

# Excel for Data Analytics Course

Improve your data analysis skills with our Excel for Data Analytics 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 in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto:onsite@graduateschool.edu) or visit: <https://www.graduateschool.edu/courses/excel-data-analytics>



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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 Pivot Tables 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