



# RMS SKILLS

#1 Engineer's Software Training Centre

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## Data Analytics Course Syllabus

### Introduction to Data Analytics

- Data Analytics Overview
- Importance of Data Analytics
- Types of Data Analytics
- Descriptive Analytics
- Diagnostic Analytics
- Predictive Analytics
- Prescriptive Analytics
- Benefits of Data Analytics
- Data Visualization for Decision Making
- Data Types, Measure Of central tendency, Measures of Dispersion
- Graphical Techniques, Skewness & Kurtosis, Box Plot Descriptive Stats
- Sampling Funnel, Sampling Variation, Central Limit Theorem, Confidence interval

### SQL

- Introduction to Oracle Database
- Retrieve Data using the SQL SELECT Statement
- Learn to Restrict and Sort Data
- Usage of Single-Row Functions to Customize Output
- Invoke Conversion Functions and Conditional Expressions
- Aggregate Data Using the Group Functions
- Display Data from Multiple Tables Using Joins
- Use Sub-Queries to Solve Queries
- The SET Operators
- Data Manipulation Statements
- Use of DDL Statements to Create and Manage Tables
- Other Schema Objects• Control User Access
- Management of Schema Objects• Manage Objects with Data Dictionary Views
- Manipulate Large Data Sets

- Data Management in Different Time Zones
- Retrieve Data Using Sub-queries
- Regular Expression Support

## **Tableau**

### **Module 1: Tableau Course Material**

- Start Page
- Show Me
- Connecting to Excel Files
- Connecting to Text Files
- Connect to Microsoft SQL Server
- Connecting to Microsoft Analysis Services
- Creating and Removing Hierarchies
- Bins
- Joining Tables
- Data Blending

### **Module 2: Learn Tableau Basic Reports**

- Parameters
- Grouping Example 1
- Grouping Example 2
- Edit Groups
- Set
- Combined Sets
- Creating a First Report
- Data Labels
- Create Folders
- Sorting Data
- Add Totals, Sub Totals and Grand Totals to Report

### **Module 3: Learn Tableau Charts**

- Area Chart Bar Chart
- Box Plot
- Bubble Chart
- Bump Chart
- Bullet Graph
- Circle Views

- Dual Combination Chart
- Dual Lines Chart
- Funnel Chart
- Traditional Funnel Charts
- Gantt Chart
- Grouped Bar or Side by Side Bars Chart
- Heatmap

- Highlight Table
- Histogram
- Cumulative Histogram
- Line Chart
- Lollipop Chart
- Pareto Chart
- Pie Chart
- Scatter Plot
- Stacked Bar Chart
- Text Label
- Tree Map
- Word Cloud
- Waterfall Chart

## **Module 4: Learn Tableau Advanced Reports**

- Dual Axis Reports
- Blended Axis
- Individual Axis
- Add Reference Lines
- Reference Bands Reference Distributions
- Basic Maps
- Symbol Map
- Use Google Maps
- Mapbox Maps as a Background Map
- WMS Server Map as a Background Map

## **Module 5: Learn Tableau Calculations & Filters**

- Calculated Fields
- Basic Approach to Calculate Rank
- Advanced Approach to Calculate Ra

- Calculating Running Total
- Filters Introduction
- Quick Filters
- Filters on Dimensions
- Conditional Filters
- Top and Bottom Filters
- Filters on Measures

- Context Filters
- Slicing Filters
- Data Source Filters
- Extract Filters

### **Module 6: Learn Tableau Dashboards**

- Create a Dashboard
- Format Dashboard Layout
- Create a Device Preview of a Dashboard
- Create Filters on Dashboard
- Dashboard Objects
- Create a Story

### **Module 7: Server**

- Tableau online.
- Overview of Tableau Server.
- Publishing Tableau objects and scheduling/subscription

## **Power BI**

### **Module 1: Introduction to Power BI**

- Get Started with Power BI
- Overview: Power BI concepts
- Sign up for Power BI
- Overview: Power BI data sources
- Connect to a SaaS solution
- Upload a local CSV file

- Connect to Excel data that can be refreshed
- Connect to a sample
- Create a Report with Visualizations
- Explore the Power BI portal

## **Module 2: Viz and Tiles**

- Overview: Visualizations
- Using visualizations
- Create a new report
- Create and arrange visualizations
- Format a visualization
- Create chart visualizations
- Use text, map, and gauge visualizations and save a report
- Use a slicer to filter visualizations
- Sort, copy, and paste visualizations
- Download and use a custom visual from the gallery

