

Business Analyst Certificate

Gain the essential skills and knowledge to excel as a Business Analyst with this comprehensive certificate program. Master Excel, PowerPoint, SQL, and Tableau while building hands-on expertise in data analysis, data visualization, and presentation design.

Group classes in NYC and onsite training is available for this course. For more information, email hello@nobledesktop.com or visit: <https://www.nobledesktop.com/certificates/business-analyst-certificate-nyc>



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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)
- PowerPoint Level I (6 Hours)
- PowerPoint Level II (6 Hours)
- Tableau Level I (6 Hours)
- Tableau Level II (6 Hours)
- SQL Level 1 (6 Hours)
- SQL Level 2 (6 Hours)

Excel Level I: Fundamentals

- Learn how to use functions to speed up your workflow
- Add formatting and other visual effects
- Turn data into visual charts, including line, column, and pie charts
- Learn tips and tricks for easy workbook management

Excel Level II: Intermediate

- Learn to split and join text, add data validation, and named ranges
- Use database functions and logical statements
- Create Pivot Tables to quickly summarize large databases
- Create advanced combo charts from multiple charts

Excel Level III: Advanced

- Cell management including cell locking, auditing, and hot keys
- Special formatting for calculating dates
- Use advanced functions and advanced analytical tools
- Record macros and relative reference macros for ad hoc reporting

PowerPoint Level I

- Create new PowerPoint Presentations
- Choose appropriate slide layouts & add content (text, images, etc.)
- Add photos, graphics, & how to adjust them (size, crop, etc.)
- Build Diagrams using SmartArt
- Draw Shapes & Lines
- Align & Evenly Space Objects
- Work with Tables & Charts
- Add Transitions
- Run a PowerPoint Presentation (Slide Show)

PowerPoint Level II

- Design Custom PowerPoint Themes
- Work with Theme Colors, Fonts, Backgrounds, & Slide Layouts
- Add Animations for Stand Out Presentations
- Incorporate Video
- Customize the Look of Charts & Animate Charts
- Bring in Tables from Excel
- Manage Large Presentations with Sections, Hidden Slides, and Custom Shows
- Collaborate with Others using Comments

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

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