



Data Analytics Training Program





Hottest Job of the 21st Century

In 2026 global estimate calls for 2.7 million job postings for analytics & business analyst roles.

50% data analyst & business analysts need to have a BI software expertise.

By 2030, India willface a demand supply gap of 2,00,000 data analytics professionals

37% annual growth for data analyst till 2028.

Source: LinkedIn Emerging Jobs Report

Program Benefits

- + Industry Relevant Curriculum
- + Live Online Sessions
- + Get Live Session Recordings
- + Full Fledged Practical Lectures
- + No Leave to Studies, work, or Travel
- + Its 3 Month Training Program



Mrs. Sneha More

Founder Xcellence India



Basic To Advanced Excel, Excel MIS, Dashboard & Power Query Curriculum

Sections	Contents
Section 1(Microsoft Excel Fundamentals)	❖ What is Spreadsheet?
	❖ Launching Excel
	❖ Excel Rows and Columns
	❖ Microsoft Excel Startup Screen
	❖ Customizing the Excel Quick Access Toolbar
	❖ Understanding the Structure of an Excel Workbook
	❖ Saving an Excel Document
	❖ Opening an Existing Excel Document
Section 2(Entering and Editing Text and Formulas)	❖ Entering Text to Create Spreadsheet Titles
	❖ Working with Numeric Data in Excel
	❖ Entering Date Values in Excel
	❖ Working with Cell References
	❖ Creating Basic Formulas in Excel (SUM)
	❖ Relative Versus Absolute Cell References in Formulas
	❖ Understanding the Order of Operation
Section 3(Working with Basic Excel Functions)	❖ The structure of an Excel Function
	❖ Ranged Formula Syntax
	❖ Simple Formula syntax
	❖ Writing Formula
	❖ Formula Auto Correct and Auto Calculate
	❖ Using the AutoSum Command
	❖ Excel's AutoSum Shortcut Key(Alt+M+U)
	❖ Working with the SUM() Function
	❖ Working with the MIN() and MAX() Functions
	❖ Working with the AVERAGE() Function
❖ Working with the COUNT() Function	
❖ Adjacent Cells Error in Excel Calculations	
Section 4(Working with clipboard Group and Font Group)	❖ Working with Copy, Cut and paste special Data
	❖ Working with format Painter single click or double click
	❖ Formatting font Formatting command
	❖ How to apply Borders and More Borders
	❖ Changing background color
Section 5(Formatting data by using alignment and number Group)	❖ Applying alignments, orientation
	❖ Adjusting data by using Wrap Text
	❖ Formatting Data as Currency Values
	❖ Formatting Percentages
	❖ Applying different Date formats
	❖ Merging and Centering Cells
	❖ Creating Data Bar,Color scales , Icon sets



Sections	Contents
	<ul style="list-style-type: none"> ❖ Creating new Rule and Manage Rule ❖ Working with Format as Table ❖ Apply Different cell styles ❖ Merging Cell Styles and create new styles
Section 7(Working with cells Group from Home Tab)	<ul style="list-style-type: none"> ❖ Inserting Rows, Column, and cells ❖ Inserting worksheet ❖ Deleting Rows, Column and cells ❖ Deleting worksheet ❖ Increasing Row High and Column Width ❖ Hide and unhide Rows and columns ❖ Renaming and Moving , copying sheet ❖ Protecting sheet by using password ❖ How to unlock specific cells
Section 8(Working with Editing Group)	<ul style="list-style-type: none"> ❖ Basic Function SUM, MIN,MAX,AVERAGE,COUNT) ❖ Using fill Option ❖ Using clear option ❖ Working with sort and filter option ❖ Using find and replace option ❖ Go to Option ❖ Special Go to Option
Section 9 (Inserting Images and shapes into an Excel)	<ul style="list-style-type: none"> ❖ Inserting Images ❖ Inserting Excel Shapes ❖ Formatting Excel Shapes ❖ Working with Excel SmartArt
Section 10(Working with Excel Templates)	<ul style="list-style-type: none"> ❖ I) Opening an Existing Template ❖ II) Creating a Custom Template ❖ III) Excel Template Quiz
Section 11(Excel List Function)	<ul style="list-style-type: none"> ❖ I) Introduction to Excels Function: DSUM() ❖ II) Excel DSUM Function Single Criteria Continued ❖ III) Excel DSUM Function with OR Criteria ❖ IV) Excel DSUM Function with AND Criteria ❖ V) Excel Function: DAVERAGE() ❖ VI) Excel Function: DCOUNT() ❖ VII) Excel Function: SUBTOTAL() ❖ VIII) List Function Quiz
Section 12(Working Defined Names Group, Calculation and Formula Auditing)	<ul style="list-style-type: none"> ❖ Name Manager ❖ Define Name ❖ Use in Formula ❖ Trace precedent ❖ Trace Dependent



