

DATA ANALYTICS USING POWER-BI, TABLEAU & ADVANCE EXCEL

02nd to 13th February, 2026

2025-26

About AJNIFM

The Arun Jaitley National Institute of Financial Management (AJNIFM) located in Faridabad, India, is a **Centre of Excellence**, specialized in capacity building of professionals in the fields of Financial Management, Public Policy, IT, HR and other governance issues for promoting highest standard of professional acumen. AJNIFM is a premier resource centre for the capacity building of senior, middle and entry level of management in Government of India and also caters to the training needs of State Governments, Defence establishments, Banks and other Financial Institutions. Training Programmes are customized and executed for the officials from other countries as well. AJNIFM plays a pivotal role in governance and administrative reforms by providing a platform for interaction and exchange of ideas & experiences among officers from different organized services, different state governments and between personnel of Civil and Defence establishments.

About this course

The era of data explosion and Big Data demands the skill sets of Data Intelligence and Data Analytics in the present Decision Makers. Data Analysis, Business Intelligence has become crucial component of overall business strategy as well as other functions, such as accounting & finance, marketing & sales, supply chain management, customer operations, HR etc.

The course **Data Analytics using Tableau & Advance Excel** has been specially designed to assist you in developing the skills in the ever demanding field of Data Mining, Data Analytics, Statistical and Predictive Modelling using in-demand and most popular data visualization and rapid Business analytics tools - **Tableau & Advance Excel**. The course is purely hands-on and prior knowledge of any Business Intelligence or Data Analytics tool is not required.

Why use Tableau?

- Tableau is a powerful and fastest growing data visualization tool used in Data Analytics & Business Intelligence. Data analysis is very fast with Tableau and the visualizations created are in the form of dashboards and worksheets. The data that is created using Tableau can be understood by professional at any level in an organization. It allows a non-technical user to create a customized dashboard.

Why use Advance Excel?

As most of the data is captured in Excel, its advance features such as Pivot Tables, Time Series Analysis, Scatter Plots, Histograms etc. help in creating interactive dashboards.



●Pedagogy and Faculty

The pedagogy is a mix of Presentations, Videos, Hands-on Exercises and Case Studies using e-learning platform.

●For Whom and Duration

- Officials in Government, Public and Private Sectors, Universities, Chambers of Commerce and Industry etc.
- Candidates should possess adequate work experience.
- Academic qualifications: Graduate / Degree holder.
- Working knowledge of English required.
- Age between 25 to 45 years.

Programme Outline

1. Introduction to Data Analysis and Decision Making

2. Describing Data Graphs and Tables using Excel Add-Ins

- Frequency Tables and Histograms
- Analysing Relationship with Scatter plots
- Time Series Plots
- Time Value of Money (Case study)
- Exploring Data with Pivot Tables
- Planning/Project Finance/Pricing

3. Describing Data Summary Measures

- Measures of Central Location
- Minimum, Maximum and Range
- Measures of Variability, Variance and Standard Deviation
- Obtaining Summary Measures with Add-Ins
- Sensitivity Analysis w.r.t. Capital Budgeting
- Monte Carlo Simulation
- Modelling with Excel

4. Introduction to Tableau Desktop

- The Start Page and Data Connection Page
- Leveraging Toolbar Icons, Data Window, Data Types, and Aggregation

5. Creating Visual Analytics with Tableau Desktop

- Building Visualizations with the row and Column Shelves
Case-study

6. Tableau Line Charts for Time Series Analysis (Case Study)

- Trend Lines and Reference Lines
- Enhancing Views with Filters, Sets, Groups, and Hierarchies

7. Maps in Tableau to Improve Insight

Financial Arrangement: Under Government of India Sponsorship (ITEC). The financial arrangements of the programme is as per the guidelines issued from time to time under Indian Technical and Economic Cooperation Programme of Government of India.

Closing Date for Nominations: Fifteen days before the commencement of the programme.

Venue and Reporting:

Arun Jaitley National Institute of Financial Management (AJNIFM), Sector-48, Pali Road, Faridabad -121 001, Haryana. It is located in Faridabad town on Badkhal-Pali Road, about 1 km south of Badkhal Lake crossing.

AJNIFM is at a distance of about 30 kms from India Gate, New Delhi and about 35 kms from Delhi Airport. Participants are expected to reach the Institute one day before commencement of the programme and proceed for their return journey within a day after conclusion of the programme.



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