

# Data & Spreadsheets

Master the art of data and spreadsheets

A practical journey through data and spreadsheets, from the basics to advanced techniques. Learn with real examples and apply your knowledge from day one.

6 modules

## What you'll learn

- ✓ Learn to use cells and formulas
- ✓ Create pivot tables
- ✓ Make clear charts
- ✓ Understand sorting and filtering
- ✓ Use useful functions
- ✓ Build a simple dashboard

## Syllabus

### 1 Master the sheet

Cells and formulas    Sort and filter

### 2 Analyze

Pivot tables    Useful functions

### 3 Tell the story

Clear charts    A simple dashboard

## Who is it for?

Professionals and students who want to improve their data analysis skills

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