Module 1 Detail:

Excel fundamentals

Module 1 • 7 hours to complete

Module details ∧

This module introduces essential Excel elements and techniques begininning with the creation and formatting of worksheets. It explores the Excel features that are useful when viewing large data blocks and explains how to create accurate calculations.

What's included

▷ 12 videos   ⊡ 19 readings   ▤ 7 assignments   ▢ 2 discussion prompts

∨ Hide info about module content

▷ **12 videos • Total 72 minutes**

Introduction to the program • 5 minutes   • **Preview module**

Course introduction: Preparing data for analysis with Microsoft Excel • 3 minutes

Day in the life • 3 minutes

Welcome to Generative AI for everyone • 6 minutes

Understanding the Capabilities of Generative AI for Business Functions • 9 minutes

Generative AI - Under the hood • 7 minutes

The potential pitfalls and shortcomings of GEN AI • 6 minutes

Introduction to Microsoft Excel • 6 minutes

Entering and formatting data • 6 minutes

Reading large data blocks • 6 minutes

Sorting and filtering data in Excel • 7 minutes

Module summary: Excel fundamentals • 3 minutes

📖 **19 readings** • **Total 235 minutes**

Course syllabus: Preparing data for analysis with Microsoft Excel • 10 minutes

How to be successful in this course • 10 minutes

Skills measured in the Microsoft Exam PL300 • 10 minutes

How to open an image in a new tab • 10 minutes

How to locate your downloaded files • 10 minutes

Additional resources: Key concepts • 5 minutes

Generative AI Terminology • 10 minutes

Generative AI in Business • 10 minutes

Regional variations in Excel • 10 minutes

Working with rows and columns • 10 minutes

Working with worksheets • 10 minutes

Exercise: Adding data to a worksheet • 30 minutes

Exemplar: Adding data to a worksheet • 10 minutes

Additional resources: Creating workbook content • 5 minutes

Exercise: Sorting data • 30 minutes

Exemplar: Sorting data • 10 minutes

Exercise: Filtering data • 30 minutes

Additional resources: Working with blocks of data in Excel • 5 minutes

📄 **7 assignments • Total 105 minutes**

Module quiz: Excel fundamentals • 30 minutes

General Knowledge Quiz • 15 minutes

Self-review: Adding data to a worksheet • 10 minutes

Knowledge check: Creating workbook content • 15 minutes

Self-review: Sorting data • 10 minutes

Self-review: Filtering data • 10 minutes

Knowledge check: Working with blocks of data in Excel • 15 minutes

💬 **2 discussion prompts • Total 20 minutes**

Discussion prompt: Meet and greet • 10 minutes

What features were new to you and which were most useful • 10 minutes

Module 2 Detail:

Formulas and functions

Module details ⌃

Module 2 • 4 hours to complete

This module introduces formulas and functions in Excel. It explores how these are important to data analysis and how these are used in business scenarios.

What's included

▶ 6 videos   📖 9 readings   📄 5 assignments   💬 1 discussion prompt

⌄ Hide info about module content

▶ **6 videos • Total 37 minutes**

What is a formula? • 6 minutes   • Preview module

Controlling calculations • 6 minutes

Controlling calculations in action • 6 minutes

What is a function formula and how to write it • 7 minutes

Using the INSERT function • 5 minutes

Module summary: Formulas and functions • 6 minutes

📖 9 readings • Total 120 minutes

Order of precedence in calculations • 10 minutes

Useful percentage calculations • 10 minutes

Exercise: Calculating profit and margin • 30 minutes

Exemplar: Calculating profit and margin • 10 minutes

Additional resources: Formulas in Excel • 5 minutes

The AutoSum shortcut • 10 minutes

Exercise: Preparing a monthly sales report • 30 minutes

Exemplar: Preparing a monthly sales report • 10 minutes

Additional resources: Getting started with functions • 5 minutes

📄 5 assignments • Total 80 minutes

Module quiz: Formulas and functions • 30 minutes

Self-Review: Calculating profit and margin • 10 minutes

Knowledge check: Formulas in Excel • 15 minutes

Self-Review: Preparing a monthly sales report • 10 minutes

Knowledge check: Getting started with functions • 15 minutes

💬 1 discussion prompt • Total 10 minutes

What features were new to you and which were most useful? • 10 minutes

Module 3 Detail:

Preparing data for analysis using functions

Module 3 • 5 hours to complete

The module introduces common functions that help prepare Excel data for analysis in tools such as Power BI.

What's included

▷ 6 videos   ⊞ 13 readings   ▤ 7 assignments   ▯ 1 discussion prompt

⌄ Hide info about module content

▷ **6 videos • Total 40 minutes**

How inconsistent data can affect data analysis • 6 minutes   • **Preview module**

Why understanding date calculations is important • 5 minutes

Dynamic date and time entries • 5 minutes

Using the IF function • 7 minutes

Using nested IF and IFS function • 8 minutes

Module summary: preparing data for analysis using functions • 7 minutes

⊞ **13 readings • Total 175 minutes**

Functions which can be used to standardize text data • 10 minutes

Exercise: Standardizing text-based data • 30 minutes

Exemplar: Standardising text-based data • 10 minutes

Additional resources: Using functions to clean or standardize text • 5 minutes

Other useful date calculations • 10 minutes

Exercise: Calculating the number of working days remaining in the year • 30 minutes

Exemplar: Calculating the number of working days remaining in the year • 10 minutes

Additional resources: Date and time functions • 5 minutes

AND and OR functions • 10 minutes

IF functions • 10 minutes

Exercise: Adding a data column using the IFS function • 30 minutes

Exemplar: Adding a data column using the IFS function • 10 minutes

Additional resources: Logical functions • 5 minutes

7 assignments • **Total 105 minutes**

Module quiz: Formulas and functions • 30 minutes

Self-review: Standardizing text-based data • 10 minutes

Knowledge check: Using functions to clean or standardize text • 15 minutes

Self-review: Calculating the number of working days remaining in the year • 10 minutes

Knowledge check: Date and time functions • 15 minutes

Self-Review: Adding a data column using the IFS function • 10 minutes

Knowledge check: Logical functions • 15 minutes

1 discussion prompt • **Total 10 minutes**

What features were new to you and which were most useful • 10 minutes

Module 4 Detail:

Final project and assessment: Preparing data for analysis with Microsoft Excel

Module 4 • 3 hours to complete

In this module, you will be assessed on the key skills covered in the Course.

What's included

▷ 2 videos   📖 4 readings   📄 2 assignments   💬 1 discussion prompt

∨ Hide info about module content

▷ **2 videos • Total 10 minutes**

Course recap: Preparing data for analysis with Microsoft Excel • 6 minutes • **Preview module**

Congratulations • 3 minutes

📖 **4 readings • Total 60 minutes**

About the final project and assessment: Preparing data for analysis with Microsoft Excel • 10 minutes

Final course project: Creating an executive data summary • 30 minutes

Exemplar: Creating an executive data summary • 10 minutes

Next steps • 10 minutes

📄 **2 assignments • Total 105 minutes**

Self-review: Creating an executive data summary • 15 minutes

Course quiz: Preparing data for analysis with MS Excel • 90 minutes

💬 **1 discussion prompt • Total 10 minutes**

Reflect on learning • 10 minutes