# Data Analytics Professional



# **Course Highlights**

Modules(Total 6)

**Python** 

SQL (using MySQL)

**Statistics** 

Power BI

**Tableau** 

Adv. Excel & VBA

# **Projects(Total 3)**

- 1 Project In Python & SQL
- 1 Report In Power BI
- 1 Dashboard In Tableau

# **Duration**

**Course Duration : 6-8 Months Course Validity : 1 Year** 



# **Python**

# **Introduction To Python**

- Why Python
- Application Areas of Python
- Python Implementations
  - Cpython
  - Jython
  - IronPython
  - PyPy
- Python Versions
- Installing Python
- Python Interpreter Architecture
  - Python Byte Code Compiler
  - Python Virtual Machine(PVM)

# **Writing and Executing First Python Program**

- Using Interactive Mode
- Using Script Mode
  - General Text Editor and Command Window
  - IDLE Editor and IDLE Shell
- Understanding print() function
- · How to compile python program explicitly

# **Python Language Fundamentals**

- Character Set
- Keywords
- Comments
- Variables
- Literals
- Operators
- Reading input from console
- Type conversion

# **Python Conditional Statements**

- If Statement
- If else Statement
- If elif Statement
- If elif else Statement
- Nested If Statement

# **Looping Statements**

- While Loop
- For Loop
- Nested Loops
- Pass ,Break and Continue keywords

# **Standard Data Types**

- int,float,complex
- bool,NoneType
- str,list,tupledict
- set,frozenset

# **String Handling**

- What is string
- String representations
- Unicode String
- String Functions, Methods
- String Repetition and concatenation
- String Indexing and Slicing
- String Formatting

# **Python List**

- Creating and Accessing Lists
- Indexing and Slicing Lists
- List Methods
- Nested Lists
- List Comprehension

# **Python Tuple**

- Creating Tuple
- Accessing Tuple
- Immutability of tuple

# **Python Set**

- How to create a set
- Iteration Over Sets
- Python Set Methods
- Python Frozenset

# **Python Dictionary**

- Creating a Dictionary
- Dictionary Methods
- Accessing values from Dictionary
- Updating dictionary
- Iterating dictionary
- Dictionary Comprehension

# **Python Functions**

- Defining a Function
- Calling a Function
- Types of Functions
- Function v/s Method
- Function Arguments
  - Positional arguments, Keyword arguments,
  - Default arguments, Non default arguments,
  - Arbitrary arguments, Keyword Arbitrary arguments
- Function Return Statement
- Nested Function
- Function as argument
- Function as return statement
- Decorator function
- Closure
- map(),filter() ,reduce(),any() functions
- Anonymous or lambda Function

# **Modules & Packages**

- Why Modules
- Script v/s Module
- Importing Module
- Standard & Third Party Modules
- Why Packages
- Understanding pip utility

#### File I/O

- Introduction to File Handling
- File modes
- Functions and methods related to File Handling
- Understanding with block

# Regular Expressions(Regex)

- Need of regular Expressions
- re module
- Functions /Methods related to regex
- Meta Characters & Special Sequences

# **Object Oriented Programming**

- Procedural v/s Object Oriented Programming
- OOP Principles

- Defining a Class & Object Creation
- Inheritanc
- Encapsulation
- Polymorphism
- Abstraction
- Garbage Collection Iterator &
- Generator

# **Exception Handling**

- Difference Between Syntax Errors and Exceptions
- Keywords used in Exception Handling
  - try, except, finally, raise, assert
- Types of Except Blocks
- User-defined Exceptions

# **GUI Programming**

- Introduction to Tkinter Programming
- Tkinter Widgets
  - Tk , Label , Entry , TextBox , Buttons
  - Frame, messagebox, filedialogetc
- Layout Managers
- Event handling
- Displaying image

# **Multi-Threading Programming**

- Multi-processing v/s Multi-threading
- Need of threads
- Creating child threads
- Functions /methods related to threads
- Thread synchronization and locking

