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**COURSE OUTLINE FOR BEGINNERS LEVEL: EXCEL, POWER BI/TABLEAU AND SQL OF
OUR DATA ANALYTICS JOURNEY**

S/N	COURSE TITLE	COURSE CONTENT
1	Introduction to Data Analytics	The Scope of Data Analytics Data Analytics Tools: Microsoft Excel, Google Spreadsheet, Power BI, Tableau, SPSS, SQL, R-Language, Python, and Others. - Methods of Data Collection -Type of Analysis - Data Analysis Processes - Various Applications of Data Analysis
2	Introduction to Microsoft Excel	The Excel Workbook and its environment: The Menu Bars, Tabs and Ribbons, Formula Bar, Cells, and Worksheets. Excel Formulas Excel Functions Data Types and Formats
3	Get Data	Create Data: Primary and Secondary Data Create Google Forms Questionnaires Other Data Sources Data Formats: Excel, CSV, Web, Databanks etc. Data Types: Number, INT, Floats, Currency, Percentage, Text, Char, VarChar, Time, Date, Custom
4	Data Cleaning	Data Quality Dimension, DQD Power Query Text, Numbers, Dates, General Advance Sorting and Filtering Data Separation: T-to-C Wizard Data Joining: Textjoin, Ampersand "&", Concatenate

		Other Data Cleaning Procedures: Trim, Clean, Blanks, Text Cases, etc
		Cell Referecing
		Excel Function II: SUMIF, SUMIFS, COUNT IF, COUNTIFS, etc.
		Performance Reporting with Excel.
5	Data Transformation 1	Multiple Data Set (Worksheet, Workbook)
		Merge
		Append
		Relate (Power Pivot)
6	Model, Analyze, Visualize	Pivot Table
		Slicers
		Power Pivot
7	Dashboard and Visualizations	Dashboard Design
		Visualisation Selection Techniques: Bar Chart, Line Charts, Pie Charts, Maps, etc.
		Visualization Usage.
8	The Business of Data Analytics	
9	Statistics	Exploratory Data Analysis
		Business Insight
	VISUALISATION TOOLS - POWER BI/TABLEAU	
10	Get Data	Data Import
11	Data Cleaning	Power Query Editor: Perform all data cleaning exercises
12	Data Transformation 2	Entity Relationship Diagram
		Unpivoting
		Fill
		Transpose
		Group
		Duplicate and Reference Table
13	Data Analysis Expression (DAX)	The Formula bar
		Colums and Measures
		Different DAX
14	Advance Chart	KPI
		Guage Chart
15	Dashboard and Visualization	Data Storytelling

16	Project Defence	
17	Graduation	
STRUCTURED QUERY LANGUAGE		
18	Intro. To SQL	Data Definition Language, DDL
		Data Query Language
		Data Manipulation Language, DML
19	Intro. To SQL Server	Create a new Database and Table
		Queries
		Database Modelling
		SQL Constraints: Primary Keys, Unique Keys, Foreign Keys, Not Null,
		Alter Table
20	Insert Into	
21	Update Table	
22	Delete	
23	Select	The ORDER BY Keyword
		Select Distinct
		The WHERE Clause
		Operator - Like, Between, In, And, Or
		Wildcards
		Alias
24	Joins	Inner, Left, Right Joins
25	Other Functions	PROJECTS