



# CompTIA: Data Analysis Essentials On-Demand

Course ID #: 7000-1150-ZZ-Z

Hours: 7

Delivery Method: Group Internet Based

## Course Content

### Description:

CompTIA Data Analysis Essentials is a practical, hands-on course designed for anyone who wants to make better decisions with data, no technical background required. No matter your role, this course gives you the skills to collect, clean, analyze, and share data using everyday tools like Excel and Google Sheets. Through interactive s and real-world scenarios, you'll build confidence turning raw information into clear, actionable insights you can use in any role.

### Objectives:

Upon successful completion of this course, students will:

- Understand how data analysis can support a wide range of workspace tasks and decisions.
- Identify and prepare the right data for your business questions.
- Use basic spreadsheet tools to clean, organize, and analyze data accurately.
- Apply core formulas, logic, and visualization techniques to uncover insights.
- Summarize, document, and share your results clearly and responsibly with others.

**Prerequisites:** None

### Target Audience:

Anyone who needs to data analysis for current or future jobs.



# CompTIA: Data Analysis Essentials On-Demand

Course ID #: 7000-1150-ZZ-Z

Hours: 7

Delivery Method: Group Internet Based

## Topics:

### 1.0 Course Introduction

#### 1.1 Getting Started

- Course Introduction
- How to Use This Course
- Activity: Pre-Assessment

### 2.0 Setting Up Your Data Project

#### 2.1 Defining the Analysis Objective

- Why Defining Your Objective is Critical...and Hard
- Turning Business Questions Into Data Definitions
- Practice: Translating Two Business Questions
- Identifying Needed Datasets and Sources
- Common Metrics and Data Sources
- Identify Key Metrics and Sources
- Case Study Introduction
- Case Study: Defining a Data Project

#### 2.2 Importing and Structuring Data

- Importing Data
- Converting Raw Data into Tables and Ranges
- Understanding Different Data Types
- Set Correct Data Types and Formats
- Case Study: Import Data

#### 2.3 Module 2 Review

### 3.0 Cleaning and Combining Data

#### 3.1 Cleaning Data

- 
- 3.1.1 Introduction to Cleaning Data
- 
- 3.1.2 Common Data Issues
- 
- 3.1.3 Practice Cleaning Data
- 
- 3.1.4 Case Study: Cleaning the Dataset

#### 3.2 Reshaping Your Data to be Useful

- Introduction to Reshaping Data
- Common Scenarios for Reshaping Columns
- Activity: When to Reshape Columns
- Practice: Reshaping Data
- Case Study: Reshaping the Data

#### 3.3 Combining Datasets

- Introduction to Combining Data Sets
- Practice: Joining Data
- Common Joining Errors
- Stacking Data
- Case Study: Join Datasets

#### 3.4 Module 3 Review



# CompTIA: Data Analysis Essentials On-Demand

Course ID #: 7000-1150-ZZ-Z

Hours: 7

Delivery Method: Group Internet Based

## 4.0 Core Analyses and Calculations

### 4.1 Aggregate and Descriptive Calculations

- Introduction to Aggregate and Descriptive Calculations
- Common Aggregate and Descriptive Formulas
- Using Aggregate and Descriptive Calculations
- Case Study: Find Key Metrics and Trends

### 4.2 Conditional Logic

- Introduction to Conditional Logic
- Common Logic Scenarios
- Activity: Common Logic Scenarios
- Practice: Using Conditional Logic
- Case Study: Applying Conditional Logic

### 4.3 Dynamic Formulas and Named Ranges

- Introduction to Dynamic Formulas
- Reference Guide
- Creating Reusable Formulas
- Case Study: Build Reusable Calc Set

### 4.4 Module 4 Review

## 5.0 Summarizing and Visualizing Data

### 5.1 Pivot Tables

- Introduction to Pivot Tables
- When to Use Pivots vs. Simple Totals
- Activity: Building a Pivot Table
- Practice: Using Pivot Tables
- Case Study: Explore Data with Pivots and Charts

### 5.2 Standard Charts and Customization

- Introduction to Charts
- Chart Selection and Design Checklist
- Activity: Explore Different Types of Charts
- Practice Creating Charts
- Case Study: Building Charts

### 5.3 Interactive Dashboards with Slicers

- Introduction to Interactive Dashboards
- Dashboard and Slicer Best Practices
- Combine Pivots, Charts, and Slicers
- Case Study: Build an Interactive Dashboard

### 5.4 Module 5 Review

## 6.0 Data Integrity, Ethics and Sharing Results

### 6.1 Validate and Safeguard Data

- Introduction to Validating and Protecting Data
- Practice: Validation Rules and Quick Masking
- Case Study: Spot and Fix Errors
- Practice: Identify and Mask Sensitive Data

### 6.2 Document, Package and Share Results

- Documenting and Sharing Your Analysis
- Export Dashboard, Set Permissions
- Practice: Package and Hand-Off Analysis

### 6.3 Module 6 Review

Register for this class by visiting us at:

[www.tcworkshop.com](http://www.tcworkshop.com) or by calling us at 800-639-3535

*NASBA CPE details are provided on the following pages.*



# CompTIA: Data Analysis Essentials On-Demand

Course ID #: 7000-1150-ZZ-Z

Hours: 7

Delivery Method: Group Internet Based

## NASBA Information

**Level:** Intermediate

**Advanced Preparation:** None

**Attendance Requirement:** To be awarded the full credit hours, you must sign in and attend the entire course.

**Recommended Field(s) of Study:** Computer Software and Applications

**Recommended CPEs:** 7.80

### **Policies: Course Registration, Cancellation, Refund, and Complaint Resolution**

For more information regarding administrative policies such as complaint and program cancellation policies, please contact our offices at 800-639-3535 or visit us at: [www.tcworkshop.com](http://www.tcworkshop.com)

### **Official National Registry Statement:**

The Computer Workshop is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credits. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.nasbaregistry.org](http://www.nasbaregistry.org)

NOTE: Since our information is in multiple places on our website or in PDF format that is sent to clients, we have provided our normal course content with the NASBA Information added along with links to our policy page on the web. We will add our name to the Official National Registry Statement after we are approved.