



# EXCEL MASTERY

“ Turn Tables, Pivot Data : Where Data Meets Dynamic Solutions !! ”

We just need your 15 hours from your life..



15000+ Happy Students



Best in Online & Offline Training Experience



Industry Recognized Expert Mentors

# Program Curriculum



## Lesson 1

2 hours

### Introduction to Excel

- Overview of Excel & Interface ( Ribbon, Workbook, Worksheet, Cells )
- Navigating Excel ( scrolling, zooming, selecting cells )
- Basic Excel Terminology



## Lesson 2

3 hours

### . Basic Excel Functions

- Entering and editing data
- Formatting cells ( Font, color, borders )
- Basic formulas ( SUM, AVERAGE, MIN, MAX )
- AutoFill and Flash Fill
- Basic data types ( text, numbers, dates )

Sum:	\$4,090.00
Average:	\$ 204.50
Max:	\$ 750.00
Min:	\$ 35.00
Count:	20

Efficient Analyst

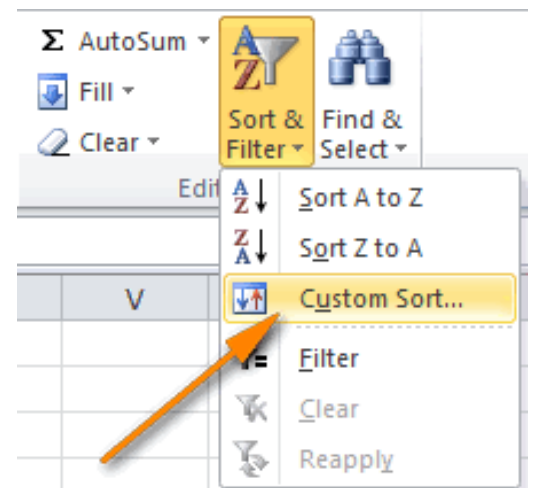
Basic Excel Functions:  
Sum, Average, Min, Max, Count

## Lesson 3

3 hours

### Data Management

- Sorting data ( ascending, descending )
- Filtering data ( auto filter, custom filter )
- Conditional formatting
- Data validation ( drop-down lists, input messages )
- Removing duplicates

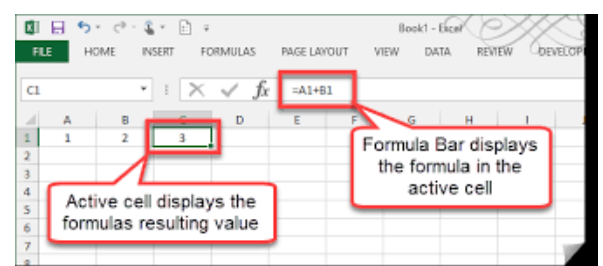


## Lesson 4

3 hours

### Working with Formulas

- Basic arithmetic operations ( +, -, \*, / )
- Text Functions ( Trim, Concat, Lower, Left, Right )
- Conditional Functions ( IF / ELSE )
- Common functions ( SUMIF, SUMIFS, COUNTIF )
- Conditional Functions ( IF, ISNULL )
- Date Functions ( Today, DateAdd, DateTime )
- Error handling in formulas ( ISERROR, IFERROR )



# Program Curriculum

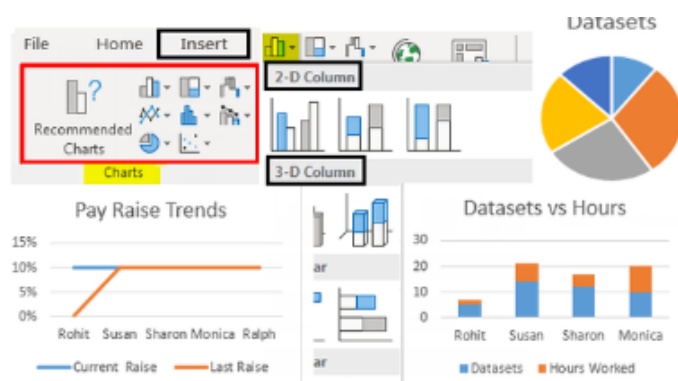


## Lesson 5

2 hours

### Charts and Graphs

- Creating basic charts ( Bar, line, pie, )
- Customizing charts ( titles, labels, legends )
- Using chart styles and templates
- Advanced Chart - Scatter Plot & Waterfall



