



Data Maintenance Using Intermediate Excel Skills

This course brings a real-world perspective on managing and scrubbing data as an essential step in ensuring reporting integrity. Providing "hands on" experience in cleaning an inventory data set in preparation of analysis, users will be able to define ETL and discuss the five-step process that can be used to clean data.

Learning Objectives:

Upon completion of this course, you should be able to:

1. Define the ETL process.
2. Discuss the five-step process used in cleaning data.
3. Apply Excel tools to correct data anomalies and improve reporting integrity.

Delivery Method:	QAS Self-Study
CPE Credit:	1.6 NASBA CPE credits
Field of Study:	Information Technology
Knowledge Level:	Intermediate
Prerequisites:	Basic understanding of Excel.
Advance Preparation:	None
Release Date:	02/15/23

NASBA CPE Information and Complaint Resolution and Refund Policy:

<https://www.imanet.org/career-resources/nasba-cpe-requirements?ssopc=1>



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Course Details: Data Maintenance Using Intermediate Excel Skills
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