**Additional resources: Key concepts**

**Introduction**

By now, you should know what to expect from this course on preparing data for analytics.

You may have encountered a few new words and technical terms this week, but don't worry if you're still trying to understand them fully. Everything will become clearer soon. After all, that’s part of why you are taking this course!

Before you start, make sure you have Microsoft 365 installed on your PC or Mac. If you need help with the installation, refer to the [Microsoft guide](https://support.microsoft.com/en-us/office/download-and-install-or-reinstall-microsoft-365-or-office-2021-on-a-pc-or-mac-4414eaaf-0478-48be-9c42-23adc4716658?ui=en-us&rs=en-us&ad=us) on downloading and installing Microsoft 365. Once you've installed Microsoft 365, you can use Excel.

If you're looking for inspiration, check out these [free templates](https://create.microsoft.com/en-us) that you can use with Excel. If you want to stay up to date on the latest Excel news and tips, you can visit the [Microsoft 365 blog](https://www.microsoft.com/en-ie/microsoft-365/blog/?filter=true&filter-product=word&culture=en-ie&country=ie).

While navigating this course, you may want to review the Exam PL-300: Microsoft Power BI Data Analyst criteria. [This study guide](https://learn.microsoft.com/en-us/certifications/resources/study-guides/PL-300) should help you understand what to expect on the exam and includes a summary of the topics the exam might cover and links to additional resources. The information and materials in this document should help you focus your studies as you prepare for the exam.

**Conclusion**

The course you are embarking on, Preparing data for analysis with Microsoft Excel, is your initial step into the exciting world of data analysis. It is also a first step on your exciting path to potentially gaining a qualification as a Power BI Data Analyst. The online resource links provided here can help you to set the stage and prepare for your learning experience. The study guide linked can give you valuable insight into what is required not only for the PL-300 exam but also for your future role as a Power BI Analyst.

Best of luck with your learning journey!