EXCEL DATA ANALYTICS ONLINE TRAINING COURSE

THE COMPLETE COURSE

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Learn **10 years'** worth of extraordinary Excel Data Analytics skills and techniques in **3 months.**

 Instructor: Jamarc Hurd – 15 years Data Analytics experience, 3 certifications, President @ HurdConsultants LLC.

Prerequisites:

- An Internet connection, Phone, Tablet or Computer, and a self-motivated persona.

- Students should have a general familiarity with Excel including knowing how to navigate a spreadsheet and how to copy & paste. Please bring a laptop with Microsoft 2016 or 2019 installed (PC or Mac) but please note there may be minor differences between Microsoft's implementation on the two platforms. It is also highly recommended that you have a mouse. A second monitor or tablet is not required but highly recommended.

Course Objectives:

It introduces a range of Excel topics giving students a taste of the potential that can be achieved with Excel and touches briefly on everything from navigation and layout to using functions and charts. This workshop was not designed to go over any topic in extreme detail, but more as a "sampler" of topics. The expectation is for students to be able to leave and be familiar with several of the Excel skills necessary for most positions that require some "basic to intermediate" Excel knowledge.

Why YOU Need This Course:

- Guaranteed recruiters at your door!! They WILL come!
- Remote Work Opportunities (Who doesn't love working from the beach?)
- High Starting Salaries / Offers from reputable companies
- Top tier / most sought after tech professional in the next 5 years based on industry trends

Who Should Enroll:

You must have basic technical aptitude and orientation of computers, and curiosity to learn new tools. Willingness to learn about a text-based/principle driven analytic tool with little GUI support, and determination to push through the natural frustration of confronting new concepts.

Millennials and new college graduates looking for a useful career in Tech; Project Managers, Customer Success Reps and Recruiters looking to level up; Contractors, Consultants, and Freelancers.

- *Employers:* Enroll your employees today and see results in under 1 hour!

- *New College Graduates:* No experience? Present a Portfolio and win!

Course Access. Structure. Estimated Length:

1-year access to the Course material (**online only with a few select downloads**) with the option to extend after 1 year. *Winter 2020 students get 1 additional year free. Self-Paced. 2 to 4 months.

Certificate of completion:

Yes. Plus 10 questions for your review, practice, and reference.

<u>SUMMARY COURSE OUTLINE – v2.0 (January 2020)</u>

MODULE	CHAPTER TITLES	TIME
1. Getting Started		
	Excel Data Analytics Training Course Curriculum(pdf)	
	Course Curriculum Overview (video preview)	
	What is Excel and Data Analytics?	

MODULE	CHAPTER TITLES	TIME
2. Lecture - Excel Basics		
	Terminology and Navigation	
	Formatting, Filling and Filtering	
	Data Organization ,Conditional Formatting Hiding and Grouping	

MODULE	CHAPTER TITLES	TIME
3. Excel Formulas and Functions		
	Introduction to Formulas	
	What are Functions?	
	Basic Functions	

MODULE	CHAPTER TITLES	TIME
4. Data Module Overview		
	Basic Data Cleaning	
	Pivot Tables	
	Charts	