

SKILLSOURCE TECHSOFT

Business Analyst

Syllabus

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○ **Basic Excel**

- Introduction of Microsoft Excel
- Microsoft Excel Screen Elements
- Excel Ribbon -File Home Insert Page Layout, Formulas, Data, Review, Moving & Selecting Cells
- Different Shortcut Keys for Excel
- Formatting Workshop, Building Formula (Simple Formula & Compound Formulas)
- Resizing Rows and Columns, Find Average Values (Average Calculation, Min, Max, Count Numbers)
- Freezing Panes, Copy Formula with AutoFill, Mode Function
- Functions, Autosum , Auto Filling Functions , Home Tab, Enter Cell Data
- Dates, Undo Data Entry, Remove Rows, Column
- Edit Delete Cell Data, Drag & Drop Data, Copy & Paste Data, Move Data
- Transpose Data, Extended Series With Autofill, Name Of Range Of Cell , Validate Data Entry
- Summarizing Array, Troubleshoot Formula Error
- Change the Cell Text Case (UPPER, LOWER, PROPER), Change Tab Colors
- Math Function (Round, Roundup, Round Down)
- Protecting Excel Data, Password Protect Work Sheet
- Applying Additional Formatting Options (Date Calculation, Format Timezone , Zipcode)
- Indent Data In Cells (Left Aligned, Right Aligned, Centered, Use Cell Style, Format Cell As A Table)
- Conditional Formatting, Add Data Visualization, Design with Graph, Managing Workbooks
- Insert Hyperlink, Changing Worksheet Views, Freeze Worksheet Titles, Split Excel Screen
- Arrange Window, Compare Spreadsheets, Basic Chart Creation, Edit Chart, Display Title Chart Type,
- Pivot Table Handling, Pivot Table Creation, Hlookup, Vlookup, Slicing,

- **Advance Excel (Excel VBA)**
 - The Concept of Excel VBA
 - Working With Variables in Excel VBA
 - Assigning Values to the Variables
 - Performing Arithmetic Operations in Excel VBA
 - Using Message Box & Inbox Box
 - Using IfThenElse In Excel VBA
 - ForNext Loop
 - Do.....Loop
 - Select CaseEnd Select
 - Excel VBA Objects Part1-An Introduction
 - Excel VBA Object Part2- The Workbook Object
 - Excel VBA Object Part3- The Range Object
 - Working With Excel VBA Controls
 - VBA Procedure Part 1-Functions
 - String Handling Functions
 - Date & Time Functions

○ **Tableau**

- Introduction to Tableau.
- Installation, Tableau and R connectivity.
- Calculated fields, hierarchy, parameters, sets, groups in Tableau.
- Various visualizations Techniques in Tableau.
- Map based visualization using Tableau.
- Adding Totals, sub totals, Captions.
- Formatting Options.
- Using Combined Field filters.
- Table Calculations.
- Data Interpretation, creating dashboards.