## Lesson 6

3 hours

### Advanced Formulas and Functions

- PivotTables ( Creating, modifying, and formatting )
- PivotCharts
- Using slicers and timelines
- Advanced filtering (Advanced Filter)
- Advanced lookup functions ( INDEX, MATCH, XLOOKUP )
- What-If Analysis ( Goal Seek, Data Tables, Scenario Manager )

Product List			
Product	Qty in Stock	Price	
Headphones	5	\$ 3.00	
Keyboard	5	\$ 4.75	
Mouse	2	\$ 1.50	
Monitor	6	\$ 9.50	
Speakers	8	\$ 1.20	
Graphic Card	4	\$ 5.20	
Web Camera	3	\$ 5.50	

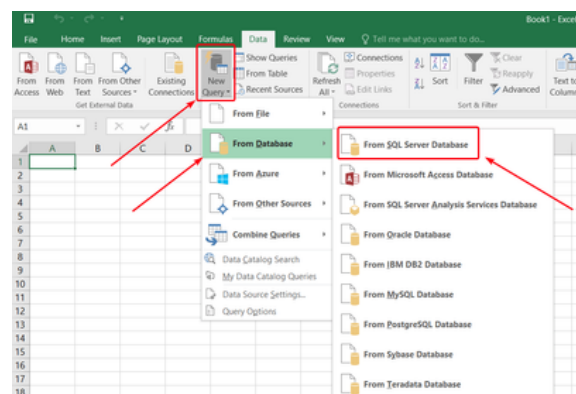
Lookup Quantity and Price			
Product	Qty in Stock	Price	
Speakers	8	\$ 1.20	

## Lesson 7

2 hours

### Data Import and Export

- Importing data from different sources (CSV, XML, web)
- Exporting Excel data (to PDF, CSV)
- Using Power Query for data transformation



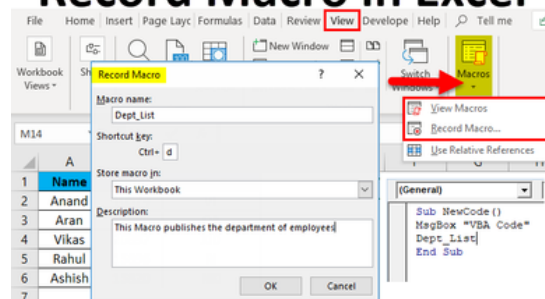
## Lesson 8

1 hours

### Macros and Automation ( Optional )

- Introduction to macros
- Recording macros
- Basic VBA (Visual Basic for Applications) scripting
- Creating simple VBA functions
- Assigning macros to buttons

### Record Macro in Excel



# CERTIFICATE OF **ACHIEVEMENT**



## CERTIFICATE

OF ACHIEVEMENT

PROUDLY PRESENTED TO

*Name Surname*

HAS SUCCESSFULLY COMPLETED THE ONLINE COURSE

### Excel Mastery

He/She has excelled at **Excel Mastery** by successfully completing all the assignments & modules associated with the program.

DATE:




*Talun Sachdeva*

AUTHORIZED SIGNATORY



# OUR TESTIMONIALS

 Pooja Patel  
1 review


★★★★★ 5 days ago **NEW**

Under **Tarun's guidance**, I had learn SQL, and his explanations are exceptionally clear. If you're keen on mastering SQL concepts, I highly recommend considering DataMantra.

 Shubham Parashar  
59 reviews · 22 photos

★★★★★ a week ago **NEW**

I have taken online training on SQL from Data Mantra. Course content is very relevant and practicals focused. Trainer is well versed in industry requirements thus training imparted is good to start working on industry projects.

 arpit sharma  
3 reviews


★★★★★ a week ago **NEW**

Participating in Data Mantra Course was truly enriching. The curriculum was meticulously designed, encompassing crucial concepts and techniques essential for excelling in SQL and Tableau, Alteryx, python, power bi. **Mr. Tarun**, the instructor, demonstrated exceptional expertise and offered outstanding support throughout the course.

