National Institute of Electronics and Information Technology (NIELIT), Delhi

Course Prospectus - Data Analytics using Excel and Power BI (40 Hrs)

Course Description

This course provides hands-on training in data analysis using Microsoft Excel and Power BI. Learners will master data cleaning, analysis, visualization, and dashboard creation for business insights.

Who Can Attend?

• Students and professionals in any discipline

• Beginners interested in analytics

• Managers or executives looking to understand data reports

Course Content

❖ Introduction to Data Analytics & Excel

- Data analytics concepts, Excel overview

❖ Data Cleaning & Preparation in Excel

- Importing data, cleaning, filters, text functions

❖ Data Analysis & Formulas in Excel

- Functions like SUM, IF, VLOOKUP, pivot tables

❖ Data Visualization in Excel

- Charts, conditional formatting, sparklines

❖ Introduction to Power BI

- Connecting data, layout basics

❖ Data Transformation in Power BI

- Power Query Editor, merging tables

❖ Data Modeling & DAX Basics

- Relationships, calculated columns, DAX functions

❖ Data Visualization in Power BI

- Charts, slicers, maps, dashboards

❖ Advanced Analytics & Sharing

- KPIs, publishing reports, collaboration

Duration

4 Weeks (40 Hours)

Prerequisite

Basic knowledge of Excel and computer operations.

Certificate

e-Certificate will be issued after successful completion of the course with a minimum of 75% attendance and 50% score in the assessment.

How to Apply

Interested candidates may apply online through the NIELIT Delhi website after paying the course fee via online transfer. Copy of payment receipt must be uploaded during registration.

Contact Information

NIELIT Delhi Centre:

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