



Certificate in Data Analytics using Advance Excel

Course Overview

This course is designed to equip learners with the essential skills required to analyse, visualize, and interpret data using Microsoft Excel. It focuses on advanced Excel functionalities such as PivotTables, Power Query, advanced formulas, and dashboard creation. Learners will gain hands-on experience working with real-world datasets, enhancing their ability to derive meaningful insights and support data-driven decision-making.

Course Objective List

- Master advanced Excel functions like VLookUp, Index-Match, and Pivot tables.
- Automate repetitive tasks using VBA Macros and Power Query.
- Create dynamic dashboards and visualizations for business insights.
- Apply Excel skills to real-world data analysis and financial modelling projects.

Skills List



Data Cleaning & Preparation



Data Analysis using Formulas & Functions



PivotTables & Pivot Charts



Power Query for Data Transformation



Advanced Excel Functions (INDEX, MATCH, IFs, etc.)



Data Visualization & Dashboard Design



Conditional Formatting & Data Validation



Statistical Analysis in Excel



Handling Large Data Sets



Problem-Solving using Excel Tools



Decision Making with Data Insights.

Program Highlights



Curriculum

Introduction to Advance Excel

Brief Introduction to Advanced Excel
Role of Excel in Data Analytics
Data Cleaning in Excel
Intermediate Excel Functions
Descriptive Statistics

Basic Excel Formulas and Function

How to Calculate Sum
How to Calculate Average
How to Calculate Count
Concatenate
Today Time and Dated If
Count If and Sum If
If Else and If Error

Introduction to Pivot Tables

How To Create Pivot Table in Excel
Root Cause Analysis
Comparative Analysis
Introduction to Visualizations and Pie Charts
Histograms

Data Visualization in Excel

Bar Charts
Line Charts
Box and Box Plot
Scatter Plots
Conditional Formatting

Advance Excel Function & Formulas

V-Lookup
H-Lookup
Filtering and Sorting
Data Cleaning In Advanced Excel