



mynt.
MY NEXT THING

ms excel

Introduction to Analytics via MS Excel

23 NOV TO 1 DEC , 2019 | 3 PM TO 6 PM

WEEKENDS ONLY

MYNT XLC II, VASANT VIHAR

FACILITATOR : SAJAL AGARWAL

PRICE: RS 4,000 ++



capsule overview

Did you know that 16% of the world's population uses Excel? In this introductory course to MS Excel, participants will explore the foundations data analysis while getting comfortable with this widely used software. They will get information on the critical elements of spreadsheets and learn nifty shortcuts used widely while gaining knowledge by solving real world problems.

After successful completion of this capsule, participants can expect to have a strong base to work efficiently on existing worksheets while being able to create a dashboard from scratch. Participants would also be able to manifest data at one place from various cells, sheets or from another workbook apart from creating and using formulas to help them in their analysis.

Who is this for :

- ▶ For students finishing graduate / post graduate courses. This course will accelerate your career, no matter whether you wish to get a job or start your own company!
- ▶ For young professionals, working for 2-3 years, seeking to better analyze their own workings / organise their data sets to get meaningful information in order to improve their performance.
- ▶ For professionals looking to add to their analytics knowledge by understanding shortcuts / tips about Ms. Excel.

facilitator & mentor

SAJAL AGARWAL

DATA SCIENTIST

TATA CONSULTANCY SERVICES

Sajal Agarwal is an analytics consultant with a decade long experience in creating and managing business intelligence tools across FMCG, retail, aviation and hospitality industries. A postgraduate in the field of Applied Statistics and having completed the R Programming certification from Indian Institute of Technology, Madras, Sajal has garnered a reputation for being a result-oriented individual who is receptive to the goals of the project / organization assigned to him.

His range of work extends from pre-feasibility of projects, developing predictive analysis using linear regression to creating business intelligence dashboards for top management based on key metrics.

Sajal currently works as a Data Scientist with Tata Consultancy Services based out of New Delhi.



capsule & contents

DAY 1

- ▶ Create a basic worksheet by entering text, values, and formulas.
- ▶ Change the appearance of worksheet data by using a variety of formatting techniques.
- ▶ Create formulas like VLOOKUP, HLOOKUP, INDEX, MATCH, OFFSET and by using some of Excel's built-in functions.
 - o Mathematical
 - o Logical

DAY 2

- ▶ Create formulas Cont.
 - o Text
 - o String
 - o Statistical

DAY 3

- ▶ Handling & Analysis of Data with Pivot Tables
- ▶ Filter and sort Excel data
- ▶ Plan, create and modify normal charts & dynamic Charts
- ▶ Prepare a document for printing by using a variety of printing options

DAY 4

- ▶ Participants will create a dashboard of their own and at the end of every session will solve some problems to have hands on practice with each function and methods to apply in daily use.



FAQs

Q: Who is this workshop for?

A: ▶ For students finishing graduate / post graduate courses. This course will accelerate your career, no matter whether you wish to get a job or start your own company!
▶ For young professionals, working for 2-3 years, seeking to better analyze their own workings / organise their data sets to get meaningful information in order to improve their performance.
▶ For professionals looking to add to their analytics knowledge by understanding shortcuts / tips about Ms. Excel”

Q: What will I take back from this workshop?

A: Participants will be able to analyse data through excel, make dashboards, dynamic charts, use pivot tables and with continued practice will able to crack aptitude tests designed MNCs.

Q: Will I get any notes or course material to refer back to in the future?

A: Yes, we have curated a resource library with some reading & practice material with which you can refer back to from time to time

Q: Are there any prerequisites to this capsule?

A: Participants need to be comfortable with Windows 7 (or later windows) , or OSX Platform:
- Windows, OSX Software: - Microsoft Excel 2013, Microsoft Excel 2010 (Windows) , Microsoft Excel 2011 (MAC)

PARTICIPANTS ARE REQUIRED TO BRING THEIR LAPTOPS FOR THE SESSIONS