Certificate of Attainment

This certifies that **Mark Black** started the Top Ten Tips: Data Analysis - Excel 2013/2016 course on **22nd September 2019** and has completed the following training.

SECTION	DATE COMPLETED	MODULE(S)	TIME SPENT
Introduction	22nd September 2019	Know Your Course	0 minutes
Building a Good Foundation	22nd September 2019	Data Cleaning Tips and Tricks	3 minutes
Analysing Large Datasets	22nd September 2019	Building a PivotTable	2 minutes
	22nd September 2019	Managing PivotTables	9 minutes
	22nd September 2019	Summarising Data and Using Calculated Fields	17 minutes
	22nd September 2019	Creating PivotCharts	45 minutes
Looking Up Information	22nd September 2019	Looking up Information with VLOOKUP and HLOOKUP	10 minutes
	22nd September 2019	Working with INDEX and MATCH	16 minutes
Decision Making	22nd September 2019	Decision Making with IF Statements	10 minutes
Presenting Data	22nd September 2019	Highlighting information with Conditional Formatting	4 minutes
Creating an Impact	22nd September 2019	Assembling and Formatting an Interactive Dashboard	4 minutes
OVERALL	**22nd September 2019**	**11/11 modules**	**126 minutes**

Marc Zao-Sanders
Director, Excel with Business