

**VALUE ADDED COURSE**

**Session - 2023-2024**

**CERTIFICATE  
COURSE IN  
DATA  
ANALYTICS  
USING EXCEL**



**About the course**

Data analytics using Excel is a valuable skill that allows you to extract insights from data and make informed decisions. It has become one of the most important aspects of business. Students will learn the ability to make decisions by critically analyzing the situation, understand the reason towards a conclusion or application ability to exercise influence in your organization and activate your network to achieve goals, the reason towards a conclusion or application, analyze and draw inferences from numerical models, the ability to use the critical and reasoning skills to make routine decisions. After completing the course students will develop the understanding of critical thinking, reasoning skills, persuasion, type of reasoning and decision making.

**Learning Outcomes**

At the end of this Course, student will be able to :

- Understand the ability to make decisions by critically analysing the situation
- Implement data validation rules, protect worksheets and workbooks and secure sensitive information within Excel documents.
- Explore advanced features for collaborating on spread sheets, sharing workbooks, and tracking changes made by multiple users.
- Large datasets perform data clearing and apply advanced filtering and sorting methods.
- Understand the reason towards a conclusion or application

Duration : 30 hours

Timing : 03:00 PM - 04:00 PM

Resource person:

**Dr. Vinay Kumar Nassa**

Registration Date :

**29.09.2023 – 03.10.2023**

**Note**

- Interested students must fill the registration form by 03/10/2023, by 5:00 pm.
- Minimum 75% attendance is required by the candidate for assessment.
- Assessment will be made on the basis of Viva-voce and Written/Practical Exam
- Successful learners after assessment will get the certificate of the VAC

**VAC Contents**

- Introduction to Excel (2 Hrs)
- Basic Formulas ad Functions (3Hrs)
- Formatting and Styling (3Hrs)
- Data Management (2 Hrs)
- Charts and Graphs (2 Hrs)
- Advanced Formulas and Functions (3Hrs)
- PivotTables and Pivot Charts(3 Hrs)
- Data Analysis Tools (2Hrs)
- Automation with Macros (2 Hrs)
- Collaboration and Data Sharing (2 Hrs)
- Excel Tips and Tricks (2 Hrs)
- Final Project and Review (4Hrs)

For any queries related the VAC certification course, Please feel free to contact

VAC Coordinator : **Dr.Shalini Goel (8571007256)**