

## **DAT205x: Introduction to Data Analysis using Excel (<https://courses.edx.org>)**

Course Prerequisites: An installation of Microsoft Excel.

Course Schedule This course is released in weekly basis. Deadlines associated with the graded quizzes and labs are set to the end date of the course, which is displayed on the course Home page. You can listen to the lecture, review the additional reading materials (links), attempt the quizzes (you may need to try some the options out in Excel), and work on the labs exercises at any time prior to the deadline.

### **Week 1**

- Introduction to Reporting in Excel
- Excel Tables

### **Week 2**

- Basic Pivot Tables
- Dashboards

### **Week 3**

- Profitability Analysis and Finding Anomalies
- Comparing Year over Year in Pivot Tables

### **Week 4**

- Reporting Hierarchical Data
- Introduction to multi-table pivot tables and the data mode

Expected Effort Each week, you should expect to spend 2-4 hours on the course, including: • Viewing the lecture videos and demonstrations. • Reviewing additional reading materials (links). • Completing the quizzes. • Completing the lab exercises.

Coursework and Grading This course includes coursework, some of which is graded. Each module in the course includes lecture videos, additional reading materials (links), graded short quizzes, and graded lab exercises. The quizzes account for 35% of the total grade, the lab exercises accounts for 60% of the

total grade, and the two mandatory surveys account for the remaining 5%. You must achieve an overall score of 70% to pass the course. For the quizzes/labs questions, you have between one to four maximum attempts at each question, depending on the type of the question.

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The screenshot shows a web browser window with the following elements:

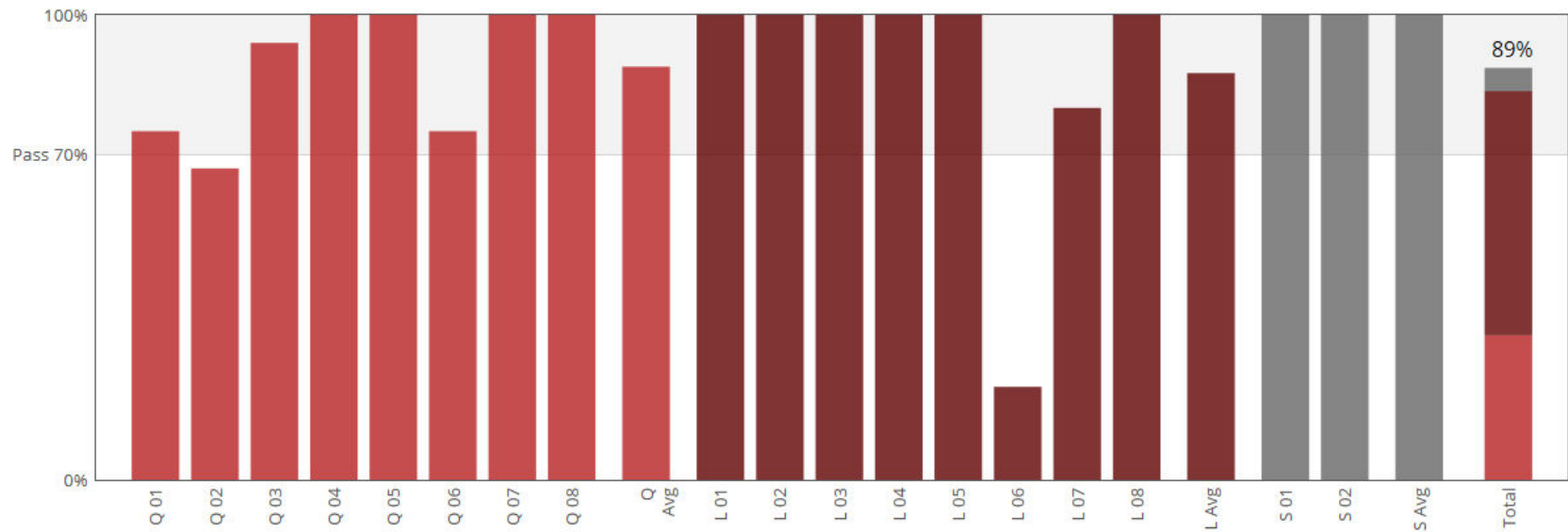
- Browser Tabs:** "edX Course Wrap-up | Cour: ..." and "DAT205x\_Syllabus.pdf".
- Address Bar:** "https://courses.edx.org/courses/course-v1:Microsoft+DAT205x+1T2018a/courseware/71d9d76b2b6a446e9886da38bdc8f625/4f549c247e7440728a4922".
- Search Bar:** "Find on page filter" with "No results" and "Options" dropdown.
- Page Header:** "edX Microsoft: DAT205x Introduction to Data Analysis using Excel" with "Help" and user profile "r\_mahajan".
- Navigation:** "Course", "Syllabus", "FAQ", "Discussion", "Progress".
- Breadcrumbs:** "Course > Course Wrap-up > Course Wrap-up > Course Wrap-up".
- Course Navigation:** "Previous" and "Next" buttons with a document icon in the center.
- Section Header:** "Course Wrap-up" with a "Bookmark this page" link.
- Text:** "Congratulations! You've completed **DAT205x: Introduction to Data Analysis using Excel!** We hope you've enjoyed learning as much as we did creating and delivering this course. We would love to hear from you! Please take some time to leave a [review](#) for this course. We hope to see you again in future courses from Microsoft and edX!"
- Footer Navigation:** "Previous" and "Next" buttons.
- Taskbar:** Windows taskbar with search bar, microphone, and various application icons (File Explorer, Edge, Mail, Chrome, edX, etc.). System tray shows "ENG" and "07-06-2018 17:22".



