Excel for Business Analysts

GoSkills online course syllabus

Thursday, May 1, 2025

Skill level	**Lessons**	**Accredited by**
Intermediate	52	CPD
Pre-requisites	**Versions supported**	**Video duration**
Excel - Basic & Advanced	2021, 365	5h 43m
Estimated study time	**Instructor**	
22h for all materials	Deborah Ashby	

Introduction

1 Course Introduction

A introduction to the course and your host.

2 How Excel is Used by Business Analysts

Learn about the role of the Business Analyst and how Excel is used to drive business decisions.

3 Useful Excel Efficiency Tips and Shortcuts

Learn how to improve efficiency and productivity by utilizing Excel shortcuts.

Create Better Spreadsheets

4 The Golden Rules of Spreadsheet Design

Explore the golden rules when it comes to designing and organizing spreadsheets effectively.

5 Naming Conventions and Version Control

Explore how to standardize file, tab, table and chart naming conventions as well as how to implement a basic version control system.

6 Give Instruction with Summary Sheets

Create a summary sheet for the workbook to let others know how the spreadsheet should be used and managed.

7 Use Color and Cell Styles to Assist with Organization

Learn how to use color and pre-defined cell styles to add structure to the spreadsheet.

Extend the Power of Lookups

Excel Lists

19 Create Dynamic Checklists

Create interactive, dynamic checkboxes that harness the power of form controls and conditional formatting.

20 5 Uses of Excel's 'Superhero' Flash Fill

Learn the different ways Flash Fill can be used to combine, split and change items in Excel lists.

Import and Prepare Data for Analysis

21 Import Data from the Web

Learn the quick and easy way to import data from the web.

22 Combine Data with CONCAT and TEXTJOIN

Explore how the CONCAT and TEXTJOIN functions can be used to combine data that's split across multiple columns.

23 Methods for Splitting Data

Explore the numerous methods in Excel for splitting data across multiple columns.

24 Data Cleaning Techniques

Tidy up data by removing erroneous spaces, random line-breaks and weird non-printing characters by combining 3 useful Excel text functions.

25 New Text Manipulation Functions

Take a first look at Excel's new set of functions for manipulating text. (Microsoft 365, Excel 2021 only)

26 New Array Manipulation Functions

Take a first look at Excel's new set of functions for manipulating arrays. (Microsoft 365, Excel 2021 only)

Advanced Pivot Table Techniques

27 Pivot Table Recap

A quick recap on the basics of Pivot Tables.

28 Advanced Pivot Table Tips and Tricks - Part 1

Explore advanced Pivot Table Tips and Tricks to supercharge your analysis skills.

29 Advanced Pivot Table Tips and Tricks - Part 2

More advanced PivotTable Tips and Tricks to supercharge your analysis skills.

30 Combine Multiple Data Sources with Power Pivot - Part 1

Got multiple datasets stored in different worksheets or workbooks that you want to analyze in one Pivot Table? If so, Power Pivot is your savior.

31 Combine Multiple Data Sources with Power Pivot - Part 2

Let's continue our look at Power Pivot and how to combine multiple data sources.

Visualize Data with Charts and Diagrams

32 Choose the Right Chart Type

Understand that not all charts are created equal and select the most appropriate chart type for your data.

33 Create a Map Chart

Learn how to create a gradient map chart using Pivot Table data.

34 Create a Histogram Chart

Create a histogram chart to display chart data grouped into bins.

35 Advanced Chart Formatting

Learn some advanced chart formatting techniques that tell the visual story of your data in a modern and effective way.

36 Create SmartArt Diagrams

Use SmartArt to quickly create flow charts and process diagrams.

37 Create In-Cell Charts: Sparklines and Data Bars

Represent values and trends in a cell using Sparklines and Data Bars.

38 Create In-Cell Visualizations: The REPT Function

Create in-cell visualizations using the REPT function.

Present Key Metrics with Dashboards

39 What is an Interactive Dashboard?

Understand what a dashboard is and how you should prepare before creating a dashboard.

40 Create and Format Multiple Pivot Tables and Pivot Charts: Part 1

Create multiple Pivot Tables and Pivot Charts to display key metrics that are of important to your audience.

41 Create and Format Multiple Pivot Tables and Pivot Charts: Part 2

Continue learning about how to use Pivot Tables and Pivot Charts to display key metrics.

42 Prepare a Calculations Sheet

Create a calculations worksheet and use formulas to extract dashboard information from the source data.

43 Dashboard Design

Use formatting techniques to design a branded, consistent looking dashboard.

44 Bring it all Together and Keep Information Updated

Bring all charts and calculations together on the dashboard and understand how to keep the dashboard updated when new data is added to the source.

Forecasting

45 Create a Linear Forecast with Forecast Functions

Understand how forecasting works and how to forecast data into the future using Excel functions.

46 Create a Seasonal Forecast with Forecast Functions

Learn how to create a seasonal forecast using forecast functions.

47 Add Confidence Levels

Calculate the upper and lower confidence bound.

48 Quick Forecasts

Create simple and quick forecasts using the Forecast Sheets utility.

What-If Analysis Tools

49 What-If Analysis: Goal Seek

Start with a target value and work backwards to find what needs to change to achieve your goal.

50 What-If Analysis: Scenario Manager

Use Scenario Manager to see what your data will look like if conditions change.

51 What-If Analysis: Data Tables

Use Data Tables predict values based on a set of conditions.

Course Close

52	## Course Close
	Course wrap up, review and goodbyes.

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