Data Analytics Training Curriculum

What will the training cover?

This boot camp will help students learn the cycle of data analytics from start to finish while utilizing Excel, and Power BI. First, students will learn how to create summary reports via formatting and popular analysis functions, such as SUMIFS, XLOOKUPS, and IF statements.

Then, we will round out the training by connecting your Excel datasets in Power BI to build dashboards. You will be able to create dynamic dashboards from Excel data sources and publish your dashboard reports online.

Part 1: Microsoft Excel Reporting Training Topics

During this portion of the training, you will receive 12 hours of training that will teach you how to build and format Excel-ready summary reports.

Formula Topics

Xlookups

If statements

Basic If/Then Logic Statements

Error correcting If/Then Logic Statements

Sumifs

Text functions

Concatenate

Proper casing

Textbefore

Textafter

Date functions

Month, Day, Year

Date calculations

Prerequisites

The skills listed below are **required prerequisites** for participation in the Excel Formulas Boot Camp. If you are **not yet comfortable** using these skills in Excel, we kindly ask that you **do not register at this time**, as these topics **will not be covered during the boot camp**.

Office 365

Creating new worksheets

Hiding worksheets

Deleting worksheets

Locating a cell

Data entry (inputting data into a cell)

Know the difference between columns and rows

Copying and pasting data

Opening a workbook

Know the difference between a workbook vs. worksheet

Saving a workbook

Inserting and deleting rows and columns

Prerequisites (Cont.)

The skills listed below are **required prerequisites** for participation in the Excel Formulas Boot Camp. If you are **not yet comfortable** using these skills in Excel, we kindly ask that you **do not register at this time**, as these topics **will not be covered during the boot camp**.

Filtering

Sorting

Formatting (Font, borders, alignments, data types)

Mathematical operations and calculations

Sum

Average

Min

Max

Count

Addition

Subtraction

Division

Multiplication

Part 2: Power BI Dashboard Training Topics

During this portion of the training, you will receive 6 hours of training that will teach you how to create and share dynamic dashboards in Power BI.

Data Visualization

Data source connections

Data import

Chart selections

Filtering and sorting data

Formatting (Colors, themes, branding, fonts, logos)

Dynamic dashboards

Aggregations

Data types

Prerequisites

Windows Operating System or Macbook Parallel System

No prior knowledge of Power BI is required. Students will be provided prerequisite self-paced videos prior to the start of the boot camp.

Data Visualization

Data source connections

Data import

Chart selections

Filtering and sorting data

Formatting (Colors, themes, branding, fonts, logos)

Dynamic dashboards

Aggregations

Data types

eXcelerate

DATA TELLS A STORY. BE THE STORYTELLER