

# ADVANCED MS EXCEL AND DATA ANALYTICS

**DURATION**  
**5 Days**

**SESSION DURATION**  
**6 hours per day**

**WHEN**  
**September 23<sup>rd</sup> to 27<sup>th</sup> 2024**

**WHERE**  
**Online**

## OVERVIEW

Microsoft Excel is a powerful tool for data analysis and visualization. This Management Development Programme (MDP) is designed to enhance participants' proficiency in MS Excel and provide them with advanced skills in data analytics. The programme will cover advanced Excel functions and techniques, as well as practical applications of data analytics in Excel.

## DAY-WISE TOPICS

### Day 1: Advanced Excel Functions

- Advanced formulas and functions (IF, VLOOKUP, INDEX-MATCH, etc.)
- Data validation and conditional formatting
- Data tables and scenarios

### Day 2: Data Cleaning and Transformation

- Text-to-columns and data import techniques
- Removing duplicates and data validation
- Data cleansing techniques

### Day 3: Data Analysis Tools in Excel

- PivotTables and PivotCharts
- Advanced charting techniques
- Power Query for data transformation

### Day 4: Statistical Analysis in Excel

- Descriptive statistics
- Regression analysis
- Data analysis add-in tools

### Day 5: Advanced Data Analytics in Excel

- Introduction to Power Pivot and Power BI
- Macros and VBA for automation
- Case studies and practical applications of Excel in data analytics

## KEY BENEFITS

- Enhance your proficiency in MS Excel with advanced functions and techniques
- Learn how to clean, transform, and analyze data effectively in Excel
- Gain practical skills in data visualization and analysis using Excel's tools
- Acquire insights into advanced data analytics techniques and their applications
- Network with industry experts and peers in the field of data analytics

## WHO SHOULD ATTEND

- Data analysts
- Business analysts
- Financial analysts
- Anyone interested in advancing their skills in MS Excel and data analytics

## FACULTY

The programme will be conducted by experienced Excel trainers and data analytics professionals with practical industry experience.

## CERTIFICATION

Participants will receive a certificate of completion at the end of the programme.

## FEES

INR 25,500/- PLUS 18% GST (if applicable)

## REGISTRATION

Limited seats available. Register now to secure your spot in this transformative programme.

## CONTACT INFORMATION

For inquiries and registration, please contact: **PROF. (DR.) BRAJESH KUMAR**

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