

Excel for Data Analytics Course Online

Sharpen your data analysis skills with this class. You'll pick up essential functions, formulas, and advanced techniques such as Pivot Tables and VLOOKUP, building real hands-on experience that helps you work through data more efficiently.

Group classes (Live Online) and onsite training are available for this course. For more information, email partnerships@vdc.edu or visit: <https://vdc.edu/courses/excel-for-data-analytics-online>



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Course Outline

Excel Level I: Fundamentals

- Learn how to use functions to speed up your workflow
- Add formatting and other visual effects
- Turn data into visual charts, including line, column, and pie charts
- Learn tips and tricks for easy workbook management

Excel Level II: Intermediate

- Learn to split and join text, add data validation, and use named ranges
- Use database functions and logical statements
- Create Pivot Tables to quickly summarize large databases
- Create advanced combo charts from multiple charts

Excel Level III: Advanced

- Cell management, including cell locking, auditing, and hot keys
- Special formatting for calculating dates
- Use advanced functions and advanced analytical tools
- Record macros and relative reference macros for ad hoc reporting