

Analytics Boot Camp: Excel Essentials

Course Number: 4660

Length: 2 Days

Primary Delivery Method: Instructor-led online (synchronous)

Alternative Delivery Methods: Instructor-led live classroom

Course Description

Unlock key skills in Microsoft Excel to develop a strong foundation in data analysis techniques, including numerous analytical techniques, data preparation, integration, and charting skills. Learn to use data to gain insight into sound business strategy, a key component in problem-solving and decision-making within a mission-critical organization. Working collaboratively through real-world scenarios using Microsoft Excel, you'll be prepared to perform the most relevant, mission-critical analyses for your organization.

Intended Audience

This course is designed for professionals who seek formal training or a refresher course in foundational skills for data analytics.

Client-Provided Facility Requirements

- 1 computer per student with Internet and Microsoft Office 2016 including Microsoft Excel with unrestricted rights to install the Analysis Toolpak or with Analysis Toolpak already installed on each computer
- Internet required for instructor computer
- Shared folders for students to share work products and access presentations/files from the instructor computer

Course Learning Objectives

- Explain the importance of data analysis and data analysis tools to help organizations solve problems effectively
- Review basic Excel components and functions
- Use ranges, anchoring, and Excel tables to perform analysis tasks
- Sort and filter data to identify relevant information
- Create charts to clarify analysis results and make informed decisions
- Use Excel's VLOOKUP function
- Create pivot tables and charts to summarize data
- Perform text manipulation functions to turn raw data into useable data
- Utilize Excel's Get and Transform feature to import and transform data

Course Additional Features

- Producer Support
- Technical Support Team
- Extended Learning Bursts

Analytics Boot Camp: Excel Essentials

- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides
- AI Prompts
- Satisfaction Guarantee

All details about the Additional Features are available on this page. [Click here to Explore](#)

Course Schedule

DAY ONE	
MORNING	Introduction
	Lesson 1: Introduction to Data Analysis
	Lesson 2: An Excel Primer
LUNCH	
AFTERNOON	Lesson 3: Ranges, Anchoring, and Excel Tables
	Lesson 4: Sorting and Filtering Data
	Lesson 5: Charting Data

DAY TWO	
MORNING	Lesson 5: Charting Data, continued
	Lesson 6: VLOOKUP
	Lesson 7: PivotTables
LUNCH	
AFTERNOON	Lesson 8: Text Manipulation Formulas
	Lesson 9: Get and Transform

Learning Methods

Lecture; facilitator presentations; facilitated discussions; practical individual and large-group hands-on exercises; discussion; action planning.

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Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Statistics
- Level: Basic
- CPEs: 16

Continuous Learning Points (CLPs)

- Credits: 16

Management Concepts Certificate Program Relationship

This is an elective course in the following program(s):

- [Data Analytics Certificate Program](#)
- [Agile in Government Master Track](#)
- [Business Analysis and Requirements Management Master Track](#)
- [Project Management Master Track](#)
- [Program Management Certificate Program](#)

Prerequisites

Mandatory

- Participants should have a basic understanding of Excel.

Suggested

- [Introduction to Analytics](#)

Prework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Follow-On Resources

- [Analytics Boot Camp: Core Analytics](#)

Analytics Boot Camp: Excel Essentials

- [Data Collection Techniques](#)
- [Data Analysis and Modeling Techniques](#)
- [Evaluating and Presenting Analysis Results](#)
- [Data-Driven Decision Making](#)
- [Introduction to Data Visualization](#)
- [Leveraging Artificial Intelligence for Federal Decision-Making](#)

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Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/4660>



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