ABOUT RAM LAL ANAND COLLEGE

COURSE DURATION

40 hours [3 Hours, 3 days a week from 25th June 2021 – 21st July 2021]

PRE-REQUISITES

Beginner Friendly Course No prior knowledge required
For hands-on experience students can also work with their smartphone /laptop/PC

Registration Details:

Click Here To Register
We request you to register on or before 22nd June 2021. Only the students of RLA College can avail this course.

FEES -Free of Cost

Ram Lal AnandCollege was foundedin the year 1964 by Late Shri Ram Lal Anand, a senior advocate in the Supreme Courtof India, in response to the growingsocial demand in the sixties for providing educational opportunities at the university level. The college was initially managed by the Ram Lal Anand CollegeTrust. It was later taken over by the University of Delhi. Since 1973, it has been run by the University of Delhi as a University Maintained Institution. The collegeis located in the picturesque surroundings against the backdrop of the Aravali ranges in the neighborhood of the South Campus of the University of Delhi and several other educational institutions. It has a vast campus, spread over ten acres of land with green lawns and elegant buildings of much sprawling architectural merit. The college has excellent infrastructure, with state of the art Laboratories, Seminar room, Amphitheatre, Library, Playground and Cafeteria. The campus is Wi-Fi enabled. Being a multi-disciplinary, co-educational institution it has approximately 2500 students pursuing different courses in Arts, Commerce and Science streams. Ram Lal Anand College is administered by a statutory Governing Body as per the University Ordinances and legislated by the Executive Council of the University of Delhi

RAM LAL ANAND COLLEGE

UNIVERSITY OF DELHI

BENITO-JUAREZ MARG, NEW DELHI - 110021
WEBSITE-HTTPS://RLACOLLEGE.EDU.IN

Department of Computer Science
Presents
Certificate Course
On

ADVANCE EXCEL AND DATA ANALYSIS USING EXCEL

In assossication with Innovians Technologies
(ISO 9001:2015 Certified) (Unit of PRATS Technologies Pvt. Ltd.)

25th June 2021- 21st July 2021

What is advance Excel and Data Analysis using Excel ?

Data Analysis with Excel is a comprehensive tutorial that provides a good insight into the latest and advanced features available in Microsoft Excel. It explains in detail how to perform various data analysis functions using the features available in MS-Excel.

COURSE OBJECTIVES

On the successful completion of this course, participants will be able to:

- Describe how Data Analysis work.
- Manipulate data with relational database.
- Explore themselves and find if they can pursue a career of Analyst too.
- Learn all data preprocessing tips and tricks.
- Add a demanding skill to theirskill-set.

Why is this course important?

Microsoft Excel spreadsheet software has become an integral part of most business organizations across the world. MS Excel is used for various purposes by business establishments. Some organizations use this spreadsheet software for generating memos, track sales trends, and other business data. Microsoft Excel spreadsheets software come with million rows of data and automate number crunching. MS Excel has a simple interface that allows users to easily understand this software and also perform basic activities.

Course Outline

MODULE 1 (INTRODUCTION TO MS EXCEL)

- Formatting Cells
- Editing and Deleting Data o Inserting,
- Wrap Text and Alignment
- Merging Cells; Applying Themes and Styles
- Moving, Copying, Inserting, Deleting and Locking Sheets;
- Multiple Worksheets
- Zoom and Freeze
- Printing; Headers,
- PDF and CSV Formats

MODULE 2 (ADVANCED EXCEL)

- Selecting Data, Positioning and Printing Charts
- Sorting ,Filtering, Tables
- VLOOKUP
- MACROS
- Text Function
- Date and Time Functions
- Logical Functions
- Financial Analysis Case Study - Part
- Formula Base Formatting
- Quick Analysis Tool
- Adding and Formatting Shapes, Picture, Clip Art, WordArt

MODULE 3 (DATA ANALYTICS)

- Data Analysis using Excel
- Overview of Data Analysis using Excel
- Data Cleaning & Preparing Tools
- Conditional, Statistical, Financial Functions
- Pivot Tables for Data Analysis
- VLOOKUP for Exact & Approximate Match
- Charts for Data Analysis (Waterfall, Pivot etc)
- Visualize Data

Dr. Rakesh Kumar Gupta
Principal, Ram Lal Anand College
University of Delhi

Dr. Vandana Gandotra
Associate Professor, Dept.of CS, Convener

Dr. Neeraj Kumar Sharma
Associate Professor, Dept.of CS, Convener

Coordinators/Resource Person :
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**For any query,
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