COURSE SYLLABUS

Excel for Data Analytics Course Online (Self-Paced)

Build Excel analysis skills with functions, formulas, PivotTables, charts, and tools for organizing and checking workbook data.

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



nyc@careercenters.com • (212) 658-1918

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