COURSE SYLLABUS

Excel for Data Analytics (Self-Paced)

Improve your data analysis skills with this Excel class. Learn essential functions, formulas, and advanced techniques like Pivot Tables and VLOOKUP. Gain hands-on experience and optimize your workflow for efficient data analysis.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/excel-data-analytics-online



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Course Outline

Excel Level I: Fundamentals

- Learn how to use functions to speed up your workflow
- Add formatting and other visual effects
- Turn data into visual charts, including line, column, and pie charts
- Learn tips and tricks for easy workbook management

Excel Level II: Intermediate

- Learn to split and join text, add data validation and named ranges
- Use database functions and logical statements
- Create PivotTables to quickly summarize large databases
- Create advanced combo charts from multiple charts

Excel Level III: Advanced

- Cell management, including cell locking, auditing, and hot keys
- Special formatting for calculating dates
- Use advanced functions and advanced analytical tools
- Record macros and relative reference macros for ad hoc reporting