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Excel

ROADMAP

FOR DATA ANALYTICS



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Phase 1 – Basic Excel Skills

Excel Interface and Basics

- Understanding the Excel interface (ribbons, menus, sheets).
- Basic operations (opening, saving and navigating workbooks).
- Data entry and formatting.

Basic Formulas and Functions

- Arithmetic operations (SUM, AVERAGE, COUNT).
- Text functions (LEFT, RIGHT, MID, CONCATENATE).
- Logical functions (IF, AND, OR, NOT).

Data Formatting

- Cell formatting (number, text, date).
- Conditional formatting and formatting tables.

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Phase 2 – Intermediate Excel Skills

Data Cleaning and preparation

- Removing duplicates.
- handling missing values.
- Data validation techniques.

Advanced Formulas and Functions

- Lookup functions (VLOOKUP, HLOOKUP, INDEX, MATCH).
- Date and time functions (TODAY, NOW, DATE, YEAR).
- Array formulas and dynamic arrays.

Data Visualization

- Creating basic charts (Line, Bar, Pie).
- Advanced charts (Scatter plots, Histograms, Pivot, Charts), sparklines and conditional charts.



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Phase 3 – Advanced Data Analysis

Pivot Tables and Pivot Charts

- Creating pivot tables.
- Customizing pivot tables fields and settings.
- Using pivot charts to visualize pivot tables data.

Data Analysis Tools

- Using the Analysis toolpak for Statistical analysis.
- Descriptive Statics (mean, median, standard , deviation).
- Regression analysis and hypothesis testing.

Advanced Data Manipulation

- Text-to-Columns and Flash Fill.
- Using Power Query for data extraction, transformation, and loading (ETL).
- Advanced filtering and sorting techniques.

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Phase 4 – Real World Application

Case Studies and Projects

- Working on real-world datasets.
- Conducting exploratory data analysis (EDA).
- Presenting data findings using Excel dashboards.

Data Reporting

- Creating Professional reports.
- Using Excel Templates for standard reports.
- Exporting and sharing Excel reports.

Integration with other Tools

- Importing data from external sources (CSV, databases, web).
- Using Excel with Power BI for advanced analytics.
- Integrating Excel with other office Tools (Word, PowerPoint).

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