



**NATIONAL INSTITUTE OF ELECTRONIC AND INFORMATION TECHNOLOGY (NIELIT)**  
An Autonomous Scientific Society of Ministry of Electronics and Information Technology Govt. of India  
**Delhi Centre**

## ***CERTIFICATE COURSE IN DATA ANALYTICS WITH EXCEL AND POWER BI***

**Pre-requisite:** Working knowledge of Computer

**Duration:** 60 Hours

**Course Outline:**

- 1 Fundamentals of Excel and related Concepts
- 2 Quick review of Excel Tools
- 3 Data Preparation using Pivot tables and Use of Formulas
- 4 Fundamentals of Data Analysis Tools
- 5 Introduction to Generative AI
- 6 Working with data analytics Tools using AI
- 7 Introduction to Power BI – Interface, components, basic import
- 8 Reports & Dashboards – Design and organize reports
- 9 Power BI Service – Publish, share, and schedule refresh

**Admission Process:** Apply Online at- <https://onlineapply.nielit.in/>

**Course Fees:** Rs. 6000/- inclusive 18% GST

### **Course Highlight:**

- ✓ Well structured course & hands on practice session
- ✓ Soft copy and PPTs of course contents will be shared
- ✓ Module wise assignments for practice
- ✓ Assessment at completion of course
- ✓ Digitally signed E-Certificate on completion of training

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