

Excel Outline

EXCEL BASICS

- 1. Rows, Columns, Cells**
- 2. Scroll Bar**
- 3. Tabs**
- 4. Ribbon**
- 5. Quick Access Toolbar**
- 6. Formular bar**
- 7. Zoom**
- 8. Sheets**
- 9. Filename**

COPYING & FILLING

- 1. Copy**
- 2. Paste**
- 3. Paste Special**
- 4. Copying Cells**
- 5. Copying to different worksheets**
- 6. Using fill for quick copying**

EDITING DATA

- 1. Overwriting/Editing Cell Contents**
- 2. Editing Formulae/ Functions**
- 3. Using Undo/Redo**
- 4. Find & Replace**
- 5. Goto**

Excel Outline

FORMULAE

- 1. Add/Subtract/Multiply /Divide**
- 2. BODMAS**

EXCEL FORMATTING

- 1. Excel Formatting**
- 2. Excel Format Colors**
- 3. Excel Format Fonts**
- 4. Excel Format Borders**
- 5. Excel Format Numbers**
- 6. Excel Format Grids**
- 7. Excel Format Settings**

FILL SERIES

- 1. Filling a series with formatting**
- 2. Filling a series without formatting**
- 3. Filling a weekdays**
- 4. Fill Days**

Excel Outline

ADVANCED FILL

1. Fill Drag Numbers
2. Fill Drag Months
3. Fill Drag days
4. Fill Down, Right, Left Up
5. Flash Fill

CELL REFERENCE

1. Relative Reference
2. Absolute Reference
3. Mixed Reference

TEXT FUNCTIONS

1. trim()
2. proper()
3. upper()
4. lower()
5. len()
6. left()
7. right()
8. mid()

Excel Outline

TEXT FUNCTION

- 9. concatenate()
- 10. concat()
- 11. find()
- 12. search()
- 13. replace()
- 15. substitute()

MATH & TRIG FUNCTIONS

- 1. sumproduct()
- 2. mround()
- 3. floor()
- 4. ceiling()
- 5. mod()
- 6. quotient()

LOGICAL FUNCTIONS

- 1 if()
- 2. iferror()
- 3. nested if
- 2. and()
- 3. or()
- 4. not()

Excel Outline

CONDITIONAL FUNCTIONS

1. **sum()**
2. **sumif()**
3. **sumifs()**
4. **average()**
5. **averageif()**
6. **averageifs()**
7. **count()**
8. **countif()**
9. **countifs()**

COUNT FUNCTIONS

1. **counta()**
2. **countblank()**

DATE FUNCTIONS

1. **today()**
2. **now()**
3. **day()**
4. **month()**
5. **year()**

DATE FUNCTIONS

6. **date()**
7. **edate()**
8. **networkdays()**
9. **networkdays.intl()**
10. **datedif()**

LOOKUP

1. **vlookup**
2. **vlookup approximate match**
3. **vlookup rules**
4. **h-lookup**
5. **lookup function**

Excel Outline

LOOKUP

6. lookup full record
7. index function
8. match function

DATA SORTING & FILTERING

1. Basic Sorting
2. Filtering Data
3. Advance Fitering
4. Basic Table
5. Advance Table

DATA VALIDATION

1. Whole Numbers
2. Text Length
3. Date
4. Drop Down List
5. Input Messages
6. Error Messages
7. Stop
8. Warning
9. Information
10. Circle Invalid Data
11. Clear Validation
Circles

CONDITIONAL FORMATTING

1. Highlight Cell Rules
2. Top Bottom Rules
3. Data Bars
4. Color Scales
5. Icon Sets
6. Clear Rules

PIVOT TABLE

1. Columns
2. Rows
3. Filters
4. Values
5. Pivot table slice
6. Pivot table timeline

Excel Outline

CHART

1. Column Chart
2. Pie Chart
3. Bar Chart
4. Line Chart
5. XY Scatter Chart
6. Spark Line Chart
7. Pivot Chart

CAPSTONE PROJECT



CONDITIONAL FORMATTING



SQL Server Outline

INTRODUCTION

- 1. What is Database**
- 2. Types of Database**
 - i. Centralised Database**
 - ii. Distributed Database**
 - iii. NoSQL Database**
 - iv. Relational Database**
 - v. Object Oriented Database**
- 3. Relational Database Management System (RDBMS)**
- 4. STRUCTURED QUERY LANGUAGE (SQL)**

