

Excel Bootcamp (Live Online)

Become an advanced Microsoft Excel user in just three days. This Excel Bootcamp includes 21 hours of hands-on training in formulas, functions, Pivot Tables, macros & more.

Group classes in NYC and on-site training is available for this course.

For more information, email nyc@careercenters.com or visit: careercenters.com/courses/excel-bootcamp-live-online



nyc@careercenters.com • [212-684-5151](tel:212-684-5151)

Course Outline

This package includes these courses

- Beginner Excel (Live Online)
- Intermediate Excel (Live Online)
- Advanced Excel (Live Online)

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