# SQL using MySQL

#### Introduction to RDBMS

- Understanding data storage options
- Relational Database (RDBMS) Concept
- Installing MySQL Server database
- MySQL editors
- Difference between SQL & MySQL

# **MySQL Data Types**

- Numeric types
- tinyint, smallint, mediumint, int, bigint, float, double, decimal

- Text types
- char, varchar, tinytext, text, mediumtext, longtext
- Date/Time types
- date, time, datetime, timestamp, year

# **MySQL Operators**

- Arithmetic operators (+ ,-, \*, /)
- Logical operators (and, or, not)
- Conditional operators (>,<,<>,=,like, between, in, is etc.)

# **MySQL CRUD operations**

- C-creating rows
- R-Retrieving (Selecting) rows
- U-Updating rows
- D-Deleting rows

# **MySQL** Constraints

- Not null, unique key
- Primary key, composite key
- Foreign key
- Default & check

# **MySQL Union & Joins**

- Union,union all,except,intersect
- Inner Join, Natural Join
- Left Join, Right Join
- Full Join, Cross Join
- Self Join

# **MySQL View**

- · creating view
- updating view
- · fetching data from view

# **MySQL Built-in Functions**

- String functions
- Aggregate functions
- Date & time functions
- Window functions

# **Working with Subqueries**

- Understanding SQL subqueries, their rules
- · Statements and operators with which subqueries can be used

- Using the set clause to modify subqueries
- Understanding different types of subqueries, such as where, select, insert, update, delete, etc.
- Methods to create and view subqueries

#### **Stored Procedures & Functions**

- Why define user defined functions
- Limitations with functions
- Understanding stored procedures and their key benefits
- Working with stored procedures
- Studying user-defined functions

# **Event Handling using Triggers**

- Understanding triggers
- Procedure versus trigger
- Why define logic inside trigger
- Types of triggers
- Old and New modifiers in trigger

# **Other Concepts**

- Query optimization using index
- Savepoint
- Rollback
- Importing/exporting database

# **Python Database Connectivity**

- Understanding driver/connector
- Creating database connection
- Understanding Cursor
- Executing queries
- Parameterized queries

# Statistics & Analysis:

#### **Introduction to Statistics**

- Types of statistics
- Use of statistics
- Measures of Central Tendency
- Arithmetc Mean
- Harmonic Mean
- Geometric Mean
- Mode
- Quartile

- Standard Deviation
- Data Distributions
- Normal Distribution
- Uniform Distribution
- Right & Left Skewed Distribution
- Hypothesis Testing
- Normality Test
- Central Limit Theorem
- Mean Test
- T-test
- Z-test
- ANOVA test
- Chi Square Test
- Correlation and Covariance

# **Numpy Library**

- Difference between list and numpy array
- Array and Matrix operations
- Array indexing and slicing

# **Pandas Library**

- Labeled and structured data
- Series and DataFrame Objects
- From excel
- From csv
- From html table
- at & iat
- · loc & iloc
- head() & tail()
- Exploratory Data Analysis (EDA)
- Data Manipulation & Cleaning
- Combining data frames
- Adding/removing rows & columns
- Sorting data
- Handling missing values
- Handling duplicate values
- Handling Data Error
- Label Encoding
- One Hot Encoding
- Handling Date and Time

# **Web Scraping**

- Introduction to html & it's tags and attributes
- Requests & beautiful soup libraries
- Understanding methods to parse data
- Static versus dynamic data in web scraping

# Data Visualization (matplotlib & seaborn libs)

- Scatter plot,lineplot,bar plot
- Histogram, pie chart
- Jointplot,pairplot,Heatmap
- Outlier detection using boxplot