Sections	Contents
	<ul style="list-style-type: none"> ❖ Evaluate Formula ❖ Show Formulas ❖ Watch Window ❖ Calculation Sheet and Calculate Now ❖ Calculation Option ❖ II) Editing an Excel Name Range
<p style="text-align: center;">Section 13(Working with Excel Conditional Function)</p>	<ul style="list-style-type: none"> ❖ III) Using Excel's IF() Function ❖ IV) Excel's IF() Function with a Name Range ❖ V) Nesting Functions with Excel ❖ VI) Nesting Excels AND() Function within the IF() Function ❖ VII) Using Excel's COUNTIF() Function ❖ VIII) Using Excel's SUMIF() Function ❖ IX) Using Excel's IFERROR() Function
<p style="text-align: center;">Section 14 (Working with Financial Function)</p>	<ul style="list-style-type: none"> ❖ PMT,IPMT,PPMT Function ❖ DB Function ❖ IRR Function ❖ NPV Function ❖ RATE Function ❖ PV Function ❖ RECEIVED Function
<p style="text-align: center;">Section 15 (Working with Text Function)</p>	<ul style="list-style-type: none"> ❖ LOWER,UPPER,PROPER Function ❖ CONCATENATE ❖ TRIM ❖ LEFT ❖ RIGHT ❖ MID ❖ REPT ❖ LEN ❖ REPLACE& SUBSTITUTE ❖ FIND & SEARCH
<p style="text-align: center;">Section 16 (Working with Logical Function)</p>	<ul style="list-style-type: none"> ❖ AND Function ❖ FALSE Function ❖ IF Function ❖ IFERROR Function ❖ IFNA Function ❖ NOT Function ❖ OR Function ❖ TRUE Function
	<ul style="list-style-type: none"> ❖ Today, Now Function



Sections	Contents
Section 17 (Working with Date and Time Function)	❖ DAY, MONTH, YEAR Function
	❖ DATE, DATEDIF, DATEADD Function
	❖ EOMONTH, WEEKDAY Function
	❖ WEEKNUM Function
	❖ NETWORKDAYS Function
	❖ EDATE Function
	❖ DAYS360 Function
Section 18 (Working with LOOKUP Function)	❖ LOOKUP Function
	❖ XLOOKUP Function
	❖ VLOOKUP Function
	❖ HLOOKUP Function
	❖ MATCH Function
	❖ INDEX Function
	❖ Nested LOOKUP Functions
Section 19 (Working with Mathematical Function)	❖ SUMIF Function
	❖ SUMPRODUCT
	❖ CEILING Function
	❖ FLOOR Function
	❖ MOD Function
	❖ ROUND Function
	❖ ROUNDUP Function
	❖ ROUNDDOWN Function
❖ SUBTOTAL Function	
Section 20 (Working with Statistical Function)	❖ MIN,MINA Function
	❖ MAX,MAXA Function
	❖ LARGE Function
	❖ COUNT,COUNTA, Function
	❖ CLOUNTBLANK Function
	❖ COUNTIF Function
	❖ AVERAGE Function
	❖ AVERAGEIF Function
	❖ MEDIAN Function
❖ MODE Function	
Section 21(Working with Hyperlink option)	❖ Existing file or web page
	❖ Place in this document
	❖ Create New Document
	❖ Email Address
Section 22 (Working with Page Layout Tab)	❖ Viewing your Document in Print Preview
	❖ Changing the Margins, Scaling and Orientation
	❖ Excel Worksheet Margins



