



SIIMT University College

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Data Analyst Excel COURSE CONTENT Level I

Certified Data Analyst with Excel (CDAE)

Module 1: Getting Started with Data Analytics

- Introduction Data Analytics and how the process of Data Analytics works.
- Interdisciplinary between Data Engineer, Data Analyst, Data Scientist, Business Analyst, and Business Intelligence Analyst.
- Describe the different types of data structures, file formats, data sources, and data repositories.

Outcome – You will have a good grasp on different aspects of Data Analytics. You will explore what is data gathering & identifying the sources of data. You will learn the process of cleaning, analysing, and tools for sharing data

Module 2: Hands-on Excel for Data Analytics

- Describe the fundamentals of spreadsheet applications
- Implementing formulas, navigation through spreadsheet and data entry
- Import and clean data, techniques to maintain data quality.
- Analyse data in spreadsheets by using filtering, sorting, look-up functions, and pivot tables.

Outcome - By then end of this module you will have experience of working on different data sets, spreadsheets. Using excel you will have cleaned and analysed data

Module 3: Working on Visualization and Dashboards

- Create basic charts and pivot charts in Excel

- Explain the important role charts play in telling a data-driven story
- Construct advanced charts and visualizations.
- Build dashboards using Excel

Outcome - Throughout this module you will encounter numerous hands-on labs and a final project. With each lab, gain hands-on experience with creating basic and advanced charts, then continue through the module and begin creating dashboards with spreadsheets. You will then create a set of data visualizations and an interactive dashboard that can be shared with peers, professional communities or prospective employers.

