

# Business Analyst Certificate

Master the tools of a business analyst and launch your career as a business analyst by learning Excel, PowerPoint, SQL, & Tableau in hands-on classes. Prepare for or launch yourself into a career as a business analyst.

Group classes in NYC and onsite training is available for this course. For more information, email [contact@nyimtraining.com](mailto:contact@nyimtraining.com) or visit: <https://training-nyc.com/courses/business-analyst-certificate-nyc>



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## Course Outline

This package includes these courses

- Excel for Business Fundamentals (6 Hours)
- Intermediate Excel for Business (6 Hours)
- Advanced Excel for Business (6 Hours)
- PowerPoint for Business (6 Hours)
- Advanced PowerPoint for Business (6 Hours)
- Tableau Level I (6 Hours)
- Tableau Level II (6 Hours)
- SQL Level I (6 Hours)
- SQL Level II (6 Hours)

### Excel for Business Fundamentals

Master the core Microsoft Excel functions in this one-day course. Automate calculations and data entry. Apply formatting to text and cells to make your spreadsheet scannable and visually appealing. In this hands-on training, you will learn all the basics to use Excel as your primary data processing tool. You'll produce polished and print ready spreadsheets while learning tricks to accelerate your workflow.

### Intermediate Excel for Business

Go from beginner to experienced professional: summarize data with Pivot Tables, write advanced functions including VLOOKUP, and learn techniques to expedite your workflow. Use tools and formulas to format text. Manipulate data visuals with advanced charting skills. Use statistical formulas like COUNTIFS and SUMIFS to learn more about your data. At the end of intermediate Excel, you'll unlock powerful techniques that will help you complete tasks more quickly.

## Advanced Excel for Business

Advance your career with this essential course for professionals that use Excel daily. You'll make functions more flexible, take Pivot Tables to the next level, and automate tasks with macros. Utilize Excel's most important tools with training in core database functions. If you have a strong working knowledge in Excel and want to save even more time with custom shortcuts and advanced features, this is the perfect course for you.

## PowerPoint for Business

- 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)

## Advanced PowerPoint for Business

- 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

In this course, you will be introduced to the field of data visualization and the various tools Tableau Public offers. Through concepts and exercises, you will learn to identify datasets to connect to, explore, analyze, filter and structure your data to create your desired visualizations.

## Tableau Level II

In this course, you dive further into Tableau tools and customization of your visualizations. You will learn to create a variety of maps to represent your geographic data, and build actions to control your visualizations within your sheets and dashboards. This course requires to have completed level I in Tableau.

## SQL Level I

- 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 II

- 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