Sections	Contents
	<ul style="list-style-type: none"> ❖ Working with Page Layout View ❖ Adding Header and Footer Content ❖ Printing a Specific Range of Cells ❖ Printing an Excel Worksheet Quiz
<p>Section 23(Working with different Formulas)</p>	<ul style="list-style-type: none"> ❖ How to make Marksheet ❖ All types of grade formulae in marksheet ❖ How to Calculate Simple Interest Formula ❖ How to Calculate Compound Interest Formula ❖ Price List (How to Calculate Discount)
<p>Section 24(Creating Basic Charts in Excel)</p>	<ul style="list-style-type: none"> ❖ Creating an Excel Column Chart ❖ Working with the Excel Chart Ribbon ❖ Adding and Modifying Data on an Excel ❖ Formatting an Excel Chart ❖ Moving a Chart to another Worksheet ❖ Working with Excel Pie Charts
<p>Section 25(Creating all types of Charts) Part 1</p>	<ul style="list-style-type: none"> ❖ Column Chart ❖ Line Chart ❖ Pie Chart ❖ Bar Chart ❖ Area Chart ❖ X Y Scatter Chart ❖ Map Chart ❖ Stock Chart
<p>Section 26(Chart Part 2)</p>	<ul style="list-style-type: none"> ❖ Surface Chart ❖ Radar Chart ❖ Treemap Chart ❖ Sunburst Chart ❖ Histogram Chart ❖ Box & Whisker Chart ❖ Waterfall Chart ❖ Funnel Chart ❖ Combo Chart
<p>Section 27 MIS (Part 1)</p>	<ul style="list-style-type: none"> ❖ Pivot Table Introduction ❖ Pivot Table and Charts ❖ Working with PivotTable Design Tab ❖ Inserting slicer ❖ Working with Slicer Tab
<p>Section 28 MIS (Part 2)</p>	<ul style="list-style-type: none"> ❖ Time In Pivot Table ❖ Get Pivot Data in Excel ❖ Pareto Chart in Excel



Sections	Contents
	<ul style="list-style-type: none"> ❖ Infographic Chart in Excel ❖ Trend Chart Using SUMIF Formula ❖ MAP Chart using XY Scatter Chart
Section 29 MIS (Part 3)	<ul style="list-style-type: none"> ❖ Key Performance Indicator in Excel ❖ Chart With Hyperlink ❖ Chart with Conditional Formatting ❖ Create Bar Charts with Picture ❖ Spedo Meter Chart in Excel 1-1 ❖ See Saw Comparison Chart 1-1
Section 30 (Part 4)	<ul style="list-style-type: none"> ❖ Hyperlink with column and Pie Chart ❖ Male Female Comparison Chart ❖ Create Dynamic Month Dashboard on Days Wise Report ❖ Sales Ranking Dashboard 1-1 ❖ Create Weekly Sales Dashboard Using List Box 1-1 ❖ Create Year Wise Report Using Vlookup,Match,Index 1-1 ❖ Create Dashboard Using VLOOKUP,INDEX,COUNTIF
Section 31 (MIS Dashboard Projects)	<ul style="list-style-type: none"> ❖ Amazing Dashboard Project 1 ❖ Time Dashboard Project 2 ❖ Gantt Chart With Conditional Formatting
Section 32(Importing and Exporting Data)	<ul style="list-style-type: none"> ❖ Importing Data from Text Files ❖ Importing Data from Microsoft Access ❖ Importing Data from Picture ❖ Importing Data from Table/Range ❖ Importing Data from Web
Section 33 (Working with Sort & Filter Group)	<ul style="list-style-type: none"> ❖ Sorting data with Ascending and Descending ❖ Custom Sort ❖ Filter data ❖ Advanced Filter Data ❖ Text to Columns Data ❖ Flash Fill (Ctrl+ E) ❖ Remove Duplicate
Section 34 (Working Data Validation Rules)	<ul style="list-style-type: none"> ❖ Whole Number Rule ❖ Decimal Number Rule ❖ Creating List ❖ Date Rule ❖ Time Rule ❖ Text length Rule ❖ Custom
Section 35 (Working with Summarize Data)	<ul style="list-style-type: none"> ❖ Consolidate ❖ What If Analysis