# POWER BI

#### INTRODUCTION TO POWER BI

- Introduction to Power BI
- Why Power BI
- Power BI Components
- Installation of Power BI Desktop
- Understanding report,data,model & dax query views
- Page layout & Formatting
- Column chart, Pie chart, Donut chart,
- Scatter chart, Funnel chart, KPI, line chart
- Tables & matrix
- Geographical data visualization using Maps
- Use of Hierarchies in drill down analysis
- Drill through
- Page navigations
- Bookmarks
- Selection pane to show/hide visuals
- Combinations charts (dual axis charts)
- Filter pane
- Slicers
- Sync slicers
- Tooltips & custom tooltips
- Conditional formatting on visuals

#### **DAX & DATA MODELING**

- Introduction of DAX
- Why DAX is used

- DAX functions
- Calculated columns using DAX
- Measures using DAX
- Calculated tables using DAX
- Learning about table, information, logical, text, iterator,
- Date and time functions
- Introduction of relationships
- Creating relationships
- Cardinality
- Cross filter direction
- Use of inactive relationships

# **DATA TRANSFORMATION (ETL)**

- Shaping data using Power Query Editor
- Formatting data
- Transformation of data
- Understanding of Data types
- Naming conventions & best practices to consider
- Working with Parameters
- Merge Query
- Append Query
- Group by of data (aggregation of data)
- Duplicate & Reference tables
- Fill
- Pivot & Un-pivot of data
- Custom columns
- Conditional columns
- Replace data from the tables
- Split columns values
- Move columns & sorting of data
- Detect data type, count rows & reverse rows
- Promote rows as column headers

# **POWER BI SERVICE, PUBLISING & SHARING**

- Introduction to Power BI Service
- Using 3rd party party visuals
- Introduction of workspaces
- Dashboard

- Creating & Configuring Dashboards
- Dashboard theme
- Reports vs Dashboards
- Sharing reports & dashboards
- Auto refresh
- On-premises data gateway integration

# **TABLEAU**

- Tableau Introduction
- Comparing Tableau with Power bi
- Dimension & Measure
- Tableau Charts
- Tableau Filters
- Tableau Dashboards
- Tableau Story
- Calculated Fields
- Publishing Report to Server

# Advanced Excel

#### **Advanced Excel Course - Overview of the Basics of Excel**

- Customizing common options in Excel
- Absolute and relative cells
- Protecting and un-protecting worksheets and cells

# **Working with Functions**

- Writing conditional expressions (using IF)
- Using logical functions (AND, OR, NOT)
- Using lookup and reference functions (VLOOKUP, HLOOKUP, MATCH, INDEX)
- VLOOKUP with Exact Match, Approximate Match
- Nested VLOOKUP with Exact Match
- VLOOKUP with Tables, Dynamic Ranges
- Nested VLOOKUP with Exact Match
- Using VLOOKUP to consolidate Data from Multiple Sheets

#### **Advanced Excel Course - Data Validations**

- Specifying a valid range of values for a cell
- · Specifying a list of valid values for a cell
- Specifying custom validations based on formula for a cell

# **Advanced Excel Course - Working with Templates**

- Designing the structure of a template
- Using templates for standardization of worksheets

# **Advanced Excel Course - Sorting and Filtering Data**

- Sorting tables
- Using multiple-level sorting
- Using custom sorting
- Filtering data for selected view (AutoFilter)
- Using advanced filter options

# **Advanced Excel Course - Working with Reports**

- Creating subtotals
- Multiple-level subtotals
- Creating Pivot tables
- Formatting and customizing Pivot tables
- Using advanced options of Pivot tables
- Pivot charts
- Consolidating data from multiple sheets and files using Pivot tables
- Using external data sources
- Using data consolidation feature to consolidate data
- Show Value As (% of Row, % of Column, Running Total, Compare with Specific Field)
- Viewing Subtotal under Pivot
- Creating Slicers (Version 2010 & Above)

