

# Excel Expert Certification Program

Prepare for the Microsoft Excel exam and become an Excel expert with our certification program. Learn formulas, functions, Pivot Tables, charts, and more through group classes, private training, and an exam with a free retake.

Group classes in NYC and onsite training is available for this course. For more information, email [corporate@nobledesktop.com](mailto:corporate@nobledesktop.com) or visit: <https://www.nobledesktop.com/classes/excel-expert-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)

This package also includes four hours of private training, the Microsoft Excel Expert 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

- 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