

# Data Analytics Technologies Bootcamp

Master the industry-standard tools and programming languages used by Data Analysts, including Excel, SQL, and Tableau, in this comprehensive classroom training program. Gain hands-on experience working on real-world projects and learn to organize, analyze, summarize, and visualize data to present actionable insights.

Group classes in NYC and onsite training is available for this course. For more information, email [corporate@nobledesktop.com](mailto:corporate@nobledesktop.com) or visit: <https://www.nobledesktop.com/classes/data-analytics-technologies>



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## Course Outline

This package includes these courses

- Excel Level I: Fundamentals (6 Hours)
- Excel Level II: Intermediate (6 Hours)
- Excel Level III: Advanced (6 Hours)
- SQL Level 1 (6 Hours)
- SQL Level 2 (6 Hours)
- SQL Level 3 (6 Hours)
- Tableau Level I (6 Hours)
- Tableau Level II (6 Hours)

### Excel Level I: Fundamentals

In this beginner Excel course, you will learn the essentials of Microsoft Excel, including calculations, basic functions, graphs, formatting, and printing. This comprehensive course is perfect for those with limited experience looking to expand their proficiency.

- Become familiar with the interface and data entry
- Learn essential formulas and functions
- Format and print your work
- Create charts, including line, column, and pie charts
- Learn tips and tricks for easy workbook management
- Review key concepts in a final project

### Excel Level II: Intermediate

Learn intermediate Excel functions like VLOOKUP and SUMIFs, and how to summarize data with Pivot Tables, Sort & Filter

databases, and split and join text. Gain the skills needed to utilize complex Excel functions and prepare for more advanced training.

- Learn to split and join text, add data validation, and named ranges
- Use database functions such as VLOOKUP & HLOOKUP
- Add logical statements, including AND, OR, and IF statements
- Create Pivot Tables to quickly summarize large databases
- Use statistical functions such as Ranking, COUNTIFS, and SUMIFS
- Create advanced combo charts from multiple charts
- Review key concepts by creating a final project

## Excel Level III: Advanced

Learn all of the most complex features of Microsoft Excel in this advanced training course - Excel functions, macros, and data analysis to improve efficiency and manage complex data in any job setting. This advanced course is ideal for Excel power-users.

- Cell management including cell locking, auditing, and hot keys
- Special formatting for calculating dates
- Use advanced functions such as nested IF statements
- Learn advanced analytical tools for data consolidation, conditions to exclude data, and pivot charts
- Use advanced database functions including MATCH, VLOOKUP-MATCH, and INDEX-Double MATCH
- Record macros and relative reference macros for ad hoc reporting
- Create a project that applies key concepts from the class

## SQL Level 1

- Explore information stored in a database (tables, columns, rows, etc.) using the graphical interface of SQL Server Management Studio (Microsoft's free database app)
- Write SQL queries to retrieve data from tables in a database
- Primary SQL clauses including SELECT and FROM
- Filtering the results using WHERE, AND/OR, IN, and NOT
- Wildcard filters as well as mathematical comparisons like equals, greater than, less than, etc.
- Combine information from multiple tables with inner JOINS

## SQL Level 2

- Learn to use Outer Joins and find NULL data
- Group data and perform common statistical calculations using Aggregate Functions
- Filter grouped data with HAVING
- Use CAST to make a data type fit your query's needs
- Work with dates and time

## SQL Level 3

- Use Subqueries to grab data from anywhere in a database and use that result in another query
- Query from Views instead of tables

- Add If-Else logic to queries using CASE
- Learn how to use Functions, and execute reusable Stored Procedures
- Use String Functions to get just the part of text you need

## **Tableau Level I**

- Learn about the field of data visualization
- Work with Tableau Public's many tools
- Identify datasets to explore and analyze
- Structure your data to create visualizations

## **Tableau Level II**

- Learn advanced features of Tableau tools
- Customize your visualizations
- Create maps to represent geographic data
- Control visualizations within sheets and dashboards