

Affordable Fees

Be Future Ready



Since 1997 | One Lakh Students Trained

AN ISO 9001:2015 COMPANY

Oxford Certified

Excel & Power BI Course - 3 Months



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A Job-Oriented Course to Shape Your Future

Duration:- 3 Months

Affordable Fees

Getting Started with Excel

- ★ Introduction to Excel layout and interface
- ★ Understanding workbooks vs. worksheets
- ★ Exploring menus, ribbons, and tools
- ★ Customizing the Excel ribbon for ease of use
- ★ Essential shortcuts to boost productivity



Data Entry and Organization

- ★ Entering, editing, and managing data
- ★ Using AutoFill and Flash Fill for quick entry
- ★ Structuring data with Excel tables
- ★ Applying sorting and filtering techniques
- ★ Setting up and controlling data validation

Working with Formulas and Functions

- ★ Applying basic formulas (SUM, AVERAGE, etc.)
- ★ Using logical functions (IF, AND, OR)
- ★ Lookup functions (VLOOKUP, HLOOKUP)
- ★ Applying date and time functions
- ★ Handling text with string functions



Excel Data Visualization

- ★ Designing and formatting charts
- ★ Applying conditional formatting for insights
- ★ Creating mini-trends with Sparklines
- ★ Customizing and formatting PivotCharts
- ★ Best practices for clear visuals in Excel



PivotTables and Data Analysis

- ★ Building PivotTables from datasets
- ★ Exploring data through PivotTable analysis
- ★ Grouping, sorting, and filtering data
- ★ Adding calculated fields for advanced insights
- ★ Designing PivotCharts for visualization



Automation and Collaboration in Excel

- ★ Introduction to Macros for automation
- ★ Task automation with VBA basics
- ★ Using Power Automate with Excel
- ★ Sharing, protecting, and securing workbooks
- ★ Collaborating effectively on shared files



Introduction to Power BI

- ★ Understanding Power BI ecosystem
- ★ Desktop vs. Service comparison
- ★ Installing and setting up Power BI Desktop
- ★ Exploring interface and workspace layout
- ★ Key features and advantages of Power BI



Data Connectivity



Data Connectivity in Power BI

- ★ Importing Excel and CSV files
- ★ Connecting to SQL and other databases
- ★ Accessing and integrating online data
- ★ Managing and editing data connections
- ★ Automating data refresh schedules

Transforming Data with Power Query

- ★ Navigating the Power Query editor
- ★ Cleaning and shaping raw data
- ★ Merging and appending multiple queries
- ★ Tracking and editing applied steps
- ★ Handling diverse data types effectively



Building Strong Data Models

- ★ Creating relationships between tables
- ★ Understanding cardinality concepts
- ★ Setting up and using lookup tables
- ★ Resolving relationship conflicts
- ★ Best practices for scalable models



Learning DAX Basics

- ★ Introduction to DAX (Data Analysis Expressions)
- ★ Writing and applying calculated columns
- ★ Creating measures for dynamic analysis
- ★ Using aggregation functions in DAX
- ★ Troubleshooting common formula errors

Creating Visuals in Power BI

- ★ Adding bar, line, and pie charts
- ★ Enhancing interactivity with slicers and filters
- ★ Formatting and customizing visuals
- ★ Creating KPI and gauge indicators
- ★ Dashboard design best practices



Time Intelligence in Power BI

- ✧ Building and using date tables
- ✧ Performing YTD, QTD, and MTD calculations
- ✧ Comparing performance across time periods
- ✧ Applying time-based filters and slicers
- ✧ Working with fiscal vs. calendar years



Sharing and Publishing Insights

- ✧ Publishing reports to Power BI Service
- ✧ Embedding dashboards on web pages
- ✧ Sharing reports within teams
- ✧ Controlling report access and permissions
- ✧ Exporting reports to Excel and PDF formats

Advanced Features of Power BI

- ✧ Using hierarchies and drill-down analysis
- ✧ Applying custom visuals from marketplace
- ✧ Designing advanced tooltips and formatting
- ✧ Improving performance with optimization tips
- ✧ Integrating Power BI with external tools



Discover More Learning Paths

Discover more learning paths designed to expand your skills, boost your career opportunities and help you achieve your goals.

- ★ Tally Prime - 2 to 4 Months
- ★ Advanced Excel - 2 Months
- ★ Busy Accounting - 2 to 4 Months
- ★ Business Analytics - 6 Months
- ★ E-Accounting - 12+2 Months
- ★ E-Accounting Banking & SAP - 18 Months
- ★ MS Office with AI Power - 2 Months
- ★ Ms Office and Advanced Excel - 3 Months
- ★ Power BI - 1.5 Months
- ★ Power BI and Advanced Excel - 3 Months
- ★ SAP FICO - 3 Months
- ★ Tax Return Filing - 5 Months
- ★ Tally and Advanced Excel - 6 Months
- ★ Tally-Advanced Excel and Power BI - 7 Months



Online Programs: One-on-One

Learn online with our one-on-one training program. These classes are highly customised to fulfil your needs for business growth and advanced career opportunities.

- ★ Advanced Excel Online
- ★ Business Analytics Online Course
- ★ Tally Prime Online Course
- ★ Ms Office Online Course
- ★ Busy Online Course
- ★ Power BI Online Course
- ★ Power BI and Advanced Excel Online Course
- ★ SAP FICO Online Course
- ★ Tax Return Filing Online Course

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**Quality Education
&
Affordable Fees**



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Quality Education & Affordable Fees



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