This is to verify that **HIMANSHU BHATT** has completed the course **Basics of Data Analysis with Excel** on Alison.

HIMANSHU BHATT

Alison ID: 10469852

Course Completed: Basics of Data Analysis with Excel

Date Of Completion: 23rd September 2025

Email ID: 2408.himanshu@gmail.com

Total Study Time: 0h 36m

Scan To Verify

Final Assessment Score:

Alison courses requires at least 80% to pass the final assessment

100%

CPD Hours Completed:

CPD approved learning hours completed through this course

0-1h

Course Information

Excel is a spreadsheet program from Microsoft and a component of its Office product group of business applications used to enhance the management of data. We explain why Excel skills are important and should be developed. This Excel training course goes through the steps you need to take to become a successful Excel user. We examine the various types of functions used to handle data and identify the components of a spreadsheet. This course answers questions like 'how can you format data?' and 'how can you reference data in formulas?'.

We draw on specific techniques used to import data into Excel. We establish the importance of understanding all the types of cleaning data and explore the sorting of data. The course explains how to become a successful Excel user and use it on the job. We discuss the skills required to use Excel, identify the pivot chart and much more. By the end of this course, you will possess the knowledge required to answer questions like 'how can you sort and filter data in Excel?' and 'how can you remove duplicate data?'.

This Excel training course offers you the skills required to move upward in your career. We explain how to confidently use these concepts and procedures to become a successful Excel user. This course suits anyone who wants to understand the basic concepts and master Microsoft Excel, which is a popular and powerful spreadsheet program used to record and analyze data. Sign up to take your first steps towards becoming a proficient Excel user and add a valuable new skill to your professional portfolio.

Modules Studied

Module 1: Data Analytics in Excel

Module 2: Course assessment