a successful career in Data Analytics.

At a glance

- Total Seats: 30
- Duration: 30 hours
- Batch Type: Weekends Saturday & Sunday
- Level of effort: 2 hours per day
- Modality: Online with live classroom sessions and groups assignments
- Course fee and scholarships: 190 USD | INR 16500/- or it's equivalent in local currency
- Limited & partial scholarships are available for candidates based on merit
- Discounts on course fees in case of institutional sponsorships, group enrolments, and for
- participants from grassroots organizations
- Training by seasoned professionals and experts with 10+ years of experience in Data Analytics and Visualisation training
- industry
- Last date for application: 22nd May
- Commence date: 27th May.
- Language: English
- Requirements: access to laptop and internet

Course Highlights:

- Master the most widely used spreadsheet program in the world – Microsoft Excel!
- Enjoy the flexibility of online learning and learn at your own pace and convenience.
- Complete assignments and reports with confidence and ease!
- Boost your efficiency and accuracy in no time!
- 24x7 Support and One-on-One Doubt Clearing
- Lifetime access to course material

Course Andragogy

- Learn from seasoned professionals and experts with 10+ years of experience in MS Excel.
- Get hands-on experience and learn by doing with participatory tools and experiential learning.
- Engage in interactive lectures and case studies to apply your new skills in real-life scenarios.
- Participate in reflective group discussions and structured assignments to enhance your learning.
- Collaborate with peers from different backgrounds and industries to foster cross-sectional dialogue and learning.
- Develop your skills from beginner to advanced level and become proficient in all aspects of MS Excel.

Key Skills

- Excel Sort and Filter
- Excel Dashboard
- Functions in Excel (such as SUM, COUNT, AVERAGE, IF, VLOOKUP, HLOOKUP, INDEX, MATCH, etc.)
- Conditional formatting
- Data Validation
- Pivot Tables and Charts
- Data Analysis in Excel (using tools such as Goal Seek, Solver, Scenario Manager, etc.)
- Macros and VBA (Visual Basic for Applications) for automating tasks and creating customized solutions

Course Content

Basics:

Module 1: (Basic of the Microsoft Excel)

- Excel Environment
- Key Terminologies
- Short Cuts
- Key Functionalities
- Copy-paste-paste special
- Formatting & conditional Formatting
- Basic Excel Functions - Types of Functions
- Relational operators
- Data Sorting, Filtering and Data Validation
- Understanding of Name Ranges
- Power Pivot: Importing and Preparing Data
- Basics of charts

Advanced:

Module 1: (Overview)

- Customizing common options in Excel
- Absolute and relative cells
- Protecting and unprotecting worksheets and cells

Module 1: (Overview)

- Writing conditional expressions (using IF)
- Using logical functions (AND, OR, NOT)
- Using lookup and reference functions (VLOOKUP, HLOOKUP, MATCH, INDEX)
- VlookUP with Exact Match, Approximate Match
- Nested VlookUP with Exact Match
- VlookUP with Tables, Dynamic Ranges
- Nested VlookUP with Exact Match
- Using VLookUP to consolidate Data from Multiple Sheets

Module 3: (Data Validations)

- Specifying a valid range of values for a cell
- Specifying a list of valid values for a cell
- Specifying custom validations based on formula for a cell

Module 4: (Working with Templates)

- Designing the structure of a template
- Using templates for standardization of worksheets

Module 5: (Sorting and Filtering Data)

- Sorting tables
- Using multiple-level sorting
- Using custom sorting
- Filtering data for selected view (AutoFilter)
- Using advanced filter options

Module 6: (Working with Reports)

- Creating subtotals
- Multiple-level subtotals
- Creating Pivot tables
- Formatting and customizing Pivot tables
- Using advanced options of Pivot tables
- Pivot charts
- Consolidating data from multiple sheets and files using Pivot tables
- Using external data sources
- Using data consolidation feature to consolidate data
- Show Value As (% of Row, % of Column, Running Total, Compare with Specific Field)
- Viewing Subtotal under Pivot
- Creating Slicers (Version 2010 & Above)

Module 7: (More Functions)

- Date and time functions
- Text functions
- Database functions
- Power Functions (CountIf, CountIFS, SumIF, SumIFS)

Module 8: (Formatting)

- Using auto formatting option for worksheets
- Using conditional formatting option for rows, columns and cells

Module 9: (Macros)

- Relative & Absolute Macros
- Editing Macro's

Module 10: (WhatIf Analysis)

- Goal Seek
- Data Tables
- Scenario Manager

Module 11: (Charts)

