

## Value Added course:

### Introduction :

Data analysis is the process of extracting information from data. It involves multiple stages, including establishing a data set, preparing the data for processing, applying models, identifying key findings, and creating reports. The goal of data analysis is to find actionable insights that can inform decision-making. Data analysis can involve data mining, descriptive and predictive analysis, statistical analysis, business analytics, and big data analytics.

## **Introduction to Data Analysis using Excel.**

### **Syllabus**

#### UNIT 1

- Learn about Excel tables and what is their advantage over regular ranges.
  - Use a table to filter, sort and see totals.
  - See how calculations can be used to add columns to the existing data in Excel table.
- 8Hrs

## UNIT 2

- Create our first pivot table.
- Use multiple pivot tables and pivot charts to create our first dashboard.
- Connect multiple slicers to the pivot tables. 8Hrs

## UNIT 3

- Explore in more depth the full power of pivot tables.
- See how to filter the data shown in the pivot in many ways to achieve interesting subsets of the data.
- Use calculated fields on top of the pivot table to calculate profitability and find anomalies. 8Hrs

## UNIT 4

- Use formulas to aggregate the data as an alternative to pivot tables for more flexible reporting layouts. 6Hrs

## References:

1. Data Analysis with Excel By Manisha Nigam.
2. Data Analysis in Microsoft Excel: Alex Holloway

JSS College of arts,Commerce and Science  
PG Department of Computer Science

Value added Course - Introduction to Data analysis using Excel  
Time Table –July 2019- October 2019

Faculty Name: Smt.Sumanashree Y S

<b>Days</b>	<b>Time</b>
	<b>04:30 pm – 05:30 pm</b>
<b>Monday</b>	Introduction to Data analysis using Excel
<b>Tuesday</b>	Introduction to Data analysis using Excel
<b>Wednesday</b>	Introduction to Data analysis using Excel

Signature of the H.O.D

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