

Data Analysis (Advance Excel/Power BI /Tableau)

Course Outline

Advance Excel

- Creation of personalized templates
- Knowledge on how to work with sparklines
- Basic knowledge on how to create and manage scenarios
- Use of Goal Seek and Solver
- Creation, management, and formatting pivot tables and pivot charts
- Use of Excel mathematical functions
- Creation and writing knowledge on complex formulas
- Perform data lookups
- Creation and use IF statements
- Use of Excel's data functions
- Creation and use data validation rules
- Application of custom and prebuilt conditional formatting
- How to work with functions to manipulate strings of text and data
- Creation and use of macros
- Troubleshoot and audit formulas
- Creation of pivot tables and pivot charts
- Use of queries to import external data
- Import and clean data
- How to link and consolidate worksheets and workbooks

Power BI

- An Introduction to Power BI
- Extract, transform and load data
- Creating a data model
- Designing Reports
- Using workspaces and dashboards

Tableau

- Data Visualization
- Business Intelligence tools
- Introduction to Tableau
- Tableau Architecture
- Features of Tableau Desktop
- Connect to data from File and Database
- Types of Connections
- Joins and Unions
- Data Blending
- Tableau Desktop User Interface
- Visual Analytics
- Basic Charts: Bar Chart, Line Chart, and Pie Chart
- Hierarchies
- Data Granularity

- Highlighting
- Sorting
- Filtering
- Grouping
- Sets
- Types of Calculations
- Built-in Functions (Number, String, Date, Logical and Aggregate)
- Operators and Syntax Conventions

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