

# Excel Bootcamp

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 [hello@nobledesktop.com](mailto:hello@nobledesktop.com) or visit: <https://www.nobledesktop.com/classes/excel-bootcamp>



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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 Level I: Fundamentals

- Learn how to use functions to speed up your workflow
- Add formatting and other visual effects
- Turn data into visual charts, including line, column, and pie charts
- Learn tips and tricks for easy workbook management

### Excel Level II: Intermediate

- 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

- 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