Excel Bootcamp Course Online (Self-Paced)

Become proficient in Microsoft Excel and go from beginner to pro with our hands-on Excel Bootcamp. Learn functions, formulas, Pivot Tables, macros, and time-saving techniques to conquer all the key skills needed to excel in Excel.

> Group classes in NYC and onsite training is available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.nobledesktop.com/classes/excel-bootcamp-online

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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 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 to split and join text, add data validation, and named ranges
- Use database functions and logical statements
- Create Pivot Tables to quickly summarize large databases
- Create advanced combo charts from multiple charts

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

- 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