TYPES OF RDBMS

- 1. Oracle**
- 2. MySQL**
- 3. Microsoft SQL Server**
- 4. PostgreSQL**
- 5. SQLite**
- 6. Microsoft Access**

DATA TYPES STRING DATA TYPES

- 1. Char(size)**
- 2. Varchar(size)**
- 3. text**
- 4. nchar**
- 5. nvarchar**
- 6. varbinary**
- 7. image**

SQL Server Outline

DATE AND TIME DATA TYPES

1. **date()**
2. **datetime(fsp)**
3. **timestamp(fsp)**
4. **time(fsp)**
5. **year()**

SQL SERVER KEYS

1. **Primary Keys**
Rules for defining keys
2. **What is Foreign Keys**
3. **Difference between Primary Key & Foreign Key**

TYPES OF RELATIONSHIP

1. **One to one relationship**
2. **One to many relationship**
3. **Many to many**
4. **None**

CONSTRAINTS IN SQL

1. **Not Null**
2. **Unique**
3. **Primary key**
4. **Check**
5. **Default**
6. **Foreign Key**

FOREIGN KEY REFERENTIAL INTEGRITY

1. **No Action**
2. **Cascade**
3. **Set Null**
4. **Set Default**

DATA DEFINITION LANGUAGE (DDL)

1. **Create**
2. **Alter**
3. **Drop**
4. **Truncate**
5. **Rename**

SQL Server Outline

DATA MANIPULATION LANGUAGE (DML)

1. Insert
2. Update
3. Delete
4. Merge
5. Select
6. Call

SQL SERVER LOGICAL OPERATOR

1. All
2. And
3. Between
4. Exists
5. In

SQL SERVER LOGICAL OPERATOR

6. Like
7. Not
8. Or

SQL SERVER COMPARISON OPERATOR

1. = (Equals)
2. > (Greater Than)
3. < (Less Than)
4. >= (Greater Than or Equal To)
5. <= (Less Than or Equal To)
6. <> (Not Equal To)

SQL Server Outline

SQL SERVER STRING FUNCTION

1. **concat()**
2. **left()**
3. **right()**
4. **len()**
5. **lower()**
6. **upper()**
7. **trim()**
8. **ltrim()**
9. **replace()**
10. **substring()**

SQL SERVER AGGREGATE FUNCTION

1. **count()**
2. **sum()**
3. **avg()**
4. **min()**
5. **max()**

TYPES OF JOIN IN SQL SERVER

1. **Inner Join**
2. **Full Join**
3. **Left Join**
4. **Right Join**

MISCE

1. **Group By**
2. **Having**
3. **SQL Case Statement**

Power Bi Outline

INTRODUCTION

1. What is Power Bi
2. Why Power Bi
3. How Power Bi Works
4. Installation

EXPLORING CHARTS

1. Column Charts
2. Stacked Column Chart
3. Pie Chart
4. Donut Chart
5. Funnel Chart
6. Ribbon Chart
7. How to use Include and Exclude
8. View Data and Export as CSV

MAPS

1. How to create a map in Power Bi
2. Map with Pie Chart
3. Formatting map in Power Bi
4. Changing Background of Maps
5. How to create map of any country

TABLES AND MATRIX

1. How to format table in Power Bi
2. Conditional Formatting in Power Bi
3. Aggregate Function in Power Bi
4. Creating Table Matrix in Power Bi
5. Constional Formatting in Table Matrix

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Power Bi Outline

INSERTS

1. Insert image
 2. Insert text
 3. insert Shapes
 4. Insert buttons
- 
- A decorative graphic consisting of four vertical bars of increasing height from left to right, and a thick, light green curved line that starts at the top left, goes down, then right, then down again, ending at the bottom right.

