

Business Analyst Certificate

Master the tools of a business analyst and launch your career as a business analyst by learning Excel, PowerPoint, SQL, & Tableau in hands-on classes. Prepare for or launch yourself into a career as a business analyst.

Group classes in NYC and onsite training is available for this course. For more information, email contact@nyimtraining.com or visit: <https://training-nyc.com/courses/business-analyst-certificate-nyc>



contact@nyimtraining.com • [\(212\) 658-1918](tel:(212)658-1918)

Course Outline

This package includes these courses

- Excel for Business Fundamentals (7 Hours)
- Intermediate Excel for Business (7 Hours)
- Advanced Excel for Business (7 Hours)
- PowerPoint for Business (7 Hours)
- Advanced PowerPoint for Business (7 Hours)
- Tableau Level I (7 Hours)
- Tableau Level II (7 Hours)
- SQL Level I (8 Hours)
- SQL Level II (8 Hours)

Excel for Business Fundamentals

Introduction

- Data Entry
- Interface

Formulas

- Autofill
- Calculations
- True or False
- AutoSum Functions
- Text Functions
- Multi-Input Functions
- Absolute Cell References

Formatting

- Formatting
- Format Painter
- Conditional Format

Charts & Tables

- Line Chart
- Column Chart
- Pie Chart
- Tables

Workbook Management

- Printing
- Worksheets
- Repeat Action
- Shortcuts
- 5 Fundamental keyboard shortcuts and a review of others previously covered

End of Class Project

- Project
- Save and Close

Intermediate Excel for Business

Worksheet Management

- Navigation
- Paste Special

Working with Text

- Splitting Text
- Joining Text
- Named Ranges
- Data Validation
- Sort & Filter
- Remove Duplicates

Database Functions

- VLOOKUP
- HLOOKUP
- VLOOKUP - Closet Match

Logical Functions

- AND, OR
- IF statements

Pivot Tables

- Pivot Tables
- Pivot Tables & Grouping
- Multiple Pivot Tables

Statistical Functions

- Ranking
- COUNTIFS
- SUMIFS

Advanced Charts

Combo Charts

End of Class Project

Project

Advanced Excel for Business

Cell Management

- Advanced Cell Locking
- Hot Keys
- Windows
- Cell Auditing

Special Formatting

- Date functions
- Conditional Formatting-Formulas

Advanced Functions

- Nested IF statements
- IF statements with AND/OR

What If Analysis

- Goal Seek
- Data Tables

Advanced Analytical Tools

- Data Consolidation
- Conditional SumProduct
- Pivot Table-Calculations
- Pivot Charts

Advanced Database Functions

- MATCH function
- VLOOKUP-MATCH
- INDEX-MATCH
- INDEX-Double MATCH

Introduction to Macros

- Recording Macros
- Relative Macros

End of Class Project

Project

PowerPoint for Business

Introduction

- User Interface
- File Management

Creating Presentation

- Adding Text Using Outline View
- Adding Slides

Images

- Getting Images
- Placing Images
- Adjusting/Styling Images

SmartArt

- Building Diagrams
- Styling Diagrams
- Converting Bullet Lists to SmartArt

Shapes

- Creating Shapes
- Styling Shapes
- Adding Text to Shapes
- Adjusting Shapes
- Text Boxes
- Connectors

Layered Objects

- Aligning
- Distributing
- Grouping

Tables

- Creating Tables
- Designing Tables

Charts

- Creating Charts
- Designing Charts
- Saving Chart Templates

Proofing and Editing

- Spell Check
- Using Slide Sorter View
- Printing

Animation

- Slide Transitions
- Slide Animations

Running a Presentation

- Starting and Stopping a Presentation
- Presenting to an Audience
- Navigating
- Annotating
- Using Speaker Notes
- Using Presenter View

Advanced PowerPoint for Business

Designing

- Slide Masters
- Themes and Templates

Collaborating

- Using Outlines
- Reusing Slides

Commenting

- Adding Comments
- Replying to Comments

Navigation

- Hyperlinks
- Action Buttons

Using Multimedia

- Video
- Audio

Charts from Excel

- Paste
- Paste Special Paste
- Paste Special Paste Link

Tables from Excel

- Paste
- Paste Special Paste
- Paste Special Paste Link

Custom Shows

- Building Custom Shows
- Running Custom Shows

Recording a Slideshow

- Slide Timings
- Narration

SQL Level I

Basic Concepts

- Microsoft SQL Server
- What is SQL?
- What are Relational Databases?

The Graphic User Interface

- Object Explorer
- Query Window
- Results Grid
- Options

The Code

- Basic Clauses
- Field and Table Aliases
- Creative use of Aliases
- Inner Table Joins
- Aggregations
- Distinct Records
- Text Criteria & Operators
- Wildcard Filters
- Numeric Criteria & Operators

Student Labs

SQL Level II

The Code

- Self Joins
- Union Joins
- Cross Joins

Saving Queries Programmatically

- Views
- Functions
- Stored Procedures
- Layered Views
- Create Top Value Views

Sub Queries

- What is a Sub Query?
- Clarity and Transparency
- Single Table Sub Query
- Multiple Table Sub Query
- Exists versus In Operators
- Any versus All Operator

Math, Advanced Functions and Logic Statements

- Basic Math

- Advanced Date and Time Functions
- Advanced Text Functions
- Case When Then Logic Statements
- Variables and User Functions

Student Labs

- Creating Views
- Sub Queries
- Advanced Functions
- Logic and Date Functions

Tableau Level I

Understanding Data

- What is data
- Where to find data
- Foundations for building Data Visualizations

Creating Your First visualization

- Getting started with Tableau Software
- Using Data file formats
- Connecting your Data to Tableau
- Creating basic charts (line, bar charts, Treemaps)
- Using the Show me panel

Tableau Calculations

- Overview of SUM, AVG, and Aggregate features
- Creating custom calculations and fields
- Applying new data calculations to your visualization

Formatting Visualizations

- Formatting Tools and Menus
- Formatting specific parts of the view
- Editing and Formatting Axes

Manipulating Data in Tableau

- Cleaning-up the data with the Data Interpreter
- Structuring your data
- Sorting and filtering Tableau data
- Pivoting Tableau data

Advanced Visualization Tools

- Using Filters
- Using the Detail panel
- Using the Size panels
- Customizing filters
- Using and Customizing tooltips
- Formatting your data with colors

Creating Dashboards & Stories

- Using Storytelling
- Creating your first dashboard and Story
- Design for different displays
- Adding interactivity to your Dashboard

Distributing & Publishing Your Visualization

- Tableau file types
- Publishing to Tableau Online
- Sharing your visualization
- Printing and exporting

Tableau Level II

Intro to Data Maps

- Concepts of mapping data
- Requirements in mapping data
- Formatting geographic data for Tableau
- Using Polygon data
- Using background images
- Using Mapbox maps
- Customizing maps layers and map options

Creating Visualization Maps

- Creating Choropleth maps
- Creating Proportional Symbol maps
- Tracking data over time using maps
- Creating Spider maps
- Creating Heat maps
- Density Maps
- Distributing and Publishing your map Visualization

Creating custom charts

- Cyclical data and circular area chart
- Dual Axis Charts
- Dual Axis (Layered) Maps
- Alluvial Diagram
- Ranking Chart
- Sheet swapping and dynamic dashboards