# Core Statistics for Data Literacy Training

Duration: **1 Day**

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Statistics involves collecting, analysing, interpreting, presenting, and organising data and provides methods for making inferences and conclusions about a population based on a sample of data.

Understanding the fundamentals of statistics can help make sense of large datasets by summarising and drawing meaningful insights from them.

So, whether you are calculating averages, measuring variability, or testing hypotheses, statistics can play a crucial role in the business.

This introductory course targets you, the data user, who wants to learn the basics of statistical analysis and will help you become more confident in using standard statistics in your day-to-day activities. It will also serve as an introduction to more advanced statistical tools available in products like Excel.

You will build and develop your statistical knowledge throughout the course using sample data inside an Excel environment.

We will help you apply the topics covered in the course to your everyday activities through hands-on learning and structured workshops.

## Prerequisites

- Understand how to write formulas using standard functions
- Experience in creating or using charts and graphs
- Ideally, you should have attended Microsoft Excel Essentials (QAEXINTC)

## What You Will Learn

At the end of the course, you will be able to:

- Understand the need for statistical analysis
- Build common statistic functions, such as Min, Max, Average
- Create dispersion statistics such as Median, Mode, Standard Deviation
- Interact with the Data Analysis ToolPak in Excel
- Develop statistical visuals, such as trendlines, histograms, and scatter plots