COURSE SYLLABUS

Excel Specialist Certification (Self-Paced)

Enhance your resume with a Microsoft Excel certification through this self-paced program. Complete three courses, receive private tutoring, access lifetime Excel video courses, and prepare for the Excel Specialist exam with a free retake and exam proctoring.

> Group classes in Live Online and onsite training is available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.nobledesktop.com/certificates/excel-specialist-certification-self-paced

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Course Outline

This package includes these courses

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

Excel Level I: Fundamentals Course Online (Self-Paced)

In this beginner Excel workshop, you'll learn the essentials of Microsoft Excel, including calculations, basic functions, graphs, formatting, and printing. This basic Excel class is perfect for those with limited experience looking to expand their proficiency.

- Become familiar with the interface and data entry
- Learn essential formulas and functions
- Format and print your work
- Create charts, including line, column, and pie charts
- Learn tips and tricks for easy workbook management
- Review key concepts in a final project

Excel Level II: Intermediate Course Online (Self-Paced)

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.

- Learn to split and join text, apply data validation, and create named ranges
- Use database functions such as VLOOKUP and HLOOKUP

- Write logical formulas using AND, OR, and IF functions
- Create Pivot Tables to efficiently summarize and analyze large datasets
- Apply statistical functions such as RANK, COUNTIFS, and SUMIFS
- Build advanced combo charts by combining multiple chart types
- Reinforce key concepts through a guided final project

Excel Level III: Advanced Course Online (Self-Paced)

Learn advanced 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.

- Cell management including cell locking, auditing, and hot keys
- Special formatting for calculating dates
- Use advanced functions and advanced analytical tools
- Record macros and relative reference macros for ad hoc reporting

Excel Private Training

Two (2) hours of private tutoring in Microsoft Excel

Assessment Test

Take the Microsoft Excel Specialist exam with a free retake.