



















# SOFTWARE TOOLS FOR BUSINESS ANALYSTS

Prepared by: Esta Lessing CBAP® [www.baexcellence.com](http://www.baexcellence.com)

PRODUCTIVITY TOOLS		
MOST COMMON TOOLS <i>(but not the only tools!)</i>	MUST HAVE SKILL <i>(At least one tool per category)</i>	NICE TO HAVE SKILL
<b>Word Processing</b> <ul style="list-style-type: none"> <li>MS Word</li> <li>Google Docs</li> <li>Pages (Mac)</li> </ul>		
<b>Spreadsheets</b> <ul style="list-style-type: none"> <li>MS Excel</li> <li>Google Sheets</li> <li>Numbers (Mac)</li> </ul>		
<b>Presentations</b> <ul style="list-style-type: none"> <li>MS Power Point</li> <li>Google Slides</li> <li>Keynote (Mac)</li> </ul>		
<b>Document Repositories</b> <ul style="list-style-type: none"> <li>Confluence, Wiki, Notion.so, Sharepoint</li> </ul>		
MODELLING & DIAGRAMMING TOOLS		
<b>Diagramming</b> <ul style="list-style-type: none"> <li>MS Visio</li> <li>Draw.io</li> <li>MicroGrafix, LucidCharts</li> </ul>		
<b>Visual Models</b> <ul style="list-style-type: none"> <li>Mural</li> <li>Miro</li> <li>Many more...</li> </ul>		
COLLABORATION & COMMUNICATION TOOLS		
<b>Project Management / Workflow</b> <ul style="list-style-type: none"> <li>MS Project</li> <li>Trello</li> <li>Jira</li> </ul>		
<b>Communication</b> <ul style="list-style-type: none"> <li>Zoom</li> <li>MS Teams</li> <li>Slack or similar</li> </ul>		
SPECIALIST TOOLS (DATA)		
<b>Coding</b> <ul style="list-style-type: none"> <li>SQL</li> <li>R, Python and others</li> </ul>		
<b>Data Visualisation</b> <ul style="list-style-type: none"> <li>MS PowerBI</li> <li>Tableau</li> </ul>	