## Course Progress for Student 'r\_mahajan' (reuka.mahajan@jaipuria.ac.in)

### Your enrollment: Audit track

You are enrolled in the audit track for this course. The audit track does not include a certificate.



### Details of Grading

## 1. Introduction to Reporting in Excel

Lecture

No problem scores in this section

Knowledge Checks

3 of 4 possible points

(3/4) 75%

Quiz

Problem Scores: 1/1 1/1 1/1 0/1

Lab

3 of 3 possible points

(3/3) 100%

Lab

Problem Scores: 1/1 1/1 1/1

## 2. Excel Tables

Lecture

No problem scores in this section

Knowledge Checks

2 of 3 possible points

(2/3) 67%

Quiz

Problem Scores: 0/1 1/1 1/1

Lab

5 of 5 possible points

(5/5) 100%

Lab

Problem Scores: 1/1 1/1 1/1 1/1 1/1

### 3. Basic Pivot Tables

Lecture

No problem scores in this section

Knowledge Checks

6.6 of 7 possible points

(6.6/7) 94%

Quiz

Problem Scores: 1/1 1/1 1/1 1/1 1/1 1/1 0.6/1

Lab

9 of 9 possible points

(9/9) 100%

Lab

Problem Scores: 1/1 1/1 1/1 1/1 1/1 1/1 1/1 1/1 1/1

#### 4. Dashboards

Lecture

No problem scores in this section

Knowledge Checks

5 of 5 possible points

(5/5) 100%

Quiz

Problem Scores: 1/1 1/1 1/1 1/1 1/1

Lab

8 of 8 possible points

(8/8) 100%

Lab

Problem Scores: 1/1 1/1 1/1 1/1 1/1 1/1 1/1 1/1

#### 5. Profitability Analysis and Finding Anomalies

Lecture

No problem scores in this section

Knowledge Checks

2 of 2 possible points

(2/2) 100%

Quiz

Problem Scores: 1/1 1/1

Lab

6 of 6 possible points

(6/6) 100%

Lab

Problem Scores: 1/1 1/1 1/1 1/1 1/1 1/1

## **6. Comparing Year over Year in Pivot Tables**

Lecture

No problem scores in this section

Knowledge Checks

3 of 4 possible points

(3/4) 75%

Quiz

Problem Scores: 1/1 1/1 0/1 1/1

Lab

1 of 5 possible points



(1/5) 20%

Lab

Problem Scores: 0/1 0/1 0/1 0/1 1/1

## 7. Reporting Hierarchical Data

Lecture

No problem scores in this section

Knowledge Checks

3 of 3 possible points

(3/3) 100%

Quiz

Problem Scores: 1/1 1/1 1/1

Lab

4 of 5 possible points

(4/5) 80%

Lab

Problem Scores: 1/1 0/1 1/1 1/1 1/1

## 8. Introduction to multi-table pivot tables and the data model

Lecture

No problem scores in this section

Knowledge Checks

1 of 1 possible points

(1/1) 100%

Quiz

Problem Scores: 1/1

Lab

4 of 4 possible points

(4/4) 100%

Lab

Problem Scores: 1/1 1/1 1/1 1/1

Course Wrap-up

Course Wrap-up

No problem scores in this section

Post-course Survey

1 of 1 possible points

(1/1) 100%

Survey

Problem Scores: 1/1