



COURSE SYLLABUS

Data Analysis and Visualization with Microsoft Excel

Use Excel Tables, PivotTables, Power Pivot, maps and AI-assisted analysis to turn raw data into an interactive dashboard.

\$795 per person

8 course hours (on-demand video and labs) plus 1 hour of coaching

On-demand asynchronous training with online support, plus 1 hour of coaching.

Data Analysis and Visualization with Microsoft Excel

Use Excel Tables, PivotTables, Power Pivot, maps and AI-assisted analysis to turn raw data into an interactive dashboard.

Credential type	Certificate, issued by We Can Code IT
Clock hours	9 (8 course hours plus 1 hour of coaching)
Price	\$795 per person
Time	8 course hours (on-demand video and labs) plus 1 hour of coaching
Delivery	On-demand asynchronous training with online support, plus 1 hour of coaching.
Credential	Certificate of completion from We Can Code IT
Who it is for	This course is for analysts, coordinators and managers who build recurring reports in Excel. It also suits anyone who already uses formulas and wants to move from static spreadsheets to connected reports.
Prerequisites	Baseline Excel skills, including building workbooks with formulas and functions (Excel Level 1 or equivalent); Excel for Microsoft 365 on a Windows desktop
Requirements	Requires a Windows PC; Excel for Microsoft 365 desktop for Windows, part of a paid Microsoft 365 subscription; Power Pivot and the Data Model are not available in Excel for Mac; Copilot in Excel, a paid Microsoft 365 Copilot feature, is used in the AI-assisted analysis module where your subscription includes it; otherwise you complete the same lab with an AI assistant your employer approves; 3D Maps is missing or unreliable in some Microsoft 365 installations, so the geospatial lab can be completed with a map chart instead

About this course

This course takes you from a raw dataset to a connected, interactive Excel report. You prepare data with Tables and formulas, analyze trends with PivotTables, build a Data Model with Power Pivot, add geospatial and statistical views, and use AI-assisted analysis while checking its work. You finish by building a dashboard that a manager can filter and read on one screen.

What you will be able to do

- You will be able to convert raw ranges into Excel Tables and summarize them with SUMIFS, COUNTIFS, AVERAGEIFS and XLOOKUP.
- You will be able to build, group and filter PivotTables and PivotCharts with slicers and timelines.
- You will be able to load several Tables into the Data Model, relate them in Power Pivot and write simple DAX measures.

- You will be able to present data on a map chart and produce descriptive statistics with the Analysis ToolPak.
- You will be able to use an AI assistant to propose formulas, PivotTables and insights, and check each result against the source data before you use it.
- You will be able to build a one-screen dashboard with slicers connected across several PivotCharts.

Syllabus

Module	Hours
1. Tables and analysis formulas Converting ranges to Tables, Structured references, Sorting, filtering and removing duplicates, SUMIFS, COUNTIFS and AVERAGEIFS, XLOOKUP against Tables. Lab: You turn a provided sales export into clean Tables and write conditional summaries and lookups that update when new rows are added.	1.5 h
2. PivotTables and PivotCharts Building and grouping PivotTables, Value field settings, PivotCharts, Slicers and timelines. Lab: You build PivotTables and PivotCharts that answer five business questions about the sales data and filter them with slicers and a timeline.	1.5 h
3. The Data Model and Power Pivot Loading Tables to the Data Model, Creating relationships, Simple DAX measures, PivotTables from the Data Model. Lab: You relate sales, product and region Tables in Power Pivot and write measures for total sales, average order value and year-over-year change.	1.5 h
4. Geospatial and statistical views Map charts, Introduction to 3D Maps, Descriptive statistics with the Analysis ToolPak. Lab: You map sales by region with a map chart and produce a descriptive statistics summary that explains the spread of order values.	1 h
5. AI-assisted analysis Asking questions about your data, AI-generated formulas and PivotTables, Checking AI output against source data, Writing clear prompts. Lab: You ask an AI assistant to suggest formulas, a PivotTable and three insights for the sales data, then verify each against your own calculations and correct any that are wrong.	1 h
6. An interactive dashboard Dashboard layout for readers, Connecting slicers across PivotCharts, Labels and formatting, Final review checklist. Lab: You assemble a one-screen dashboard from your PivotCharts and map, connect slicers across all of them and check it against a provided review checklist.	1.5 h
Coaching sessions 1 hour of coaching. One-on-one or small-group coaching, scheduled with your coach.	1 h

Live online or in-person sessions are available for an additional fee. Email admissions@wecancodeit.org for details.

Provider

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