NAVIGATION

1. Web URLs
 2. Page navigation
 3. Dillthrough action
 4. Creating Reports (Dashboard)
- 
- A decorative graphic consisting of four vertical bars of increasing height from left to right, and a thick, light green curved line that starts at the top left, goes down, then right, then down again, ending at the bottom right.

CREATING REPORTS



Python Outline

INTRODUCTION

1. What is python?
2. History of Python
3. Features of Python
4. Why use Python

PYTHON INSTALLATION

1. What is Anaconda
2. What is Miniconda
3. Difference Between Anaconda And Miniconda
4. Virtual Environment
 - a. Why Virtual Environment
 - b. Setting a Virtual Environment

STRING FUNCTIONS & METHODS

1. len()
2. strip()
3. upper()
4. lower()
5. capitalize()
6. find()
7. replace()
8. commanline input

PYTHON OPERATORS

1. Arithmetic operators
2. Assignment operators
3. Comparison operators
4. Logical operators
5. Identity operators
6. Membership operators

Python Outline

VARIABLES

1. Declaring Variables in Python
2. Rule in Naming Variables

NUMBERS

1. int
2. Float
3. Complex

CASTING

1. int()
2. float()
3. str()

STRINGS

1. String Concepts
2. Concatenation
3. String format()
4. The f string format
5. Making comments
6. Doc String
7. String Indexing
8. String Slicing

STRING FUNCTIONS & METHODS

1. len()
2. strip()
3. upper()
4. lower()
5. capitalize()
6. find()
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Python Outline

CONDITIONAL STATEMENTS

1. if statement
2. Shorthand if statement
3. if else statement
4. Nested if statement
5. Shorthand if else statement
6. if elif else

LIST

1. Accessing List
2. Changing list
3. Counting list
4. Adding list
5. Removing list
6. pop(), del, clear()
7. List Constructor

TUPLES

1. Change Tuple value
2. Tuple length
3. Add items to tuple

TUPLES

4. Remove items from a tuple
5. Tuple constructor

SETS

1. Accessing item in a set
2. Change item in a set
3. Adding item to a set
4. length of a set
5. discard(), del, clear()
6. Set Constructor
7. Remove item from a set

Python Outline

DICTIONARY

1. Accessing items in a dictionary
2. Using the `.get()` to get items in a dictionary
3. Dictionary length
4. Adding items to a dictionary
5. Removing items from a dictionary
6. `del`, `popitem()`, `clear()`
7. `dict()` constructor

LOOPS

1. while loops
2. break statement
3. for loops
4. Using `.items()`
5. Using `.values()`
6. Python Range Concept
7. Break and continue
8. Nested loop
9. List Comprehension
10. Dictionary Comprehension

FUNCTIONS

1. Function concept
2. Creating a function
3. Calling a function
4. Passing parameters to a function
5. Function with a default value
6. Returning a value in a function
7. Python Scope

Python Outline

BUILTIN FUNCTION

1. `abs()`
2. `divmod()`
3. `filter()`
4. `map()`
5. `max()`
6. `min()`
7. `pow()`
8. `args, kwargs`
9. `lambda function`

PYTHON OOP

1. OOP Concept
2. What is a class
3. What is an Object
4. What are properties
5. What are methods
6. How to access properties in a class
7. How to access a methods in a class

PYTHON OOP

8. Python init method (Constructor)
9. Difference between class and instance variable
10. Iheritance in Python
11. `Super()` in Python

Python Outline

PYTHON MODULES

1. Creating a module
2. Naming a module
3. Using a module
4. Builtin Python
Date Module

PYTHON PACKAGES

1. Creating a package
2. Using a package
3. Using the from keyword

INTRODUCTION TO PANDA

