



## Introduction to Business Analysis

### Getting Started with the basics

- 1) Introduction to Excel
- 2) Ribbons, Excel Shortcuts, Formatting, Paste Special
- 3) Paste Special, Name range

### Excel for Business Analysis understanding If Function

- 1) Syntax of IF
- 2) Nesting the IF Statement in Excel
- 3) Use the AND Operator to Reduce Quantity of Nested IFs
- 4) Use the OR Operator to Reduce Quantity of Nested IFs
- 5) The NOT Operator Within AND OR Statements
- 6) SUMIF for Selective Adding Up

- 7) COUNTIF for Selective Counting
- 8) AVERAGEIF for the Mean of Cells That Meet Our Criteria
- 9) Multiple Criteria within the Same SUM AVERAGE and COUNT Functions

### Excel for Business Analysis Performing Lookup in Excel

- 1) VLOOKUP Explained
- 2) Applied Examples for VLOOKUP
- 3) HLOOKUP Explained
- 4) HLOOKUP in Action
- 5) Looking For a Near Match in a Lookup
- 6) Checking For Missing Data in a Lookup
- 7) Extending the Size of a Lookup Table
- 8) Nested LOOKUPS in Excel

### Excel Data Function

- 1) The MATCH Function Explained
  - 2) The INDEX Function Syntax
  - 3) How to Stop Nonexistent Row or Column Lookups in INDEX
- The CHOOSE Lookup Function

### Business Analysis with Scenario Manager

- Setting up a Scenario and Entering Values
- Display the Scenario Values
- Editing the Values of a Scenario
- Deleting a Scenario
- Merge Scenarios from Different Sheets
- Getting a Summary of All Scenarios

### Business Analysis with Goal Seek

- 1) What Is Goal Seek
- 2) Display the Goal Seek Values
- 3) Applying Goal Seek To Get The Result

## **Validation and Sheet Protection**

Date Validation

List Validation

Setting Custom error message and input message in validation

Sheet Protection

Protecting sheet keeping some area unprotected

Hiding Formula's in Excel

## **Business Analysis with Pivot Table in Excel**

What Is a Pivot Table?

Steps to Create a Pivot Table in Excel

Rearranging Fields in a Pivot Table

Changing the Math of the Data

Summary

Number Format Control of the Summary Area

Creating a Second (Or More) Pivot Table On the Same Data

Moving a Pivot Table

Removing a Pivot Table

Making Use of the Report Filter Option

Sorting a Pivot Tables Column

Displaying Values as a Percentage 12)

Refreshing a Pivot Table Manually or Semi-Automatically

Drilling Down Behind the Pivot

Table Summaries

Applying Pivot Table Styles

Creating Your Own Custom Pivot Table Style

Copying a Pivot Table Style between Workbooks

Using More Than One Field in Row and Column Headings

Disabling and Enabling Grand and Sub Totals

Filtering Columns and Rows within a Pivot Table

## **Using Charts for business analysis case scenarios**

1)Intro To Chart

2)Creating Chart based on Data Series

3)Applying Styles to Chart

4)Analyzing Data Through Chart

## **Business Analysis Data Table In Excel**

1)What is Data Table

2)One Variable Data Table

3)Two Variable Data Table

4)Applying PMT in Data Table

## **Formatting In Excel**

1)Applying simple Formatting

2)Applying Complex Formatting

3)Applying formatting With Manage Rules to Sensitize Data

## **Using "R" For business Analysis**

Downloading and Installing R in your machine

Getting familiar with R environment

Loading important packages in R

Start writing your first code in R

Import Data in R and perform exploration and transformation activities

Do plots in R to understand data distribution

Write your own macro functions

Run correlation and regression in R and analyze model results.

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