

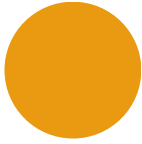


brighter beings
LEARN WHAT MATTERS



Data Analysis and Visualisation using MS Excel

**Hands-On Training Workshop
for University Graduates**



Company Profile



Brighter Beings, an [initiative by IIM Alumni](#), offers high-quality personalized training on 'must-have professional skills' to prepare university graduates for excelling as professionals.

Our training includes hands-on modules around [Google Workspace](#), [Digital Communication tools](#), [CRM tools](#), [MS Office](#), [real-life case studies](#), and [placement preparation and assistance](#). The strength of our training lies in the fact that it is focused on enabling fresh graduates to adapt and perform in the ever-changing and dynamic work environment.



Data Analysis and Visualisation using MS Excel

Hands-On Training Workshop

Topics To Be Covered

Excel Basics

- Numbers, text and dates
- Moving around
- Selecting cells
- Working with files
- Moving and copying

Worksheets

- Inserting/deleting sheets
- Moving and copying sheets
- Moving between sheets
- Linking sheets with formulae

Formatting Worksheets

- Inserting/deleting rows or columns
- Fonts, colours and alignment
- Boxes, lines and shading
- Simple number formats
- Using the Format Painter

Creating formulae

- Understanding BODMAS and brackets
- AutoSum (totals and other functions)
- Using the function wizard

Cell Referencing

- Absolute/dynamic reference
- Using the \$ sign

Range names

- Creating range names
- Editing/deleting range names

Charts

- Selecting data
- Quick ways to create charts
- Changing the chart type
- Formatting and printing charts



Formatting Numbers and Dates

- Standard number formats
- Hiding cell contents
- Date formats
- Using series fill
- TODAY and NOW

Conditional Formatting

- Creating cell rules
- Managing cell rules
- Viewing conditional formats
- Data bars and icon sets

Conditional Formulae

- Creating a single =IF formula
- Using =SUMIFS and =COUNTIFS
- Combining conditions

Lookup Functions

- The XLOOKUP function
- VLOOKUP for continuous values
- VLOOKUP for exact matches
- Data validation for exact matches

Advanced Lookup Functions

- The XMATCH function
- Combining =INDEX and =MATCH
- The OFFSET function

Protection

- How protection works
- Unlocking cells
- Turning protection on for a worksheet
- Protecting the whole workbook

Advanced IFs

- Revision of single IFs
- Nesting =IF
- =IFS and =SWITCH

Data validation

- Setting validation rules
- Input and error messages
- Highlighting validated cells
- Circling invalid data

Pivot Tables

- Creating pivot tables
- Changing the aggregation function
- Drilling down
- Filtering and sorting

Advanced Pivot Tables

- Grouping fields
- Showing % of grand totals
- Slicers and timelines

Cashflow Calculations

- Avoiding circularity
- Separating interest paid and received
- Dealing with compound interest rates

Investment Appraisal

- Net present value
- Internal rate of return
- Non-periodic cashflows

Goal-seeking

- Targeting a given value
- Setting the number of iterations



Expected Outcomes

from the workshop



- ◆ **Excel Proficiency:** The students will master the fundamental and intermediate functionalities of Excel, a crucial skill in today's data-driven business landscape.
- ◆ **Data Analysis Skills:** By learning to harness the power of Excel for data analysis, the students will be better equipped to make informed business decisions.
- ◆ **Data Visualization Mastery:** The ability to create compelling data visualizations in Excel will make complex information accessible to the students.
- ◆ **Career Advancement:** The skills gained in this workshop give a competitive edge to the students in the job market, opening doors to data-centric roles in different domains.

Deliverables

- ◆ **Hands-on** Practical Learning
- ◆ Individual **Review** and Feedback
- ◆ Practice **Material**
- ◆ Excel **Shortcuts** Handout



Execution Plan

- ◆ This is a hands-on workshop done with a cohort of **30-40 students**.
- ◆ The total duration of the sessions in the workshop is **30 hours** and will be covered in **one month**.

Infrastructure Required

- ◆ Participant **Laptops**



HEAR FROM OUR WORKSHOP PARTICIPANTS

The workshop has been receiving highly positive feedback from students across different institutions. They have particularly liked the teaching methods and relevance of the content.



Delivered by experts



Hands-On



Interactive

The practical knowledge gained from the sessions was undoubtedly very useful.

Aryan Sharma
Workshop Participant

The analytical skills acquired from the teachings were very helpful to me during interviews.

Anuprita Singh
Workshop Participant

I highly recommend Pawan Sir's mentorship to anyone who wishes to obtain a competitive edge in management placements.

Asmita Verma
Workshop Participant

This workshop gave us useful knowledge that we can use in a variety of situations in our careers.

Suryansh Guleria
Workshop Participant

The session was a total hands-on practice session and was really engaging and fruitful.

Ridhi Jindal
Workshop Participant

The session gave us useful skills that would improve our ability to use spreadsheets and conduct data analysis.

Sagar Arora
Workshop Participant

It is one of the most exceptional courses that I have done in my whole MBA.

Manpreet Kaur
Workshop Participant

All the hands-on activities and the new things that we learned made the workshop very informative.

Aditi Guleria
Workshop Participant



Glimpses

from our past workshops



Contact Us

for more details



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