## IT for Business (Data Analysis Using Excel)

- 1. Recall and demonstrate spreadsheet basic skills such as conditional formatting, using simple mathematical functions and logical functions, and sharing data across worksheets.
- 2. Apply data cleaning techniques to ensure accuracy and consistency in datasets.
- 3. Analyze and visualize data effectively to identify patterns and trends.
- 4. Create and design dashboards for displaying key metrics and insights.
- 5. Construct financial data analysis models to forecast trends and make informed business decisions.
- 6. Integrate interface design principles to create user-friendly and visually appealing data representations.
- 7. Automate repetitive tasks and processes using Excel functions and macros to improve efficiency and productivity in data analysis.

