



EXCLUSIVE FREE BONUSES

For CourseDekhlo Readers

AI + Excel Data Analytics Starter Kit
plus
Beginner-to-Data-Analyst Career Roadmap

What this guide is for

Use this free resource to turn the ideas from an AI + Excel workshop into actual practice — and then follow a structured roadmap toward entry-level Data Analytics skills.

CourseDekhlo principle: Don't buy another course immediately. Start with free resources, practice consistently, build projects, and then decide whether you actually need a paid course.

■ Bonus 1: AI + Excel Data Analytics Starter Kit

Learn How to Use AI with Excel — Free CourseDekhlo Resource

The Ira Skills workshop gives you an introduction to **NotebookLM**, **Claude AI**, **Excel dashboards**, **Pivot Tables**, **charts** and **AI-powered data workflows**. This starter kit is designed to help you practice those concepts yourself.

What you'll get

1. Excel Practice Checklist

- Excel basics
- Formulas
- IF, SUMIFS, COUNTIFS
- VLOOKUP/XLOOKUP
- Data cleaning
- Pivot Tables
- Charts
- Basic dashboards
- Power Query basics

2. AI Prompt Pack for Excel

Prompt 1

“Analyze this Excel dataset and identify the most important trends.”

Prompt 2

“Explain this Excel formula in simple language and suggest a better formula if possible.”

Prompt 3

“Analyze this sales dataset and suggest 5 KPIs I should include in an Excel dashboard.”

Prompt 4

“Create a step-by-step plan for building a sales dashboard from this Excel data.”

Bonus 1 — Continue Practicing

3. NotebookLM Practice

- Take a publicly available report/PDF and practice summarizing it.
- Create a mind map from the document.
- Find the important insights.
- Create study notes.
- Ask questions about the document.

4. Claude AI Practice

- Give Claude a sample dataset.
- Ask it to identify important columns.
- Find patterns in the data.
- Suggest useful KPIs.
- Suggest dashboard layouts.
- Explain the data in simple language.

■ Goal of this bonus

Don't just watch AI + Excel demonstrations. Practice them yourself.

Workshop → Practice → Build → Improve

■ Bonus 2: CourseDekhlo Beginner-to-Data-Analyst Roadmap

How to Start a Career in Data Analytics — Beginner Roadmap

If you're a complete beginner, **don't try to learn everything at once**. Follow this sequence and build your skills step by step.

STEP 1 — Excel Foundation | 2–3 weeks

Learn: Excel basics • Formulas • IF, SUMIFS, COUNTIFS • VLOOKUP/XLOOKUP • Data cleaning • Pivot Tables • Charts • Basic dashboards • Power Query basics

Goal: Be comfortable taking raw Excel data and turning it into a useful report.

STEP 2 — SQL | 3–4 weeks

Learn: SELECT • WHERE • GROUP BY • ORDER BY • JOINS • CASE WHEN • Subqueries • CTEs • Window functions • Aggregations

Goal: Be able to take data from a database and answer business questions.

STEP 3 — Power BI | 3–4 weeks

Learn: Power Query • Data cleaning • Data modelling • Relationships • DAX basics • Measures • KPIs • Interactive dashboards • Power BI reports

Goal: Turn data into an interactive business dashboard.

STEP 4 — Basic Statistics | 1–2 weeks

Learn: Mean • Median • Mode • Percentage • Distribution • Standard deviation • Correlation • Basic probability • Outliers

Goal: Understand what your data is actually telling you.

STEP 5 — Python | 3–5 weeks

Learn: Python basics • Pandas • NumPy basics • Data cleaning • Data manipulation • Basic visualization • Exploratory Data Analysis (EDA)

Goal: Add a useful programming layer to your analytics toolkit.

Roadmap — From Skills to Job Applications

■ STEP 6 — Build 3 Real Projects

This is where your learning becomes a portfolio.

Project 1 — Excel	Sales Performance Dashboard Revenue • Profit • Top products • Monthly sales • Regional performance
Project 2 — SQL	E-commerce Data Analysis Which products sell the most? • Which customers generate the most revenue? • What is the monthly revenue? • Which category performs best?
Project 3 — Power BI	Business Performance Dashboard KPIs • Trends • Filters • Charts • Business insights

Then add **one Python project** when you're comfortable.

■ STEP 7 — Learn Business Thinking

Don't just say: *"I created a dashboard."*

Learn to say: *"Revenue dropped 12% in Q3, mainly because of declining sales in Region X. Based on the data, management should investigate..."*

Data → Analysis → Insight → Business Decision

■ STEP 8 — Build Your Resume & LinkedIn

Skills + Projects + Results

Instead of "Learned Power BI," show what you built and what the dashboard analyzed.

■ STEP 9 — Start Applying

- Junior Data Analyst
- Data Analyst
- MIS Analyst
- Reporting Analyst
- Business Analyst — Junior
- Operations Analyst
- BI Analyst — Junior
- Data/Reporting Executive

Don't wait until you know everything. Look at real job descriptions and use them to adjust your learning priorities.

Roadmap — Add AI the Right Way

■ STEP 10 — Add AI to Your Analytics Skills

AI should be your accelerator, not your foundation.

- Explain SQL
- Debug formulas
- Generate practice datasets
- Suggest analysis approaches
- Explain DAX
- Help clean data
- Brainstorm dashboard KPIs
- Analyze your resume
- Practice interview questions

But don't blindly copy AI-generated answers. Understand what the AI produces.

■■ Your Simple Roadmap

1	Excel
2	SQL
3	Power BI
4	Statistics
5	3–4 Real Projects
6	Basic Python
7	Resume + Portfolio
8	Interview Preparation
9	Apply for Jobs
10	Keep improving with AI

■ Realistic beginner target

If you can consistently study **1.5–2 hours per day**, a reasonable target is to spend roughly **4–6 months** building the fundamentals and portfolio, rather than expecting a 3-hour workshop to make you job-ready.

Remember

You don't need to master everything before applying. You need enough skills to solve realistic problems and demonstrate them through projects.

CourseDekhlo's message to readers

“Don't buy another course immediately. Start with the free resources available online, practice consistently, build projects, and then decide whether you actually need a paid course.”

This resource is designed as an educational starting point, not a guarantee of employment or salary.