



**ICDL Professional**  
Professionals Occupational Effectiveness

The Data Analytics module covers the main concepts and skills needed to analyse statistics, prepare data sets, summarise data, and create data visualizations using Microsoft Excel. As technology is used more and more for everyday activities such as sales, production, logistics, and customer services, organisations are generating large sets of data which can be a valuable resource if evaluated correctly.

This module is suitable for entrepreneurs, managers, or workers who need practical skills in data analysis so that they can deliver business intelligence and insights.

**Develop the skills needed to carry out data analysis, including summarisation and visualisation**

## Objectives

- Understand the key concepts relating to the application of data analytics in business
- Understand and apply key statistical analysis concepts
- Import data into a spreadsheet and prepare it for analysis using data cleansing and filtering techniques
- Summarise data sets using pivot tables and pivot charts
- Understand and apply data visualization techniques and tools
- Create and share reports and dashboards in a data visualization tool

## Outcomes

- Understand the main concepts of data analytics in business
- Apply statistical analysis concepts to data sets
- Know how to import data into a spreadsheet and prepare it for analysis with cleansing and filtering
- Use pivot tables and pivot charts to summarise data sets
- Understand data visualisation techniques and tools for reports

## Key Courses

- Concepts and Statistical Analysis
- Data set preparation
- Data set summarisation
- Data visualisation
- Spreadsheets

**Certification Awarded  
Upon Completion**