

Excel Bootcamp

Learn functions, formulas, Pivot Tables, Macros, and time-saving techniques in this hands-on Excel Bootcamp. You'll conquer all the keys skills to become proficient in Microsoft Excel.

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



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Course Outline

This package includes these courses

- Excel Level I (7 Hours)
- Excel Level II (7 Hours)
- Excel Level III (7 Hours)

Excel for Business Fundamentals

Introduction

- Data Entry
- Interface

Formulas

- Autofill
- Calculations
- True or False
- AutoSum Functions
- Text Functions
- Multi-Input Functions
- Absolute Cell References

Formatting

- Formatting
- Format Painter
- Conditional Format

Charts & Tables

- Line Chart
- Column Chart
- Pie Chart

- Tables

Workbook Management

- Printing
- Worksheets
- Repeat Action
- Shortcuts
- 5 Fundamental keyboard shortcuts and a review of others previously covered

End of Class Project

- Project
- Save and Close

Intermediate Excel for Business

Worksheet Management

- Navigation
- Paste Special

Working with Text

- Splitting Text
- Joining Text
- Named Ranges
- Data Validation
- Sort & Filter
- Remove Duplicates

Database Functions

- VLOOKUP
- HLOOKUP
- VLOOKUP - Closet Match

Logical Functions

- AND, OR
- IF statements

Pivot Tables

- Pivot Tables
- Pivot Tables & Grouping
- Multiple Pivot Tables

Statistical Functions

- Ranking
- COUNTIFS
- SUMIFS

Advanced Charts

Combo Charts

End of Class Project

Project

Advanced Excel for Business

Cell Management

- Advanced Cell Locking
- Hot Keys
- Windows
- Cell Auditing

Special Formatting

- Date functions
- Conditional Formatting-Formulas

Advanced Functions

- Nested IF statements
- IF statements with AND/OR

What If Analysis

- Goal Seek
- Data Tables

Advanced Analytical Tools

- Data Consolidation
- Conditional SumProduct
- Pivot Table-Calculations
- Pivot Charts

Advanced Database Functions

- MATCH function
- VLOOKUP-MATCH
- INDEX-MATCH
- INDEX-Double MATCH

Introduction to Macros

- Recording Macros
- Relative Macros

End of Class Project

Project