**Course Syllabus**

**Module 1 - Introduction to Data Analysis Using Spreadsheets**

* + Introduction to Spreadsheets
  + Spreadsheet Basics
  + Using Spreadsheets as a Data Analysis Tool

**Module 2 - Getting Started with Using Excel Spreadsheets**

* + Viewing, Entering, and Editing Data
  + Copying, Filling, and Formatting Cells and Data
  + The Basics of Formulas
  + Intro to Functions
  + Referencing Data in Formulas

**Module 3 - Basics of Data Quality and Privacy**

* + Overview of the Data Analyst Ecosystem
  + Types of Data
  + Understanding Different Types of File Formats
  + Sources of Data Using Service Bindings
  + Languages for Data Professionals

**Module 4 - Cleaning Data**

* + Removing Duplicated or Inaccurate Data and Empty Rows
  + Dealing with Inconsistencies in Data
  + More Excel Features for Cleaning Data

**Module 5 - Data Analysis Basics, Filtering and Sorting Data**

* + Intro to Analyzing Data Using Spreadsheets
  + Filtering and Sorting Data in Excel
  + Useful Functions for Data Analysis
  + Using VLOOKUP and HLOOKUP Functions

**Module 6 - Using Pivot Table**

* + Introduction to Creating Pivot Tables in Excel
  + Pivot Table Features

**Final Project - Part 1 and Part 2**

**Learning Objectives**

In this course you will:

* Review fundamentals of spreadsheet applications.
* Perform basic spreadsheet tasks.
* Explain the importance of data quality.
* Import file data into Excel.
* Filter and sort data.
* Clean and prepare data.
* Analyze data using an Excel spreadsheet.