# **Advanced Excel Course - More Functions**

- Date and time functions
- Text functions
- Database functions
- Power Functions (CountIf, CountIFS, SumIF, SumIfS)

# **Advanced Excel Course - Formatting**

- Using auto formatting option for worksheets
- · Using conditional formatting option for rows, columns and cells

#### **Advanced Excel Course - Macros**

- Relative & Absolute Macros
- Editing Macro's

# **Advanced Excel Course - Whatlf Analysis**

- UGoal Seek
- Data Tables
- Scenario Manage

- Using Bar and Line Chart together
- Using Secondary Axis in Graphs
- Sharing Charts with PowerPoint / MS Word, Dynamically
- (Data Modified in Excel, Chart would automatically get updated)

#### **Advanced Excel Course - New Features Of Excel**

- Sparklines, Inline Charts, data Charts
- Overview of all the new features

# **Advanced Excel Course - Final Assignment**

 The Final Assignment would test contains questions to be solved at the end of the Course

# VBA (VISUAL BASIC FOR APPLICATION) & MACROS

#### **Create a Macro:**

- Swap Values, Run Code from a Module, Macro Recorder, Use Relative References,
- FormulaR1C1, Add a Macro to the Toolbar, Macro Security, Protect Macro.

# **MsgBox**:

MsgBox Function, Input Box Function.

# **Workbook and Worksheet Object:**

Path and Full Name, Close and Open, Loop through Books and Sheets,
 Sales Calculator, Files in a Directory, Import Sheets, Programming Charts.

# **Range Object:**

Current Region, Dynamic Range, Resize, Entire Rows and Columns, Offset,
 From Active Cell to Last Entry, Union and Intersect, Test a Selection, Possible
 Football Matches, Font, Background Colors, Areas Collection, Compare Ranges.

#### Variables:

Option Explicit, Variable Scope, Life of Variables.

#### If Then Statement:

Logical Operators, Select Case, Tax Rates, Mod Operator, Prime Number Checker,
 Find Second Highest Value, Sum by Color, Delete Blank Cells.

# Loop:

 Loop through Defined Range, Loop through Entire Column, Do Until Loop, Step Keyword, Create a Pattern, Sort Numbers, Randomly Sort Data, Remove Duplicates, Complex Calculations, Knapsack Problem.

#### **Macro Errors:**

• Debugging, Error Handling, Err Object, Interrupt a Macro, Macro Comments.

# **String Manipulation:**

• Separate Strings, Reverse Strings, Convert to Proper Case, Count Words.

#### **Date and Time:**

 Compare Dates and Times, DateDif Function, Weekdays, Delay a Macro, Year Occurrences, Tasks on Schedule, Sort Birthdays.

#### **Events:**

 Before DoubleClick Event, Highlight Active Cell, Create a Footer Before Printing, Bills and Coins, Rolling Average Table

# **Array:**

Dynamic Array, Array Function, Month Names, Size of an Array.

#### **Function and Sub:**

 User Defined Function, Custom Average Function, Volatile Functions, ByRef and ByVal.

# **Application Object:**

Status Bar, Read Data from Text File, Write Data to Text File.

#### **ActiveX Controls:**

 Text Box, List Box, Combo Box, Check Box, Option Buttons, Spin Button, Loan Calculator.

#### **User form:**

 User form and Ranges, Currency Converter, Progress Indicator, Multiple List Box Selections, Multicolumn Combo Box, Dependent Combo Boxes, Loop through Controls, Controls Collection, User form with Multiple Pages, Interactive User form









Java



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GHAZIABAD

Ghaziabad (U.P.)

1 Anand Industrial Estate

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1808/2, 2nd floor old DLF, Near Honda Showroom. Sec.-14, Gurgaon (Haryana)

#### 70-70-90-50-90

# Plot No. 366, 2nd Floor,

Kohat Enclave, Pitampura, ( Near- Kohat Metro Station) . Above Allahabad Bank, New Delhi- 110034.

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