



Ministry of Micro, Small and Medium Enterprises,  
Government of India



ISO 9001 : 2008  
ISO: 14001:2004

## **MSME TECHNOLOGY DEVELOPMENT CENTRE (CDGI)**

### **MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES, GOVT. OF INDIA**

- A1/1, Industrial Area, Jalesar Road, Firozabad 283203, Uttar Pradesh
- [www.cdgiindia.net](http://www.cdgiindia.net)

4 Days Professional Certificate Course On  
**ADVANCED EXCEL FOR DATA ANALYSIS**

#### **Live Interactive Practical Session**

#### **COURSE CONTENTS:-**

Excel is the world's most popular data analysis tool. Companies and institutions worldwide use it to transform mountains of raw data into clear insights. Strong Excel skills can open new career paths, make you more employable in various industries, and save hours in your daily tasks.

Data analysis provides insights from raw data which is used to support decision-making. Microsoft Excel is a simple, powerful, and one of the top tools for data analysis. This comprehensive guide will introduce you to the concepts of data analysis and present practical examples using Microsoft Excel.

Data analysis has emerged as an important field because it provides the ability to analyze data which helps people in making better decisions. Data analysis is the process of collecting, modeling, and analyzing, and exploring data to find a pattern in it.

#### **COURSE CONTENT**

- BASICS OF UI
- BASICS OF SPREADSHEET SOFTWARE
- CONDITIONAL FORMATTING
- FILLING ENTITIES

- PIVOT TABLE
- PIVOT CHART
- ITEMS INSERTION
- INSERTION OF FILTER AND SLICER
- FORMULA FUNCTIONS
  - 1) LOGICAL
  - 2) FINANCIAL
  - 3) TEXT
  - 4) LOOKUP
  - 5) DATE AND TIME
  - 6) ENGINEERING
- WHAT IF ANALYSIS
  - 1) DATA TABLES
  - 2) GOAL SEEK
  - 3) SCENARIO MANAGER
- FORECAST ANALYSIS
- DATA VALIDATION
- WORKING WITH MULTIPLE VIEW PORTS

**Date- 20, 21, 27 & 28 May 2023 (4 Days) Time: 6 PM TO 8 PM**

Course Fee: Rs. 3000/-

**Please find below bank details**

**PAYMENT TO BE MADE ONLY IN CDGI ACCOUNT**

**Online (NEFT) Transfer to M/o MSME Technology Development Centre CDGI**

**Account Name: Centre for the Development of Glass Industry**

**Bank: Axis bank ltd**

**A/c No. 672010100020712**

**IFSC Code: UTIB0000672**

**Pls send screenshot of payment details for seat confirmation**

**FOR MORE DETAILS PLEASE CONTACT:**

**Mobile: +91- 9810899061, 9953920498**

**Website: [www.cdgiindia.net](http://www.cdgiindia.net)**