 Vishal Kumar  
2 reviews · 13 photos


★★★★★ a week ago **NEW**

Learning SQL from datamantra is such a great experience.

 Neelesh Gupta  
9 reviews

★★★★★ 4 days ago **NEW**

**Tarun** hands on experience in machine learning is biggest advantage for students learning from him , he explain the concepts in depth and make sure to resolve each and every doubt of his students , I will refer him to increase your ML understanding

 Naman Singh  
4 reviews

★★★★★ a week ago **NEW**

It was an incredibly enriching experience with Data mantra. The curriculum was well-structured and comprehensive, covering all the essential concepts and techniques needed to excel in both SQL and Tableau. The instructor **Mr. Tarun** were highly knowledgeable and provided excellent support throughout the course.


 Vineet Raina · 1st  
Business Analyst at CandorWorks | Certified Business Analys...  
1yr · 🌐

It gives me immense pleasure to share that I have graduated from the Master's Program in Business Analysis from Simplilearn by completing all the mandatory courses which were part of the curriculum. I thank Simplilearn and my course instructors Vaibhav Pandey, **Tarun Sachdeva** & Vaibhav Rajvanshi for conducting the training.


 Aditi Nath  
1 review

★★★★★ a week ago **NEW**

I had a great experience studying SQL at Data Mantra, especially with the teaching style of **Tarun sir**. The curriculum is exceptionally easy to grasp, and unique teaching method makes it even simpler to comprehend concepts ranging from basic to advanced levels. He use of real-life examples enhances understanding and real life application. Highly recommended for anyone looking to master SQL effectively 🙌.

 Kumar Saurav · 1st  
Data Analyst  
8mo · 🌐

I'm bursting with excitement to share that I've just completed the Complete SQL Mastery offered by Jobaaj Learnings. This course was packed with valuable information. Thankyou Jobaaj Learnings and **Tarun Sachdeva** for providing this wonderful course.

 Vaibhav Srivastava · 1st  
Aspiring Data Analyst | Advanced Excel, Python, SQL , Googl...  
7mo · 🌐

Dear Friends very happy on sharing this Gold Badges in Hacker Rank SQL

Very very thanks to Rakshit Vig Sir and **Tarun Sachdeva** Sir for making such kind of value for me

# MEET YOUR TUTOR



**Tarun Sachdeva**

**AI & Data Science Consultant**

Founder DataMantra, Instructor

[LinkedIn](#)

I am based out of **Belgium**, working as Freelancer across the world as I completed my post graduation **MSc in Data Science and AI from Top College of Europe - EDHEC Business School, France**, and I love to make new relationships across the world. In the meantime, I love to write about my travel experiences and blogs on Medium.

With nearly 10 years of diverse professional experience spanning the Finance, Manufacturing, Retail and Telecom sectors, I have honed my skills and expertise in various aspects of data analysis.

Being **ML & Python** my first love, I am an expert in extracting and transforming data efficiently through **SQL** and utilising ETL tools like Alteryx. Furthermore, I have great knowledge of **Tableau & Deep Learning algorithms** too.

My recent role was **Senior Financial Data Analyst in Credit & Risk Controllershship at American Express**. I am a Freelancer now and love to teach the students.

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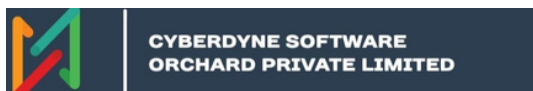
# OUR STUDENTS ARE PLACED IN

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# OUR GLOBAL PARTNERS

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# OUR VISION

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Help & Guide students globally with innovative, personalized education for empowered learning and especially in changing the Domain.

# OUR MISSION

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Empowering individuals worldwide, our mission is to provide accessible and top-quality education, fostering skills that drive career success and personal growth.

# OUR STORY

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Our story is one of dedication to shaping futures, breaking barriers, and creating a dynamic and easy learning environment for every student and Corporate professionals



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33-745537561 - France



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