

MS Excel ,PowerBI,Tableau

Sn o	Topic	Student Sign	Staff Sign
MS Excel			
1	Pivot table <ul style="list-style-type: none"> • What are Pivot tables • Create Pivot table • Calculation Filed 		
2	Formulas in Excel <ul style="list-style-type: none"> • Max • Min • IF/IFS • Len • Left/Right • Date To text • Tirm • Concatenate • Substitute • Sum/SumIf/SumIfs • Count/CountIf/CountIfs • Days and Networks days 		
3	XLOOKUP <ul style="list-style-type: none"> • XLookup multiple rows • Exact match • Search order ,Horizontal search • XLookup vs VLookup 		
4	Conditional Formatting <ul style="list-style-type: none"> • Overview • Colour scales ,Highlight Cells • Using a Formula • Troubleshooting • Create and Edit a rule 		
5	Charts in Excel		
6	Cleaning Data <ul style="list-style-type: none"> • Remove Duplicate • Fixing Error • Missing spaces • Identifying Issue • Delete columns • Trim data 		

Tableau			
7	Introduction <ul style="list-style-type: none"> ● What is Tableau ● Why Tableau used for? ● Tableau setup ,Tools ● How To use tableau 		
8	<ul style="list-style-type: none"> ● Create visualisation in tableau ● Time series, <ul style="list-style-type: none"> ○ Label ○ Filter ○ Highlight ○ Types of charts 		
9	<ul style="list-style-type: none"> ● Geo Maps ● Dash Borad ● StoryTelling 		
Power BI			
10	Power BI <ul style="list-style-type: none"> ● Introduction To Power BI ● Install Power BI ● Import Data ● What is Power Query 		
11	Power Query <ul style="list-style-type: none"> ● Load data using PowerQuery ● Power Query UI ● Pivoting /Unpivoting 		
12	DAX(Data Analysis eXpressions) in Power BI <ul style="list-style-type: none"> ● What is DAX ● DAX function <ul style="list-style-type: none"> ○ DAX-Count ○ DAX-Sum ○ SUM vs SUMx ○ Date Functions ○ If statement 		
13	<ul style="list-style-type: none"> ● Condition Formatting In PowerBI ● Use Grouping and Binning ● Power BI Visualization 		