Complete Data Analysis for Beginners

Duration: 32 hours

Course description

If you aspire to become a data analyst but feel daunted by the technical skills required, this course is tailored for you. This course will equip you with proficiency in Excel, SQL, and Tableau - the essential tools for data analysis - enabling you to transform raw data into actionable insights that drive better business decisions. This comprehensive course covers all the key skills necessary to become a successful data analyst. The course is delivered in an engaging and easy-to-understand format, allowing you to learn at a comfortable pace and confidently apply your skills in the workplace."

Learning objectives

This course will:

- Enhance your Excel proficiency to effectively manipulate and analyse data.
- Gain expertise in SQL queries to efficiently extract data from databases.
- Craft impressive data visualizations in Tableau to convey insights clearly.

Audience prerequisites

- Individuals eager to master Data analysis in a short period
- Those aspiring to pursue careers in data analysis, business intelligence, or data visualization.
- Professionals aiming to upskill and enhance their current roles by learning data analysis.
- Aspiring data analysts seeking to develop skills to transform raw data into actionable insights.
- Small business owners looking to leverage data for better decision-making in their companies

Course Content

Module 1: Working with Excel

- Getting started with Excel

- Worksheet basics

- Values and Formulas

- Data Formats

- Basic Formula Operations

- Math Functions

- Text Functions

- Logical Functions

- Date and time Functions

- Look up Functions

- Sorting and Filtering

- Advanced Filter

- Formatting Data and Columns

- Charts in Excel

- Pivots Tables and Charts

- Analyse data in Excel

- Advance Charts

- Named Ranges

- Indirect Functions

- Shortcuts

- ChatGPT usage for Excel problems

- Integrate with ChatGPT using API Key

- Macros

- Analytics in Excel

- Infographics

Module 2: SQL

- Introduction to SQL

- Database basics

- Installation and getting started

- Case studies

- Fundamental SQL statements

- Restore and back up

- Selection Commands: Filtering and Ordering

- Alias

- Commands: Aggregate and Group by

- Conditional Statements

- Joins

- Subqueries

- Views and Indexes

- Common Functions

- Performance tuning tips

Module 3: Tableau

- Introduction to Tableau

- Tableau Products

- Installing Tableau Desktop and Public

- Connecting to Data

- Live vs. Extract

- Combine Data from multiple Tables

- Relationships in Tableau

- Joins and its types

- Union in Tableau

- Physical Logical layer and Data models

- Dimensions and Measures

- Discreet and continuous

- Changing the data type

- Various Charts and Usage

- Customising Charts using Marks

- Grouping and Filtering data

- Map visuals

- Calculations and Analytics

- Sets and Parameters

- Dashboard and storytelling

- Save and Share