- Using Charts
- Formatting Charts
- Using 3D Graphs
- Using Bar and Line Chart together
- Using Secondary Axis in Graphs
- Sharing Charts with PowerPoint / MS Word, Dynamically
- (Data Modified in Excel, Chart would automatically get updated)

Module 12: (New Features Of Excel)

- Sparklines, Inline Charts, data Charts
- Overview of all the new features

Module 13: (Create a Macro)

- Swap Values
- Run Code from a Module
- Macro Recorder
- Use Relative References
- FormulaR1C1

Module 13: (Create a Macro)

- Add a Macro to the Toolbar
- Macro Security
- Protect Macro

Module 14: (MsgBox)

- MsgBox Function
- Input Box Function

Module 15: (Workbook and Worksheet Object)

- Path and Full Name
- Close and Open
- Loop through Books and Sheets
- Sales Calculator
- Files in a Directory
- Import Sheets
- Programming Charts

Module 16: (Range Object)

- Current Region
- Dynamic Range
- Resize, Entire Rows and Columns
- Offset
- From Active Cell to Last Entry
- Union and Intersect
- Test a Selection
- Possible Football Matches
- Font, Background Colors
- Areas Collection
- Compare Ranges

Module 17: (Variables)

- Option Explicit
- Variable Scope
- Life of Variables
- VBA (VISUAL BASIC FOR APPLICATION) & MACROS

Module 18: (If Then Statement)

- Logical Operators
- Select Case
- Tax Rates
- Mod Operator
- Prime Number Checker
- Find Second Highest Value
- Sum by Color
- Delete Blank Cells

Module 19: (Loop)

- Loop through Defined Range
- Loop through Entire Column
- Do Until Loop
- Step Keyword
- Create a Pattern
- Sort Numbers
- Randomly Sort Data
- Remove Duplicates
- Complex Calculations
- Knapsack Problem

Module 20: (Macro Errors)

- Debugging
- Error Handling
- Error Object
- Interrupt a Macro
- Macro Comments

Module 21: (String Manipulation)

- Separate Strings
- Reverse Strings
- Convert to Proper
- Case, Count Words

Module 22: (Date and Time)

- Compare Dates and Times
- DateDif Function
- Weekdays
- Delay a Macro
- Year Occurrences
- Tasks on Schedule
- Sort Birthdays

Module 23: (Events)

- Before DoubleClick Event
- Highlight Active Cell
- Create a Footer Before Printing
- Bills and Coins
- Rolling Average Table

Module 24: (Array)

- Dynamic Array
- Array Function
- Month Names
- Size of an Array

Module 25: (Function and Sub)

- User Defined Function
- Custom Average Function
- Volatile Functions
- ByRef and ByVal

Module 26: (Application Object)

- Status Bar
- Read Data from Text File
- Write Data to Text File

Module 27: (ActiveX Controls)

- Text Box, List Box
- Combo Box
- Check Box
- Option Buttons
- Spin Button
- Loan Calculator

Module 28: (User form)

- User form and Ranges
- Currency Converter
- Progress Indicator
- Multiple List Box Selections, Multicolumn ComboBox
- Dependent Combo Boxes, Loop through Controls
- Controls Collection
- User form with Multiple Pages
- Interactive User form

Requirement for Course Completion

Education Nest will provide a certificate to the participants upon successful completion of the course.

This will require:

- 50% classroom attendance,
- active class participation,
- a minimum 50% score on module-wise assessments, and
- submission and assessment of final project work

Training Methodology:

- The course uses a blended learning approach, combining online video lectures, interactive exercises, and quizzes to ensure maximum engagement and retention.
- Students can learn at their own pace and schedule, with 24/7 access to course materials and resources.
- The course is structured into modules, starting with the basics of MS Excel and progressing to more advanced topics.
- Participants receive personalized feedback and support from experienced instructors.
- Upon completing the course, participants will receive a certificate of completion, recognizing their new skills and knowledge in MS Excel.

Who Can Apply



The MS Excel (Basic to Advanced) training is suitable for individuals who want to gain proficiency in Excel, from the fundamentals to advanced techniques. It is ideal for:

- Beginners who have no prior experience with Excel.

- Intermediate users who want to enhance their skills and knowledge of Excel.

- Advanced users who want to master complex functions and advanced features of Excel.

- Professionals who use Excel for data analysis, reporting, and decision-making in their work.

- Students who want to learn Excel for academic or personal use.

- Anyone who wants to increase their productivity, efficiency, and accuracy in working with data in Excel.



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