



Microsoft Excel Data Modeling Mini-Boot Camp Training Prerequisites and Curriculum

Prerequisites

All students enrolling in this mini-boot camp are required to have previous basic Excel knowledge in the following topics:

- Workbook navigation
- Filtering and sorting data
- Formatting
 - Colors
 - Borders
 - Freezing
 - Merging
 - Inserting and deleting columns
 - Adjustments
- Basic Mathematical Functions
 - SUM, AVERAGE, COUNT
 - Autosum
 - Order of Operation
 - Cell References

Training Topics

- Data validation/pick lists
- Text to columns
- Duplicates removal techniques
- Data types conversion
- Concatenate
- Find and replace
- Left
- Right
- Text