Programme Details of
4 Days Professional Certification Training Programme on
"Mastering Excel for Data Analytics"
(Online Weekend Batch)

Training Programme Organized and Certified by:

NSIC -TSC (National Small Industries Corporation - Technical Services Centre, Okhla, Delhi), A Government of India Enterprise, under Ministry of Micro, Small and Medium Enterprises

Venue: Zoom

Introduction

In recent years, data analytics has been in high demand as more and more organizations realize the value of data-driven decision making. With the increasing amount of data being generated by businesses, governments, and individuals, there is a growing need for professionals who can collect, analyze, and interpret this data to gain insights that can help improve business operations and inform strategic decision making. Almost all the industries in India have been experiencing high demand for data analysts including finance, healthcare, technology, education, retail, e-commerce, etc and data analysts are needed to help organizations identify trends, uncover hidden insights, and optimize their operations. And such demand for data analysts is likely to continue growing in the coming years, as more companies invest in big data and analytics technologies.

Why to Use Excel for Data Analytics?

The ultimate goal of data analytics is to turn raw data into actionable insights that can drive decision-making and improve outcomes. For this purpose, Excel is a powerful tool that is widely used in many industries. Excel has some of the key features and functions that make it a popular choice for data analysis including Data management, calculations and functions, Pivot tables, Data visualization, Macros and automation and many add-ins that can be used for more advanced data analysis.

Excel is a versatile tool for data analysis that can be used by beginners and experts alike. Its powerful features and functions make it a popular choice for data analysts in many industries. And there is a high demand for skilled professionals in the field of Data analysis using Excel, as more and more organizations are recognizing the importance of analyzing large amounts of data in their quest for better decision-making and business growth.

Keeping in the mind the emerging demand of skilled professionals in the field of Data analytics using Excel, NSIC -TSC (National Small Industries Corporation - Technical Services Centre, Okhla), A Government of India Enterprise, under Ministry of Micro, Small and Medium Enterprises has organized an online **Certification Training Programme for 4 days on "Mastering Excel for Data Analytics"** with hands-on practice and learning experience, on weekends, in partnership with BloomAge Skill India.

Objectives of the Training Programme

The main objective of the training program on "Mastering Excel for Data Analytics" is to provide participants with the essential knowledge and skills needed to perform data analysis effectively and efficiently using this popular tool. This will be enabled through:

1. **Quick Review of the basics of Excel:** The training program will cover the basics of Excel, such as data entry, formatting, and formula creation. Participants would be able to use Excel effectively and efficiently before moving on to more advanced topics.
2. **Learning Data Analysis techniques:** The training program will cover a range of data analysis techniques that can be performed using Excel. These techniques may include sorting, filtering, pivot tables, charts and graphs, statistical analysis, and more.
3. **Identifying patterns and trends:** Participants will learn how to use Excel to identify patterns and trends in data, and to draw insights and conclusions from that data.
4. **Predicting for future:** Participants will learn how to use Regression Analysis using Excel for predictive modeling.
5. **Developing critical thinking skills:** The training program will encourage participants to think critically about data and to develop analytical skills that can be applied to real-world problems.
6. **Developing problem-solving skills:** The training program will provide participants with the tools and techniques needed to solve data analysis problems and to make informed decisions based on their analysis.
7. **Enhancing productivity:** Participants will learn how to use Excel to increase their productivity and to save time when working with data.

Course Content

The course content of the training program on "Mastering Excel for Data Analytics" has been designed in a way in order to equip the participants with a solid foundation in Excel's data analysis tools and techniques, as well as the best practices for data analysis. The following modules will be covered during the 4 days of training programme powered by hands-on learning experience:

1. **Introduction to Excel**: Overview of Excel interface, basic functions, tabs, ribbons, inserting, deleting, merging of rows and columns.
2. **Data Entry, Formatting and Arithmetic**: Techniques for efficient data entry, formatting data- date, currency, number and text, table, borders, alignment and arithmetic calculations.

3.	**Data Cleansing**: Techniques for cleaning and preparing data for analysis, handling missing data, removing duplicates.

