# Becoming a Master of Data Analysis

**Modality: On Demand**

**Duration: 1 Hour**

## About this course:

Microsoft Excel is a spreadsheet developed by Microsoft for Windows, macOS, Android and iOS. It features calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications. This course will teach you how to use some of the tools built into Excel which enable you to dig through data records and unlock hidden answers. Office workers, business professionals, teachers, support staff, and anyone who wants to use the computer to track, figure out, and report information will benefit from this course.

## Course Objective:

After completing this course, students will have a working understanding of:

- Converting Records Lists into Tables
- Sorting and Filtering Records
- Using Summary Based IFs Functions
- Building and Working with Pivot Tables
- Creating Pivot Charts

## Audience:

This course is intended for:

- Beginners who are interested in learning about data analysis

## Prerequisites:

- Students should be familiar with basic MS Excel functionality

## Suggested prerequisites courses:

- Excel 2016 Beginner
- Excel 2013: PivotTables

## Course Outline:

- Introduction
- Converting Records Lists into Tables
- Sorting and Filtering Records
- Using Summary Based IFs Functions

- Building and Working with Pivot Tables
- Creating Pivot Charts
- Inserting Sparklines
- Applying Conditional Formatting