

Document Generated: 12/18/2025

Learning Style: On Demand

Technology: Microsoft

Difficulty: Beginner

Course Duration: 24 Hours

## Data Analysis: A Practical Introduction for Absolute Beginners



## About this Course:

The Data Analysis: A Practical Introduction for Absolute Beginners Course is included in the series of Data Analysis Courses of the Microsoft Professional Program.

In today's world of information technology, businesses heavily rely on data analysis to develop business strategies and practices driving continuous improvement and growth. This has augmented the need for Data Analysts in business enterprises and small and large-scale organization. From healthcare institutions to non-profit organizations, the benefits of data analysis are relished by business professionals from all across the world.

This course provides professionals with an insight into the world of Data Analysis and advocates the need for Data Visualization Literacy. This course helps professionals understand different contexts, applications, and origins of data and get to learn the art of analyzing data sets by summarizing statistics. The teachings of this course gives an overview of Data Analytic Toolkit Features and Functionalities and present various applications of Analytical Methods. Furthermore, this course also helps professionals understand various career opportunities available for Professional Data Analysts.

## Course Objectives:

The core objective of this course is to help professionals gain a better understanding and conceptual knowledge of the following key elements:

- Understanding the Contexts, Applications, and Origins of Data in Society, Work & Life
- Fundamentals of Mathematical Concepts and Data
- Working with various Data Types
- Data Analytic Toolkit Functionalities such as Data Storytelling
- Understanding and Analyzing Data Sets by Summarizing Statistics
- Application of Analytical Methods to Businesses and Industry
- Career Opportunities for Data Analyst

## Audience:

This course is specifically tailored for professional Data Analysts and students striving to pursue a career in the niche of Data Analytics.

## Prerequisite:

Professionals planning to enroll in the Data Analysis: A Practical Introduction for Absolute Beginners course must comply with the following prerequisites:

- Fundamental Knowledge of working with Excel

## **Course Outline:**

### **Our Data-Driven World**

- Data in Life and Society
- Data Literacy

### **Our First Data Walkthrough**

- Walkthrough

### **Our Data Structures**

- Data Origins, Sources, and Types
- Data Structures
- Data Joins

### **Our Data Analysis Methods**

- Math and Statistics
- Data Visualization 101

### **Data Analysis in Context**

- Data in Context
- Data Ethics
- Data Analysis Career Paths

### **Final**

- Final Exam
- Closing