Sections	Contents
	<ul style="list-style-type: none"> ❖ Goal Seek ❖ Data Table ❖ Group Data ❖ Ungroup Data ❖ Subtotal
Section 36 (Working with Review Tab)	<ul style="list-style-type: none"> ❖ Workbook Statistics ❖ Spelling Check ❖ Adding Comments ❖ Protect Sheet ❖ Protect Workbook
Section 37 (Working with view Tab)	<ul style="list-style-type: none"> ❖ Different Workbook Views ❖ Zoom Group ❖ Window Group ❖ Freeze Panes ❖ Freeze Top Row ❖ Freeze First Column ❖ Hide and Unhide Workbook ❖ Switch Window
Section 38 (Automating repetitive Task in Excel with Macros)	<ul style="list-style-type: none"> ❖ Understanding Excel Macros ❖ Activating the Developer Tab in Excel ❖ Creating a Macro with the Macro Recorder ❖ Editing a Macro with VBA ❖ Creating Buttons to Run Macros
Section 39 (Working with Power Pivot)	<ul style="list-style-type: none"> ❖ Introduction of Power Pivot ❖ Enable Power Pivot Add-in ❖ Sample Files Overview ❖ Create Data Model ❖ Define Relationship ❖ Calculations ❖ Measures
Section 40(Power Query Part 1)	<ul style="list-style-type: none"> ❖ Introduction and Installation ❖ Create Connections with Excel Table 2 ❖ Create Connection with Text File and Access Database ❖ Reconnect Data in Power Query
Section 41(Power Query Part 2)	<ul style="list-style-type: none"> ❖ Create Pivot Table on Text File Data ❖ Merge Multiple Sheets Using M-Language-1 ❖ Create Tables on Multiple Sheets ❖ Close and Load to Explain - Home tab - Query Group ❖ Home Tab - Manage Column And Rows Group -1
Section 42 (Power Query Part 3)	<ul style="list-style-type: none"> ❖ Home Tab - Split Column into rows and columns



Sections	Contents
	❖ Power Query - Home Tab - Group by using Basic and Advance Option
	❖ Home Tab - Data type - Replace Values
	❖ Transform data Vertically
	❖ Combine 1000+Tables with 1 Function
Section 43 (Power Query Part 4)	❖ Alter options of Vlookup inside Powerquery
	❖ Multiple Columns Lookup-1
	❖ Remove Weekends and Holidays
	❖ Calculate Age with simple Method
	❖ Calculate Task Timings
Section 44(Power Query Part 5)	❖ Add Column Date Options in Detail
	❖ Time and Duration Options in Details
	❖ Transform Raw Data - Real Job Query
	❖ Few Clicks To Get Trim, Proper case And Merge Data-1
Section 45 (Power Query Part 6)	❖ Merge Workbooks and Create Pivot-1
	❖ Merge Workbooks with File Name As Column-1
	❖ Raw Data to Pivot
	❖ Merge Vs Append (1)
	❖ Custom Calendar



Power BI Curriculum

Sessions	Contents
Session 1	Power BI Desktop Installation
	Import Dataset
	Make the first Visual
	Use of filters
	Save Report
Session 2	Formatting (Color, Size,Label)
	Change Data, Background
	Apply Border
	Working with Data
	Tooltip
	Insert Visual
	Publish the Report
Session 3	Data Preview
	Combine Reports
	Arranging Charts
	Work with Data



Sessions	Contents
	+ Date Hierarchy
	+ Data Slicer
	+ Table Visual
Session 4	+ Matrix Visualization
	+ Structuring Data
	+ Row Headers
	+ Formatting Values
	+ Sub-Category
	+ Copying Visual
	+ Creating Map Charts
Session 5	+ Join
	+ Inner Join
	+ Left Outer Join
	+ Right Outer Join
	+ Join Data/Table
	+ Power Query Editor
	+ Merging Table



Sessions	Contents
	✚ Donut Charts
	✚ Count and Count Distinct
	✚ Add Conditional Column
Session 6	✚ DAX Function
	✚ Round Function
	✚ Find Length of any Column
	✚ Assignment
Session 7	✚ Types of Data
	✚ Import New Dataset
	✚ Cleaning Data
	✚ Different Between Structured Data and Unstructured Data
	✚ Convert Unstructured Data to Structured Data
	✚ Remove Top and Bottom Rows
	✚ Remove Null Values & Error
Session 8	✚ Making Calculated Column – DAX
	✚ Change Data into Reports
	✚ Measures & Create Measures



