SENTRAL
COLLEGE PENANG

DATA ANALYTICS
using Spreadsheet

Course Overview

This course provides you with essential knowledge and skills to data analytics. This course will cover data analytics concepts, statistical analysis, data set preparation, data set summarisation and data visualization.

Learning Outcome

By the end of this SENTRAL College's Data Analytics training course, participants will be able to:-

• Import data into a spreadsheet and prepare it for analysis using data cleansing and filtering techniques.

• Summarise data sets using pivot tables and pivot charts.

• Apply data visualization techniques and tools.

• Create and share reports and dashboards in a data visualization tool.

3 Days Programme

HRDF CLAIMABLE

Course Objectives

What You'll Learn : -

• **Statistical analysis** – calculate and describe quartiles, variance, range.

• **Data set preparation** – import data into a spreadsheet application, validate data using vlookup function, if function, apply pivot table data aggregation, use pivot table to do frequency analysis, create pivot chart.

• **Data visualization** - Import a data set from a spreadsheet into a data visualization tool, create a dashboard, share a report, dashboard using a link, share a report to web.

Statistical Analysis | Data Set Preparation | Data Visualization