

# Frequently Asked Questions

**Course Title:** Analytics Boot Camp: Excel Essentials

**Course #:** 4660

**Duration:** 2 Days

**Delivery Method:** Instructor-led online (synchronous)

**Alternative Delivery Methods:** Instructor-led live classroom

## 1. What business or organizational need does this course address?

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.

## 2. Who should attend?

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

## 3. What will I learn how to do in this course?

- 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

## 4. What kinds of activities are included in this course?

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

## 5. Are there prerequisites for this course?

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Mandatory:

- Participants should have a basic understanding of Excel.

Suggested:

- [Introduction to Analytics](#)

## 6. Do I have to complete any prework for the course?

There is no prework required for this course.

## 7. Is this course applicable toward a professional certification?

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

## 8. Does this course count for credit toward a Management Concepts Certificate Program?

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](#)

## 9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 16

NASBA Field of Study: Statistics

NASBA Level: Basic

CEUs: 1.3

CLPs: 16

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## 10. What course(s) do you recommend after I complete this course?

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

## 11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).