



One Week (Six Days) workshop on LEARNING MS-OFFICE TOOLS: MS-WORD & EXCEL **April 2 – 8, 2020**

Unit I: Introduction to Data Analysis Using Excel

Learn the basics of Excel to help managing, understanding patterns, visualize and gain insights from your data.

Day	Topics	Sub-Topics	
1	Basics of Excel with historical data on Equity, Commodity etc Editing and basic formatting, Basic data Manipulation, Basic excel features: filtering, sorting		
1	Data Filter, Sort, custom sort, Advanced Filter	Using Pivot tables & Charts	
2	Conditional formatting, Finding duplicates, Inserting/hiding comments Data text to columns using delimiters		
2	Using Basic Excel Library Functions: SUM, DIFFERENCE, PRODUCT, COUNT, COUNTIF, SUMIF, Date Time Functions. DATE, YEAR, DAY, MONTH, WEEKDAY, LOG, LN, SQRT, POWER, EXP etc.		

Unit II: Excel Skills with Statistical Applications

Develop your skills with Excel, one of the common tools that help solving business problems

Day	Topics	Sub-Topics	
3	Statistical measures: Average, Median, Mode, Std deviation, Range Min Max, Variance, Coefficient of variation, Correlation and Regression, Percentiles, Quartiles, Frequency Distributions		
3	Mathematical Functions: SUMIF, SUMPRODUCT, SUMSQ, COUNTIFS		
3	Lookup functions: HYPERLINK, INDEX, INDIRECT, MATCH, VLOOKUP, HLOOKUP, LEN		
3	Data Validation: Data Validation, Circle Invalid data		



Unit III: Analyzing and Visualizing Data with Excel

Develop your skills with Excel, one of the common tools that data scientists depend on to gather, transform, analyze, and visualize data.

Day	Topics	Sub-Topics	
4	What if Analysis: Goal Seek, Scenario & Data Tables		
4	Data Analysis Tools: Correlation and Regression, Covariance, Descriptive Statistics, Rank and Percentile		

Unit IV: Preparing a Document with MS-Word

Gain a solid understanding of how to prepare a document in Ms Word.

Day	Topics	Sub-Topics	
5	Formatting a word document: Font, Font style, size, colour, underline, style, effects		
5	Character spacing (scale, spacing, position)		
5	Paragraph Indent and Spacing		
6	Insert: Cover page, blank page, page break		
6	Tables, hyperlink, header and footer, equation and symbol		
6	Mail Merge, Review Document (Track changes, Comment), Protect Document		

Kindly Note:

	Least Complex		Moderately Complex		Most Complex
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