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Oxford Certified

Tableau & Excel Course – 3 Month

www.oxfordaccounting.in/tableau-and-excel-course-delhi.php

Excel Basics

- ★ Excel interface
- ★ Workbook vs Worksheet
- ★ Cells, Rows, Columns
- ★ Data entry basics
- ★ AutoFill & Flash Fill
- ★ Basic formatting



Formulas & Functions

- ★ Basic formulas
- ★ SUM & AVERAGE
- ★ IF & Nested IF
- ★ COUNT & COUNTA
- ★ VLOOKUP & XLOOKUP
- ★ DATE & TEXT function

Excel Reporting

- ★ Dashboard basics
- ★ Slicer usage
- ★ Timeline filter
- ★ Formatting reports
- ★ Print setup
- ★ Export as PDF



Intro to Tableau

- ★ What is Tableau
- ★ Tableau Interface
- ★ Dimensions & Measures
- ★ Discrete vs Continuous
- ★ Worksheets & Views
- ★ Tableau Products



Visual Analytics

- ★ Bar & Line charts
- ★ Pie & Donut charts
- ★ Maps & Geo charts
- ★ Scatter & Bubble
- ★ Table & Heatmap
- ★ Dual axis visuals
- ★ Create Hierarchies

Dashboards & Story

- ★ Build dashboards
- ★ Use containers
- ★ Add actions
- ★ Add filters
- ★ Drill-down
- ★ Build a story



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