

# DATA ANALYTICS USING EXCEL

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## INTRODUCTION

- Introduction to Spreadsheet
- Navigating workbooks
- Templates
- Tabs, Ribbons, Groups
- Cells, Rows Columns and Ranges
- Inputting and Formatting Data
- Basic Excel Formulas

## BASIC EXCEL FUNCTIONS

- Relative and Absolute References
- Structure of an Excel function
- Sum()
- Min() and Max()
- Average()
- Count()
- Adjacent Cell Errors
- Autosum

## APPLYING FORMATS

- Applying Simple formats
- Conditional Formatting
- Named Range and Tables

## MORE FUNCTIONS

- IF()
- NESTED-IF()
- IFS()
- COUNTIF()
- SUMIF()
- IFERROR()
- VLOOKUP()
- HLOOKUP()
- INDEX()
- MATCH()
- INDEX()-MATCH()

## ANALYTICS IN EXCEL

- Basic Excel Charts
- Pivot Tables
- Grouping Pivot Tables
- Calculated Fields in Pivot Tables
- Filtering Pivot Tables

## MORE ANALYTICS

- Pivot Charts

- Slicers
- Dashboard-1
- Dashboard-2

#### **EVEN MORE ANALYTICS**

- Power Pivot
- Activating Power Pivot Add In
- Data Models
- Creating Pivot Tables from Data Models

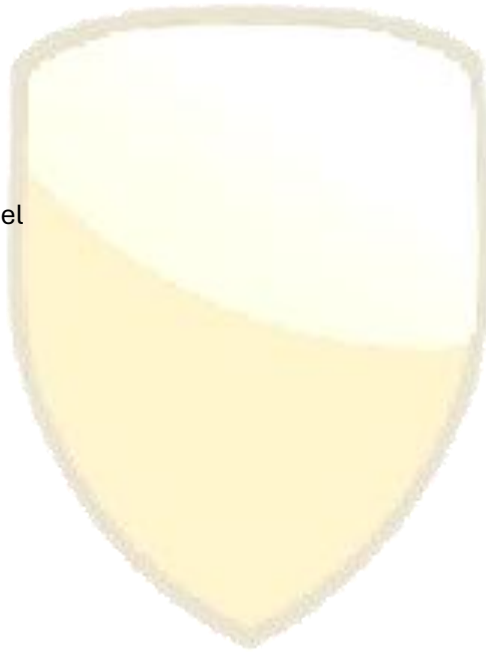
#### **EXPLORING SCENARIOS IN EXCEL**

- Goal-Seek tool
- Solver tool
- Data Tool
- Scenario Manager

#### **BONUS**

- Data Cleaning in Excel
- The Query Editor

#### **CAPSTONE PROJECT**



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