CompTIA Copilot 365 Essentials

Overview

CompTIA Data Analysis Essentials is a beginner-friendly, practical course designed to equip participants with essential data analysis skills to support informed decision-making and solve real-world business problems. The course introduces participants to the fundamentals of working with data, from identifying analysis objectives and collecting information to cleaning, transforming, analysing, and presenting data effectively.

Using everyday tools such as Microsoft Excel and Google Sheets, participants will gain hands-on experience in organising datasets, performing calculations, applying basic statistical techniques, and creating meaningful visualisations and dashboards. The course also emphasises data accuracy, integrity, privacy, and ethical data handling to ensure reliable and responsible analysis.

Through practical exercises and real-world scenarios, participants will develop the confidence to transform raw data into meaningful insights, communicate findings, and support data-driven decisions across different business functions.

Upon successful completion of the competency assessment, participants can earn a CompTIA CompCert to demonstrate their foundational data analysis skills.

Duration

7 hours

Learning Outcomes

Upon completion of this course, participants will be able to:

- Define data analysis objectives and identify relevant data sources to address business questions.
- Import, structure, clean, transform, and combine datasets using spreadsheet tools.
- Perform basic data calculations, summarise information, and create visualisations and interactive dashboards.
- Validate data accuracy, apply responsible data handling practices, and communicate analytical findings through reports and presentations.

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Course Objectives

The objectives of this course are to:

- Introduce participants to fundamental data analysis concepts, tools, and techniques used in workplace environments.
- Develop practical skills in collecting, organising, cleaning, transforming, and combining datasets for effective analysis.
- Equip participants with essential analytical and data visualisation techniques to identify trends, generate insights, and support decision-making.
- Promote data accuracy, integrity, ethical handling, and effective communication of data-driven findings.

Target Audience

This course is suitable for:

- Aspiring Data Analysts and Junior Data Professionals.
- Business Analysts and Administrative Executives.
- Sales and Marketing Professionals.
- Finance and Accounting Personnel.
- Human Resource Professionals.
- Business and Operations Executives.
- Project Coordinators and Project Managers.
- Reporting and Management Support Personnel.
- Students and Fresh Graduates.
- Professionals who regularly work with spreadsheets, reports, and business data.

CompTIA Copilot 365 Essentials

OUTLINE

Module	Topic Coverage
Module 1: Course Introduction	Introducing fundamental data analysis concepts and understanding how data supports business operations and decision-making. • Introduction to data analysis and its importance in the workplace. • Understanding different types and sources of data. • Exploring common data analysis tools, including Microsoft Excel and Google Sheets. • Identifying opportunities to apply data analysis in everyday business activities.
Module 2: Setting Up Your Data Project	Establishing clear analysis objectives and preparing datasets for effective data analysis. • Defining business questions and analysis objectives. • Identifying data requirements and relevant information. • Importing data from different sources. • Structuring and formatting datasets for analysis. • Organising data into meaningful tables and records.
Module 3: Cleaning and Combining Data	Preparing accurate and consistent datasets by identifying errors, transforming information, and combining multiple data sources. • Identifying and handling missing, duplicate, and inconsistent data. • Applying data cleaning and validation techniques. • Sorting, filtering, and transforming datasets. • Reshaping data into suitable formats for analysis. • Combining multiple datasets using lookup functions. • Applying data preparation techniques to improve data quality.
Module 4: Core Analyses and Calculations	Applying fundamental analytical techniques and spreadsheet calculations to identify patterns, trends, and meaningful insights. • Performing basic mathematical and descriptive calculations. • Applying aggregate functions such as SUM, AVERAGE, COUNT, MIN, and MAX. • Using conditional formulas such as IF, SUMIF, and COUNTIF. • Applying dynamic formulas and named ranges. • Analysing numerical data to identify trends and patterns.

CompTIA Copilot 365 Essentials

Module	Topic Coverage
Module 5: Summarising and Visualising Data	Transforming analysed data into clear visual representations and interactive dashboards to communicate findings effectively. • Summarising datasets using PivotTables. • Creating charts and graphs to represent data. • Selecting appropriate visualisation techniques for different data types. • Customising charts to improve readability and presentation. • Developing interactive dashboards using slicers. • Identifying key trends and insights through data visualisation. • Presenting findings to support business recommendations.
Module 6: Data Integrity, Ethics and Sharing Results	Ensuring data accuracy, maintaining information security, and communicating analytical findings responsibly. • Validating data to ensure accuracy and consistency. • Identifying potential data quality issues. • Understanding data privacy, confidentiality, and ethical considerations. • Applying best practices for safeguarding data. • Documenting analytical processes and findings. • Preparing and sharing reports and dashboards. • Communicating data-driven insights and recommendations effectively.