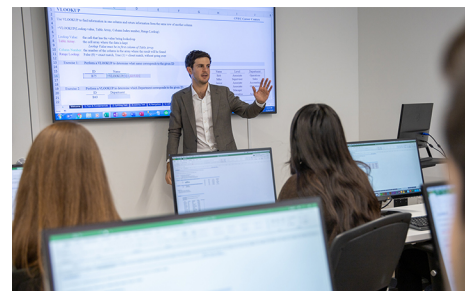


# Microsoft Excel Bootcamp

Go from novice to expert in our three-day comprehensive Excel Bootcamp. You'll learn advanced database functions, calculations, and formulas, shortcuts, Pivot Tables and scripts, and macros for automating tasks with ease.

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

For more information, email [nyc@careercenters.com](mailto:nyc@careercenters.com) or visit: [careercenters.com/courses/excel-bootcamp-nyc](https://careercenters.com/courses/excel-bootcamp-nyc)



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

## Course Outline

This package includes these courses

- Beginner Microsoft Excel
- Intermediate Microsoft Excel
- Advanced Microsoft Excel

## 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