## **Module 3: Reports and Dashboards**

- Modify and Print a Report
- Rename and delete report pages
- Add a filter to a page or report
- Set visualization interactions Print a report page
- Send a report to PowerPoint
- Create a Dashboard
- Create and manage dashboards
- Pin a report tile to a dashboard
- Pin a live report page to a dashboard

- Pin a tile from another dashboard
  - Pin an Excel element to a dashboard
  - Manage pinned elements in Excel
  - Add a tile to a dashboard
  - Build a dashboard with Quick Insights
  - Set a Featured (default) dashboard
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- Ask Questions about Your Data
  - Ask a question with Power BI Q
  - &A Tweak your dataset for Q&A
  - Enable Cortana for Power BI

#### **Module 4: Publishing Workbooks and Workspace**

- Share Data with Colleagues and Others
- Publish a report to the web
- Manage published reports
- Share a dashboard
- Create an app workspace and add users
- Use an app workspace
- Publish an app
- Create a QR code to share a tile
- Embed a report in SharePoint Online

#### **Module 5: Other Power BI Components and Table Relationship**

- Use Power BI Mobile Apps
- Get Power BI for mobile
- View reports and dashboards in the iPad app
- Use workspaces in the mobile app Sharing from Power BI Mobile

- Use Power BI Desktop
- Install and launch Power BI Desktop
- Get data● Reduce data
- Transform data
- Relate tables
- Get Power BI Desktop data with the Power BI service
- Export a report from Power BI service to Desktop

### **Module 6: DAX functions**

- New Dax functions
- Date and time functions
- Time intelligence functions
- Filter functions
- Information functions
- Logical functions
- Math● & trig functions
- Parent and child functions
- Text functions

### **Python Basics**

- The print statement
- Comments
- Python Data Structures & Data Types
- String Operations in Python
- Simple Input● & Output Simple Output Formatting
- Deep copy
- Shallow copy

- Operators in python

## **Excel: Basics to Advanced**

- Excel tutorial
- Text to Columns
- Concatenate The Concatenate Function
  
- The Right Function with Concatenation
- Absolute Cell References
- Data Validation
- Time and Date Calculations
- Conditional Formatting
- Exploring Styles and Clearing Formatting
- Using Conditional Formatting to Hide Cells
- Using the IF Function
- Changing the “Value if false” Condition to Text
- Pivot Tables
- Creating a Pivot Table
- Specifying PivotTable Data
- Changing a PivotTables Calculation
- Filtering and Sorting a PivotTable
- Creating a PivotChart
- Grouping Items
- Updating a PivotTable
- Formatting a PivotTable
- Using Slicers
- Charts
- Creating a Simple Chart
- Charting Non-Adjacent Cells
- Creating a Chart Using the Chart Wizard
- Modifying Charts
- Moving an Embedded Chart
- Sizing an Embedded Chart
- Changing the Chart Type
- Chart Types
- Changing the Way Data is Displayed
- Moving the Legend
- Formatting Charts Adding Chart Items
- Formatting All Text
- Formatting and Aligning Numbers



- Formatting the Plot Area
  - Formatting Data Markers
  - Pie Charts
  - Creating a Pie Chart
  - Moving the Pie Chart to its Own Sheet
  - Adding Data Labels
  - Exploding a Slice of a Pie Chart
  - Data Analysis – Overview
  - types of Data Analysis
  - Data Analysis Process
  - Working with Range Names
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- Copying Name using Formula Autocomplete
  - Range Name Syntax Rules
  - Creating Range Names
  - Creating Names for Constants
  - Managing Names
  - Scope of a Name
  - Editing Names
  - Applying Names
  - Using Names in a Formula
  - Viewing Names in a Workbook
  - Copying Formulas with Names
  - Difference between Tables and Ranges
  - Create Table
  - Table Name
  - Managing Names in a Table
  - Table Headers replacing Column Letters
  - Propagation of a Formula in a Table
  - Resize Table Remove Duplicates
  - Convert to Range• Table Style Options
  - Table Styles
  - Cleaning Data with Text Functions
  - Removing Unwanted Characters from Text
  - Extracting Data Values from Text
  - Formatting Data with Text Functions
  - Date Formats
  - Conditional Formatting
  - Sorting
  - Filtering
  - Lookup Functions
  - Pivoting

## **Business Statistics**

### **Introduction to Statistical Analysis**

- Counting, Probability, and Probability Distributions
- Sampling Distributions
- Estimation and Hypothesis Testing
- Scatter Diagram
- Anova and Chisquare
- Imputation Techniques
- Data Cleaning
- Correlation and Regression

**WITH INDUSTRIAL LIVE PROJECTS**