

# OFFICE AUTOMATION & IT ASSISTANT



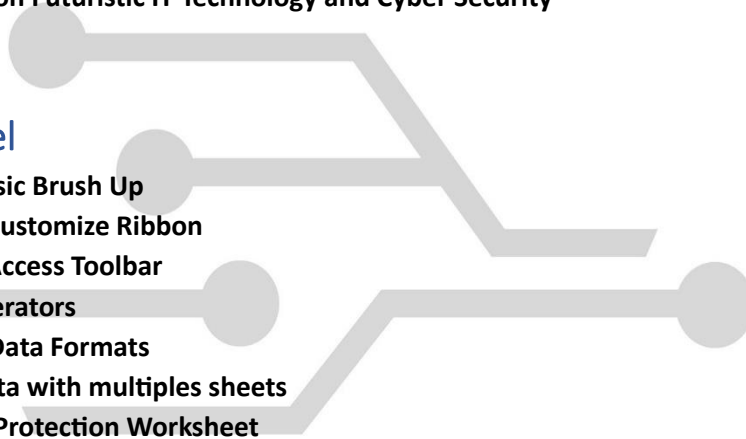
**DURATION: 18 MONTHS**

## IT Tools & Network Basics

- Introduction to computers
- Introduction to Operating System
- Word Processing using Ms-Word
- Spreadsheet Using Ms-Excel
- Presentations Using Ms-PowerPoint
- Introduction to Internet, WWW and Web
- Email, Social Networking and e-Governance Services
- Digital Financial Tools and Applications
- Overview on Futuristic IT Technology and Cyber Security

## Advance Excel

- Intro & Basic Brush Up
- MS Excel Customize Ribbon
- MS Excel Access Toolbar
- Use of Operators
- Data and Data Formats
- Linking Data with multiples sheets
- Password Protection Worksheet
- Conditional Formatting with Charts
- Dashboard
- Control multiples switches and board
- Creation, Management Pivot Tables
- Creation, Management Pivot Charts
- VBA Macros & WhatIf Analysis
- MIS Reporting
- Data Analysis
- Arrays Functions
- V-Look Up & H-Look Up
- Nested If Formulas
- Date & Time Function
- Test & Combine Function Formulas
- Printer Properties & Page Setup



# Power Bi

## INTRODUCTION TO POWER BI

- Introduction to Business Intelligence (BI)
- Various BI tools Introduction to Power BI
- Why Power BI Power BI Components
- Introduction of Power BI Desktop
- Installation of Power BI Desktop

## DATA VISUALIZATION

- Understanding Power View and Power Map
- Data visualization techniques
- Page layout & Formatting
- Power BI Desktop visualization
- Formatting and customizing visuals
- Column chart, Pie chart, Donut chart
- Scatter chart, Funnel chart
- Include & exclude
- Geographical data visualization using Maps
- Drill down
- Drill through
- Page navigations
- Bookmarks
- Selection pane to show/hide visuals
- Comparing volume and value-based analytics
- Combinations charts (dual axis charts)
- Filter pane
- Slicers
- Use of Hierarchies in drill down analysis
- Sync slicers
- Tooltips & custom tooltips
- Tables & matrix
- Conditional formatting on visuals

## POWER BI SERVICE, PUBLISHING & SHARING

- Introduction to Power BI Service
- Introduction of workspaces
- Dashboard
- Creating & Configuring Dashboards
- Dashboard theme
- Reports vs Dashboards
- Sharing reports & dashboards

## DATA TRANSFORMATION – SHAPING & COMBINING DATA

- **Shaping data using Power Query Editor**
- **Formatting data**
- **Transformation of data**
- **Understanding of Data types**
- **Naming conventions & best practices to consider**
- **Working with Parameters**
- **Merge Query**
- **Append Query**
- **Group by of data (aggregation of data)**
- **Duplicate & Reference tables**
- **Fill**
- **Pivot & Un-pivot of data**
- **Custom columns**
- **Conditional columns**
- **Replace data from the tables**
- **Split columns values**
- **Move columns & sorting of data**
- **Detect data type, count rows & reverse rows**
- **Promote rows as column headers**
- **Hierarchies in Power BI**

## DATA MODELING & DAX

- **Introduction of relationships**
- **Creating relationships**
- **Cardinality**
- **Cross filter direction**
- **Use of inactive relationships**
- **Introduction of DAX**
- **Why DAX is used**
- **DAX syntax**
- **DAX functions**
- **Context in DAX**
- **Calculated columns using DAX**
- **Measures using DAX**
- **Calculated tables using DAX**
- **Learning about table, information, logical, text, iterator,**
- **Time intelligence functions (YTD, QTD, MTD)**
- **Cumulative values, calculated tables, and ranking and rank over groups**
- **Date and time functions**

## Database handling using My SQL

- **Introduction to RDBMS**

- What is Relational Database Package
- Difference between SQL & Database
- Installing MySQL Server database
- SQL Basic
- DDL: Create, Alter, Drop, etc.
- DML: Insert, Update, Delete ,etc.
- DQL : Select
- Autoincrement field
- SQL Comments
- SQL Aliases
- Savepoint & rollback
- SQL Constraints
- Not NULL, Unique key Primary key, Check Default, Foreign key
- SQL Operators Arithmetic operators
- Logical operators' Conditional operators
- Like, between, in operators
- SQL Clauses Order by, Where Limit/top, Group by, having
- SQL Joins - Inner Join, Left Join, Right Join, Full Join
- SQL View - creating view, updating view, fetching data from view
- String functions
- Aggregate functions
- Date & time functions

## Python

- Introduction To Python
- Writing and Executing First Python Program
- Python Language Fundamentals
- Python Conditional Statements
- Looping Statements
- Standard Data Types
- String Handling
- Python List
- Python Tuple
- Python Set
- Python Dictionary
- Python Functions
- Modules & Packages
- File I/O
- Regular Expressions (Regex)
- Object Oriented Programming
- Exception Handling
- GUI Programming
- Multi-Threading Programming

## Introduction to Network

- **Configure of Networks**
- **Network Management**
- **Firewall Management**
- **LAN, WAN, MAN Network**
- **Parent Control**
- **Web Security**

## Overview of Cyber Security

- **Password Hygiene**
- **Ransomware**
- **Phishing**
- **Social Engineering**
- **Payment Security**

## Computer Graphics and Desktop Publishing

- **Adobe Photoshop**
- **Adobe InDesign**

## Overview of E-Governance and E-Commerce

- **Online Business**
- **E-commerce selling**
- **Advertising**

Partners :



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