COURSE SYLLABUS

Excel Expert Certification Program

This certification program will prepare you for the Excel Expert certification exam. This program includes three group classes, four hours of private training, and the Excel Expert Exam with a free retake.

> Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.careercenters.com/courses/excel-expert-certification-bundle



nyc@careercenters.com • (212) 684-5151

Course Outline

This package includes these courses

- Advanced Microsoft Excel (6 Hours)
- Intermediate Microsoft Excel (6 Hours)
- Beginner Microsoft Excel (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.

Advanced Microsoft Excel

Become an expert Excel user with this Advanced Excel course. Learn powerful functions like INDEX-MATCH, work with advanced Pivot Table functions, and start recording macros to automate workflows. Prepare yourself for any Excel challenge with this advanced Excel course.

Intermediate Microsoft Excel

The intermediate Excel class focuses on more advanced functions (including VLOOKUP, COUNTIFS and SUMIFS), Sort & Filter, and Pivot Tables. You'll also learn crucial text-related features like splitting and joining text, removing duplicates, and data validation. Embedded in the course are pivotal time-saving tricks like Paste Special, keyboard shortcuts, and navigation techniques.

Beginner Microsoft Excel

Get going with the basics of Excel and start working on projects in Excel. Get practice with calculations and formulas, charts and tables, worksheet and workbook formatting, and basic hotkeys to accelerate your workflow.