Sessions	Contents
	<ul style="list-style-type: none"> Quick Measures
	<ul style="list-style-type: none"> Make Column using “if else” Condition-DAX
Session 9	<ul style="list-style-type: none"> Sales Analysis Dashboard
	<ul style="list-style-type: none"> Making Different Pages
	<ul style="list-style-type: none"> Making Different Reports
	<ul style="list-style-type: none"> Make Different Background
Session 10	<ul style="list-style-type: none"> Area
	<ul style="list-style-type: none"> Count & Count Distinct
	<ul style="list-style-type: none"> Q & A
	<ul style="list-style-type: none"> Card Visual
	<ul style="list-style-type: none"> Stack Column
	<ul style="list-style-type: none"> Map Visual
Visual 11	<ul style="list-style-type: none"> KPI Visual
	<ul style="list-style-type: none"> IF-ELSE Condition-Advanced Dax
	<ul style="list-style-type: none"> Tracking Performance
	<ul style="list-style-type: none"> Analytics Pane
Session 12	<ul style="list-style-type: none"> Generate Microsoft Account



Sessions	Contents
	+ Power BI Service
	+ Login Using Microsoft Account
	+ Map Visual
	+ Import Data-Power BI Service
Session 13	+ Make Analytical Dashboard
	+ Apply filters on Specific Visual
	+ Manage Role
	+ Tooltip Visual
	+ Make Report
Session 14	+ Sign in Power BI
	+ Difference Between Reports and Dashboard
	+ Publish Report in Power BI
	+ Share Dashboard & Reports-Dynamic and Static
Session 15	+ How to Export Power BI Report to Power Point
	+ Power BI Architecture
	+ Features of Power BI like Data Scheduling and Refreshing, Options to share the reports (QR Code Via Mail)



Sessions	Contents
Session 16	✚ Reports and Dashboard
	✚ Real Time Scenarios
	✚ Assessment and Project
Session 17 (Part 1)	✚ M-Query Introduction
	✚ M-Code
	✚ M-Code Practical Industry Use
	✚ Power BI Advance M-Code
Session 17 (Part 2)	✚ Advanced Data Modelling
	✚ Cross Filter Direction – Data Modelling
	✚ Active & Inactive Relationship
Session 18	✚ Dashboard Power BI
	✚ Data Table Power BI
	✚ Automate Data Table
	✚ M-Code Data Table
Session 19	✚ DAX
	✚ Interaction Function
	✚ Aggregation Functions



Sessions	Contents
	Advanced DAX Functions
Session 20	Advanced Visuals Power BI
	Multi Row Visual
	Animated Bar Chart Visual
Session 21	Drill Up
	Drill Through
	Drill Up VS Drill Through
	Word Cloud Visual
Session 22	Advanced Bookmarks
	Practical Exposure
	Bookmarks Grouping and Ungroup
	Apply Bookmarks on Buttons
Session 23	Advanced Parameters
	Edit Parameters
	Small Multiplies
	Home Button in Reports
	Manage Roles



Sessions	Contents
Session 24	✚ Enter Data in Power BI
	✚ Make Reports on that Data
	✚ Auto Refresh in Power BI
	✚ Custom Visuals
	✚ Advanced Donut & Pie Charts
	✚ Automatic Top/Bottom Filters
Session 25	✚ Connection with Google Sheet
	✚ Automatic Refresh Data
	✚ Google Sheet auto refresh in Power BI
Session 26	✚ KPI Visual
	✚ Target v/s Actual KPI Visual
	✚ Power BI Services
	✚ Row Level Security
	✚ Manage Roles/Views
Session 27	✚ Advanced DAX
	✚ Data Sorting (Jan-Dec)
	✚ Introduction to SQL Server Management Studio



Sessions	Contents
Session 28	✚ SSMS/SSAS/SSIS/SSRS
	✚ Users of the same
	✚ Connection Power BI to SQL
	✚ Import Query
	✚ Direct Query
	✚ Assessment
Session 29	✚ Import DAX Functions
	✚ Date & Time Intelligence
	✚ Functions LinkedIn Analysis
	✚ Real Time Dashboard
	✚ How to Download LinkedIn Live Data
Session 30	✚ Excel Automation
	✚ XML Automation
Session 31	✚ Converts Data Labels into Lakhs and Crores
	✚ Data Label Customization
Session 32	✚ Power BI Updation
	✚ Power BI Updated Features



Sessions	Contents
Session 33	+ Power BI Guide-Helpful for Interview Prospective
	+ Sample Real Time Project
Session 34	+ Row Level Security (RLS)
	+ Manage Roles
	+ Scheduling and Refreshing
Session 35 -40	+ Resume Building
	+ Interview Question
	+ Profile Optimization
	+ Job Assistance

For Any Doubts & Support

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