

Certification in data visualisation using MS Excel



Data may be just another word for information. However, it only calls for the right processes to convert this data into useful insights for business growth. These insights inform you about the past performance of the business as well as play a key role in forecasting its future. To gain a deeper understanding of how business operations affect performance, data analysis and data visualisation are the key methods. While data analysis helps you in exploring and examining data, data visualisation helps you in presenting the result of data analysis using visuals like charts.

As a result, data analytics and visualisation are two of the most sought-after skills for high-paying positions with promising future growth. Despite the availability of different platforms in the analytics field, Microsoft Excel is a great option as it offers a variety of tools for creating visualisations other than charts.

LeaminGT is pleased to announce the launch of its training programme called Certification in Data Visualisation using Microsoft Excel. This course provides a comprehensive understanding of the various tools and techniques of MS Excel used in analysis and visualisation.



Programme objectives



To acquaint the participants with the tools and techniques for working effectively on MS Excel.



To train them in logical thinking and make them understand how to model a real-world problem in a spreadsheet.



To provide clarity on the concepts of handling an extensive amount of data and derive logical conclusions.



To teach participants how to present the data robustly and dynamically using charts leveraging form control objects.



To help the participants develop skills related to VBA macros and build flexible charts and automated reports.



Programme deliverables

- 20 hours of learning content - Live online sessions
- Access to Grant Thornton-LMS for one year
- Essential course material
- Quiz and final assessment
- Post-training support
- Certificate of completion post assessment



Who should attend?

- Business analysts
- Entrepreneurs
- Students
- Data scientists
- Business intelligence managers
- Professionals
- Project managers

Course outline

Brush-up of MS Excel tools

- Understanding cell referencing, conditional formatting including data bars
- Defining and using range names
- Creating in-cell drop-down using data validation
- Working with lookup functions (conventional VLOOKUP vs new-age XLOOKUP)
- Logical and conditional functions (IF, IFS, COUNTIFS, SUMIFS, AVERAGEIFS, MAXIFS, MINIFS)
- Working with dates (DAY, DATE, MONTH, YEAR, YEARFRAC, EDATE, EOMONTH)
- Text-based functions (LEFT, RIGHT, MID, LEN, FIND, SEARCH, TEXT, TEXTBEFORE, TEXTAFTER, TEXTSPLIT, TEXTJOIN)
- Getting the largest and smallest value from a list (LARGE, SMALL)

Charts and form controls

- Data presentation through different types of charts including column charts, bar charts, line charts, pie charts, doughnut charts, and waterfall charts.
- Combining different charts together and using a secondary axis.
- Using form controls including a combo box and an option button to create flexible charts.

Pivot tables, slicers, and timelines

- Using Pivot tables to manage data
- Grouping data in Pivot tables
- Inserting slicer and timeline
- Including data composition for better analysis
- Adding calculated fields
- Using the Pivot table output for creating dashboards

VBA macros

- Macros overview including record macro and deciphering code
- Saving MS Excel file with the appropriate file type to store VBA code
- Writing VBA code including sub-procedure and function procedure
- Using InputBox for getting user inputs and MsgBox for displaying outputs
- Conditional statements and creating customised functions
- Application of loops and building flexible charts using the check box form control
- Understanding event-driven codes to build automated reports



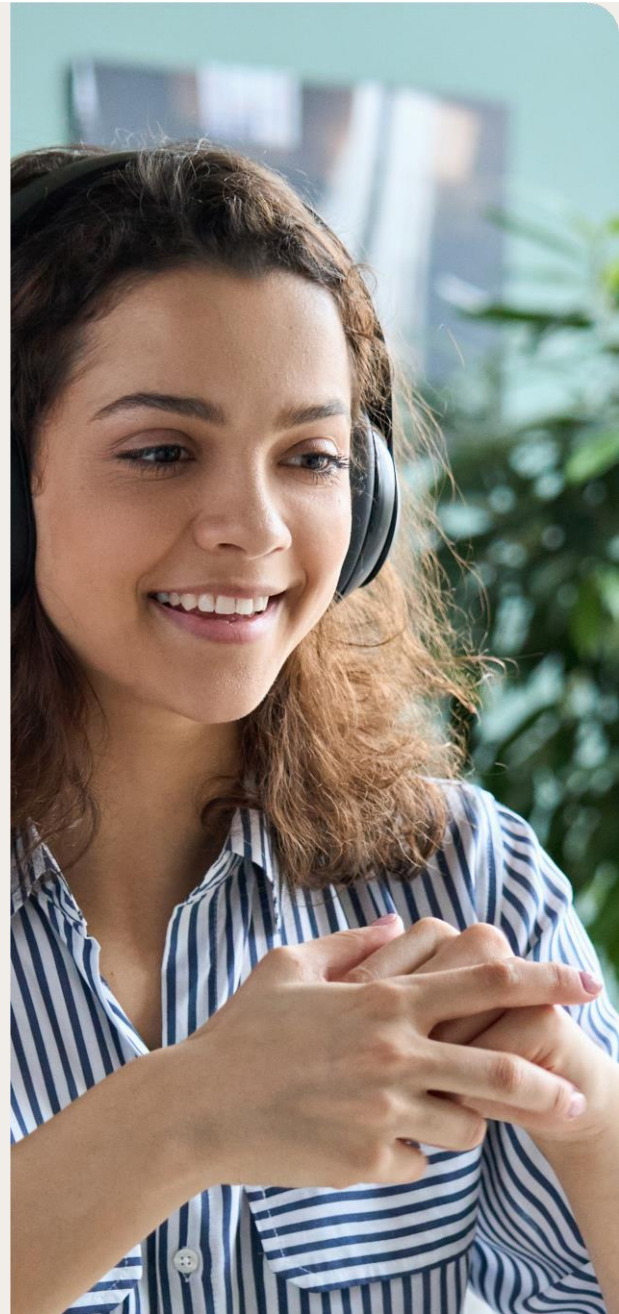
Programme schedule: Online go-live dates

26th August

27th August

2nd September

3rd September



Programme fee:

INR 10,000

plus taxes

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