**Course syllabus: Preparing data for analysis with Microsoft Excel**

**Introduction**

Welcome to this course on creating and preparing data for analysis in Microsoft Excel.

**This course is designed for individuals who are new to the field and have never worked with Excel before. If you are already familiar with Excel, this course can help you brush up on your basic data analysis skills using Excel.** For those of you who have never worked with Microsoft Excel before, you're embarking on a journey that can open up a world of possibilities. Excel is not just about creating spreadsheets; it's a tool that can help you organize data, make informed decisions, and streamline your work processes. If you are already familiar with Excel, we believe there's always something new to learn. Excel is constantly evolving with new features and capabilities that can enhance your proficiency and productivity.

The purpose of this course is to teach you how to make use of Excel in business scenarios for data analysis. You’ll also learn how to describe and utilize formulas and functions for data analysis.

This course serves as a foundation for the Microsoft Power BI Analyst Professional Certificate, which offers a good starting point for a career in data analytics in Power BI. The Microsoft Power BI Analyst Professional Certificate program also helps you to prepare for the Microsoft PL-300 exam. By passing the PL-300 exam, you’ll earn the Microsoft Power BI Data Analyst certification, which serves as a pivotal milestone on your path to professional growth.

Specifically, this course will help you gain knowledge and skills for performing data analytics using Microsoft Excel and take you one step closer to certification.

You don’t need a background in IT-related fields to pursue this certification. Your affinity for technology and interest in pursuing an education in data analytics will make this learning journey exactly what you need to achieve your career goals.

After completing this course, you’ll be able to:

* Create data in Microsoft Excel and prepare it for data analysis.
* Make use of common formulas and functions in a worksheet.
* Prepare Excel data for analysis in Power BI using functions.

Now let’s get to the knowledge and skills you will acquire throughout this course.

**Week 1: Excel fundamentals**

In the first week, you’ll focus on Excel fundamentals. In the opening lesson, you’ll receive advice on how to succeed in this course, meet your peers, and review some useful resources available to help you in your learning journey. Lesson two focuses on creating workbook content. It introduces the Excel software and essential Excel elements and techniques. These techniques include entering and formatting data and managing and adding data to worksheets. In the third lesson, you’ll learn how to work with blocks of data in Excel. You’ll begin by learning how to read large data blocks, then review the steps for sorting and filtering data in Excel. Both lessons two and three will put your new skills to the test with Excel-based exercises.

After completing this week, you'll be able to:

* Create and format worksheet content.
* Manage worksheet and workbook structures.
* And use filtering and sorting techniques with large data blocks.

**Week 2: Formulas and functions**

In the second week, you’ll explore formulas and functions and their importance to data analysis. You’ll begin the module with a lesson on using formulas in Excel to perform calculations. You’ll learn what the concept of a formula is, discover the syntax for different types of calculations, and complete a calculation-based exercise. In the next lesson, you’ll learn how to use common formulas and functions in a worksheet. Both of this week’s lessons also end with exercises that test your new skills.

After completing this week, you'll be able to:

* Recognize the correct syntax for formulas and function calculations.
* And use common formulas and functions in a worksheet.

**Week 3: Preparing data for analysis using functions**

In the third week, you’ll learn how to prepare data for analysis using functions. You’ll begin with a lesson on using functions to clean or standardize text to prepare text data for effective analysis. You’ll then explore the use of date and time functions in Excel so that you can complete actions like creating timeline information in a spreadsheet. In the final lesson of this week, you’ll review the use of logical functions like IF and IFS. And you’ll learn how to use these logical functions to generate content like data columns. Each lesson concludes with an exercise where you'll practice your new skills by completing assigned tasks in Excel.

After completing this week, you'll be able to:

* Use functions to prepare text data for effective analysis.
* Use functions to create timeline information in a spreadsheet.
* And generate new content using logical functions.

**Week 4: Graded assessment and course wrap-up**

In the fourth week, you’ll undertake an assessment of the key skills that you covered in the course. You’ll begin with a course recap in which you’ll review the important lessons you learned. You’ll also be able to apply the knowledge you've gained in the previous weeks by completing a scenario-based project. You’ll then undertake the course quiz, which tests your knowledge of the concepts and techniques you've explored. You’ll complete the course by reflecting on what you’ve learned with your peers in a discussion. Finally, you’ll explore the next steps in this Professional Certificate,

After completing this week, you'll be able to:

* Synthesize the skills from this course by completing a graded assessment.
* And reflect on this course's content and on the learning path that lies ahead.

**Excel User Interface**

In this course, we use the Microsoft 365 Desktop version of Excel. Microsoft 365 releases updates on a monthly basis, incorporating new features. You might experience changes in the Excel Desktop User Interface (UI) that have taken place after the development of this training content. As a result, the screenshots in the videos, readings, or exercises might not align exactly with how you experience the UI. However, please note that these changes do not impact the functionalities of the UI. Hence, you will still be able to perform all the steps shown in that video, reading, or exercise.

**Conclusion**

The course is an integral component of the Microsoft Power BI Analyst Professional Certificate program. Mastering the Excel-based skills and knowledge imparted in this course will serve as a launchpad, setting you on the right path to achieving your career aspirations.

Best of luck on your Excel journey!