4.	**Data Analysis Tools**: Overview of Excel's data analysis tools, sorting, filtering, logical functions, data validation-drop down list and Advanced Excel functions - working with lookup, Vlookup, Hlookup, index and match, IF Statements and Logical functions.

5.	**Data Summarization and Visualization**: Pivot table, slicer, timeline, pivot charts, techniques for creating charts, graphs, and other visualizations to communicate insights.

6.	**Statistical Analysis**: Central tendencies- Mean, Median and Mode using MS Excel, Dispersion- Variance, standard deviation and coefficient of variation, hypothesis testing, Correlation and Regression for Predictive modeling. Quality Assurance and Error Checking in Data Analysis

7.	**Macros and Automation**: Techniques for automating repetitive tasks and creating custom macros, VBA.

8.	**Advanced Formulas and Functions**: Advanced formulas and functions to perform complex calculations, data manipulation, power query.

9.	**Hands-on project for real word applications** - Practicing various case studies based on company's data and getting insights from that data.

Learning Outcomes

By the end of the training programme, the participants will be able to analyze large sets of data using Excel, make informed decisions based on that analysis, and communicate insights to others in a clear and concise manner. In brief, the participants will be equipped with the following skills and knowledge to perform the various functions:

1.	Ability to effectively use Excel for data entry, formatting, and formula creation.

2.	Understanding of data analysis techniques such as sorting, filtering, pivot tables, charts and graphs, and advanced statistical analysis.

3.	Ability to identify patterns and trends in data, and to draw insights and conclusions from that data.

4.	Development of critical thinking and problem-solving skills related to data analysis.

5.	Ability to leverage Excel's features and functions to analyze historical data, identify patterns, and make predictions about future trends.

6.	Enhanced productivity and time-saving skills related to working with data in Excel.

7.   Understanding of best practices for data analysis using Excel, including data cleaning, validation, and documentation.

Certification

Certificate will be issued by NSIC -TSC (National Small Industries Corporation - Technical Services Centre, Okhla), A Government of India Enterprise, under Ministry of Micro, Small and Medium Enterprises.

Who should attend

The programme can be attended by all who consider Data analysis and/or analytics as a next logical move to enhance their careers. The programme is immensely useful for:

1.   Any graduate from commerce, science and engineering streams
2.   Freshers/ Students from any stream
3.   Management/Business professionals
4.   Data analysts
5.   Entrepreneurs and small business owners for decision making
6.   Researchers
7.   Anyone interested in data analysis

Limited number of participants will be allowed for the training programme. All participants are required to bring their own laptop.

Benefits of attending the Training programme

Attending a training program on "Mastering Excel for Data Analytics" can provide numerous benefits to participants including improved Data analysis skills, career advancement and networking opportunities. Overall, attending this training program can improve career prospects of the participants and increase confidence in working with data using Excel.

Fees

The fees of the 4 Days Online Professional Certification Training programme on "Mastering Excel for Data Analytics" for College/University students is **₹ 3,500 per participant (inclusive of all).** This is inclusive of Training fees, Capstone Project, Course material in soft copy, study material and certificate issued by NSIC -TSC (National Small Industries Corporation - Technical Services Centre, Okhla), A Government of India Enterprise, under
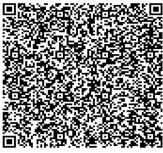
Ministry of Micro, Small and Medium Enterprises. The same Professional Training Programme is conducted for the professionals and general public at ₹ 6,000 per participant.

Note - The Professional Certification Training programme on "Mastering Excel for Data Analytics" is conducted by NSIC-TSC in partnership with its Technical Skill Partner BloomAge Skill India (BSI).

Scan the given QRCode to pay the fees of ₹ 3,500 for 4 Days Online Professional Certification Training programme on "Mastering Excel for Data Analytics"

bloomage skill india

VPA: 9818085814@kbl

SCAN QR CODE TO PAY

Registration

Please scan the QR Code to fill the registration form:

Alternatively, the participants can fill and submit the Registration form through the following link: https://forms.gle/Jarm58KiRx95RJXY9

The registered participants will be added to Whatsapp group for regular updates and information.

Contact Details

For more details, contact Ms. Parul Puri, Project Coordinator and an Accredited Master Trainer from Government of India.

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Venue: Zoom Video