COURSE SYLLABUS

Excel Specialist Certification Program

Boost your resume with a Microsoft Excel Certification. Our program offers three courses, private tutoring, the Specialist Exam fee with free retake, lifetime access to Excel video courses, and free exam proctoring.

> Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.nobledesktop.com/certificates/excel-specialist-certification-bundle



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Course Outline

This package includes these courses

- Excel Level I: Fundamentals (6 Hours)
- Excel Level II: Intermediate (6 Hours)
- Excel Level III: Advanced (6 Hours)
- Excel Private Training (2 hours)
- Assessment Test (2 hours)

This package also includes two hours of private training, the Microsoft Excel Specialist Exam (with a free retake), and proctoring for the exam. Schedule the private training and exam after you complete the group classes.

Excel Level I: Fundamentals

- Get comfortable with the Excel interface and learn multiple ways to enter and organize data in a worksheet.
- Work with rows, columns, and worksheets by inserting, deleting, hiding, grouping, and managing spreadsheet elements.
- Build foundational Excel skills with Autofill, basic calculations, AutoSum, and essential functions such as SUM, AVERAGE, MAX, MIN, and COUNT.
- Use formulas more effectively with absolute references, logical true/false tests, text functions, and multi-input functions.
- Format spreadsheets for clarity with cell formatting and conditional formatting that highlights data based on specific rules.
- Create visual reports with column charts, line charts, pie charts, sparklines, and Excel Tables.
- Manage workbooks more efficiently using Freeze Panes, printing tools, display options, templates, and essential keyboard shortcuts and Excel tips.
- Reinforce key concepts through end-of-class projects designed to review what you learned.

Excel Level II: Intermediate

Learn intermediate Excel functions like VLOOKUP and SUMIFS, and how to summarize data with Pivot Tables, Sort & Filter

databases, and split and join text. Gain the skills needed to utilize complex Excel functions and prepare for more advanced training.

- Navigate worksheets more efficiently using keyboard shortcuts and Excel tools that speed up movement within and between cells.
- Work with formulas and text by reviewing calculation methods, splitting text with Text to Columns, and joining text with CONCAT and the ampersand.
- Manage cell ranges with Paste Special, Paste Special Values, and named ranges to format data, hardcode results, and simplify references in calculations.
- Use database tools such as VLOOKUP, XLOOKUP, Sort & Filter, and Remove Duplicates to find, organize, and clean large sets of data.
- Build PivotTables to summarize large databases, group data within PivotTables, and create multiple PivotTables on a single worksheet.
- Apply logical, math, and statistical functions including IF, AND, OR, SUBTOTAL, SUMIFS, and COUNTIFS to analyze data based on conditions and filtered results.
- Improve data quality with Data Validation and reinforce key course concepts by completing an end-of-class project.

Excel Level III: Advanced

Learn all of the most complex features of Microsoft Excel in this advanced training course—Excel functions, macros, and data analysis to improve efficiency and manage complex data in any job setting. This advanced course is ideal for Excel power-users.

- Use advanced navigation tools, Autofill techniques, Hot Keys, and Go To Special to move through worksheets and work more efficiently.
- Build stronger formulas with mixed references, cell auditing tools, date functions, and custom number formats.
- Create advanced logic with nested IF statements and IF formulas that incorporate AND/OR criteria for more flexible results.
- Perform What-If Analysis with Goal Seek and Data Tables to test variables and evaluate possible outcomes.
- Analyze data with advanced PivotTable tools, including base fields and sets, calculated fields, and PivotCharts.
- Use XMATCH, INDEX-MATCH, macros, and dynamic arrays to create powerful lookups, automate tasks, and complete an end-of-class project reviewing key concepts.

Excel Private Training

Two (2) hours of private tutoring in Microsoft Excel

Assessment Test

Take the Microsoft Excel Specialist exam with a free retake.